



Date: March 9, 2020

REQUEST FOR QUOTATION RFQ N^o UNFPA/IND/RFQ/2020/005

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

“A study on sustainability of life skills education on life trajectories of adolescent girls – A Retrospective Analysis”

UNFPA requires the provision of ***A study on sustainability study of life skills education on life trajectories of adolescent girls – A Retrospective Analysis”***

The objective of the study is as follows:

- To assess the impact of life skills education of adolescent girls on:
 - a. changing expected life trajectories of adolescent girls
 - b. education aspirations, achievements and career trajectories

This Request for Quotation is open to all legally-constituted companies that can provide the requested services and have legal capacity to deliver/perform in the country, or through an authorized representative.

I. About UNFPA

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every child birth is safe and every young person’s potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: [UNFPA about us](#)

Terms of Reference (ToR)

A. Background:

Madhya Pradesh is the second-largest state in the country in terms of geographical area. With over 75 million population, it is the fifth-largest state in India. It has 16.01 million adolescents (10–19 years) which is 22.04% of its total population. Sex ratio among adolescents of Madhya Pradesh is better than the national average of this group, according to Census 2011.

Notwithstanding better sex ratio of adolescents, the UNFPA document reveals that, in terms of Nutrition, 66% of adolescent girls in Madhya Pradesh are underweight and 57% suffer from mild to severe anemia. Under accidents, violence and injuries 27.3% girls faced some form of injuries, 57% girls faced bullying or eve teasing and 16% girls faced GBV. In terms of Non Communicable diseases, 25% girls were screened as pre-hypertensive to hypertensive. Lower use of substance 1.7% was found among the adolescent girls in Madhya Pradesh. 74% girls are aware about menstruation and 25% use sanitary pads, 76% girls had

correct knowledge of right age of marriage for girls. On Mental Health front, 50% of girls faced depression and 70% anxiety in last 15 days of survey. (Source – Adolescent Health Baseline Survey -Madhya Pradesh 2017-18.) These health indicators of adolescent girls are just a tip of the iceberg.

The State Resource Centre, Indore with support from UNFPA and Rashtriya Madhyamik Shiksha Abhiyan (RMSA), Madhya Pradesh initiated a pilot project to impart life skills education to adolescent girls studying in 43 tribal hostels established under RMSA in 8 districts of Indore Division of Madhya Pradesh. The project was implemented over a period of two years beginning July 25th, 2015 and concluded on 30th September 2017. The project had the following objectives:

1. To enhance opportunities for adolescent girl students enrolled in RMSA hostels to achieve their goals by providing information on reproductive and sexual health, gender issues, life skills and overall personality development so that child marriages can be averted
2. To effectively reach out to adolescent girls with reproductive health knowledge and life skills education
3. To improve the capacities of hostel wardens and selected teachers
4. To generate evidence on effective peer education approaches especially in residential settings

The project covered 4300 adolescent girls of class IX – XII staying in 43 Hostels of RMSA (attached to 43 schools) located in Educationally Backward Blocks of Indore Division in Madhya Pradesh. In the span of around 2 years. Following were the key activities and accomplishments under the project during 2 years implementation–

In 2015

1. Project Management Team recruited
2. Baseline Survey for Knowledge, Attitude and Practices of girls in RMSA Hostels
3. Planning and Development of resources materials with UNFPA and RMSA
4. Development of Manual and Workbook called “Pehchaan” Part-1
5. Development of Teaching Learning Materials like “Snake Ladder Board Game”, Broken Square etc
6. Orientation of District Officials-Education of Indore Division
7. Capacity Building of Wardens & Teachers for Manual “Pehchaan” Part-1
8. Selection of “Peer Educators”
9. Capacity Building of “Peer Educators”
10. Monitoring and Supporting in implementation of Project

In 2016

1. Capacity Building of Peer Educators on Manual “Pehchaan” Part-1
2. Development of Manual and Workbook called “Pehchaan” Part -2
3. Orientation of Principals of RMSA Hostels
4. Capacity Building of Warden, Teachers and Peer Educators for Manual “Pehchaan” Part -2
5. Conducting Social Action Projects in 9 villages during Summer Vacation
6. Initiated Extra Curricular activities like Question Box, Health Check-ups and Counselling of girls
7. Monitoring and Supporting in implementation of project

In 2017

1. Completed sessions of “Pehchaan” Part - 2 and workbook with girls of hostels
2. Career counselling session conducted in hostels
3. Social Action Projects conducted in 418 villages during summer vacations

4. *End Line Survey of Knowledge Attitude and Practices to assess changes after Life Skills Education sessions*
5. *Organizing “Kishori Sammelan”*
6. *Monitoring and Supporting in implementation of Project*

The project conducted weekly Life Skills Education sessions in these 43 tribal hostel with the help of Peer Educators and Wardens under the observation of project staff. The project also provided career counselling sessions in these hostel to guide these girls to choose appropriate and relevant career options for future growth and development. The project stopped working with these 43 hostels in 2017 and initiated work in government secondary schools.

In order to generate robust evidence on impact of life skills education in empowering adolescents and changing life trajectory in positive direction and undertake advocacy with government and key stakeholders for increased investments for adolescent life skills education, the proposed study is based on a prospective analysis of the project participants. The study will reach to those adolescent girls who received life skills education sessions 2 years back and will try to capture how these girls have used life skills education to improve their lives , which life skills were most useful for them in their life after the hostel etc.

B. Objectives of the study:

UNFPA Madhya Pradesh State Office is seeking a qualified institution (company, academic institution, and/or foundation) with expertise in the areas of life skills in conducting the study in order to fulfil its goal of greater investments on empowering adolescents and youth, especially from the vulnerable and marginalized segments. The overall objective is to understand the extent to which the life skill education enabled girls to exercise their agency and make informed and responsible choices in all decisions related to health and wellbeing.

The specific objectives of this study are:

- *To assess impact of life skills education in changing expected life trajectories of adolescent girls*
- *To assess impact of life skills education on education and career trajectories of adolescent girls*

C. Methodology

Based on the understanding of the TOR, the agency will provide a detailed methodology based on the following:

- **Study Design:** *The study will use cross sectional study design.*
- **Geographic Coverage:** *The universe is the adolescent girls who stayed in stayed in 43 hostels from Indore division during the academic session of 2015 to 2017. A cohort of 4300 adolescent girls who were resident of the hostel during project period.*
- **Sample size:** *Since it is a retrospective study, it will conduct interviews of 50 adolescent girls staying who stayed in RMSA hostels from Indore division about three years back and tracing them, if they are staying in the same division, but elsewhere from the hostel.*

Category	Number to be interviewed
Adolescent girls	50

- **Sampling procedure:** This is a unique study of follow up of the girls who participated in the project in the past, a different procedure to recruit the girls for interview has been adopted. At the first step, ten hostels will be randomly selected and visit to these hostels will be made to gather the required information. From these selected hostels, relevant information about all girls who stayed during 205 to 2017 will be collected along with the telephone numbers of the parents of the girls. From information of those girls whose phone numbers were recorded in the hostel, calls will be made to their parents to generate the sampling frame. During this contact, ethical considerations will be used to take permission of interviewing the girls for this study along with the address where she is residing at present. This will result into a shorter list of girls for which permission obtained to interview the girls by their parents and address provided. Another filter will be applied to include only those girls in the sampling frame who are residing in Indore division and those outside will be excluded. Finally, with the list of girls, systematic random sampling technique will be used to select the girls after allowing for no response. At the next step, the study team will visit to the current place of residence of the girls and obtain her consent for the interview. The study envisages interviewing 50 girls.
- **Data collection:** The study will use both qualitative and quantitative tools for data collection based on the objectives for the study. The selected agency will develop data collection tools having few close ended and more open ended questions for conducting in-depth interviews of the selected adolescent girls for the study. The agency will pilot test the tool with the adolescent girls who are not selected for the study and make necessary revisions. The agency will hire necessary field investigators to conduct the in-depth interviews with the girls. The agency can use in-person interview or telephonic interview or video call interviews of these girls depending on the location but all the interviews not conducted in-person ,agency will have to submit video or audio recordings of these interviews.
- **Data Analysis:** The selected agency is expected to submit data analysis plan as soon as data collections is commissioned for approval from UNFPA. It is expected that the agency will have access to softwares used for quantitative and qualitative data. .
- **Research questions :** The following is a list of possible evaluation questions:
 - 1) Demographic and Socio-economic profile of the girls
 - 2) What do they recall about Life Skills Education Sessions in their hostels? What topics they could recall?
 - 3) Which topics did they find most useful in shaping their lives along with citing of concrete example? Are they finding life skills education beneficial for empowering them?
 - 4) Which life skills they could enumerate from the sessions? Which life skills did they use mostly in shaping their lives after the hostels?

- 5) *How girls utilized the life skills in their life? What are those instances?*
- 6) *Are they able to associate their current development to life skills education? Is there any difference they see in girls who did not receive life skills education and themselves?*
- 7) *Are they pursuing the studies? How did they negotiate with the parent to allow them to continue studies? were they able to decide on which career path to pursue? Are they coping with stress at the college? Are they communicating with friends at college?*
- 8) *Is the girls still unmarried? How did she convince her parents to allow her to pursue her aspirations? What happened to her friends from village who did not receive life skills education? How many of her such friends still unmarried and pursuing their aspirations?*
- 9) *What is the marriage status of girls? Were they able to choose their own life partner and negotiate with parents? Are they negotiating use of contraceptives, sexual rights, planning of children with the spouse? Do they have effective communication with spouse? Are they solving the marital problems? How are the interpersonal relationships with in-laws? How are they coping with emotional situation with spouse?*
- 10) *What is the employment status of girls? Are they in organized or unorganized sector? How life skill helped them in deciding the career path? Are they able to negotiate the chosen career with partners, spouse, friends and relatives? Are they effectively communicating with co-workers at the place of employment? How are they coping with stress of employment? How are they maintaining interpersonal relationship at place of employment? Which of the life skills are they using at place of employment to work more effectively?*

- **Duration:** *The study will have to be completed in 4 months duration. (1 May 2020 to 31 August 2020)*

D. Tasks to be completed by the selected agency: *The selected agency will have to complete following tasks under the assignment*

The following are the key tasks of this assignment:

1. *Review existing materials, data and documentation relevant to adolescent health projects in Madhya Pradesh*
2. *Facilitate a consultative process involving key stakeholders to identify information/knowledge gaps concerning adolescent health and define the scope and priorities for the research*
3. *Based on the baseline study and feedbacks of stakeholders, develop a detailed work plan and inception report, including the methodology for the research, in consultation with UNFPA*
4. *Develop , pilot test and finalise data collection tools.*
5. *Recruitment and training of field investigators and supervisors on data collection tools.*
6. *Field visit for data collections*
7. *Data analysis plan and data analysis*
8. *Draft of the research report*

9. *Revise edit and finalize the report based on feedback from UNFPA, and other stakeholders.*

10. *Support the facilitation of a policy brief based on the research findings*

The following deliverables are expected from the evaluation team:

Inception Report - This report focuses on methodology and planning . The inception report will be considered as the detail operational plan for the evaluation study. It will present the evaluation methodology including data collection tools. It will also present the division of tasks amongst team members as well as a detailed timeline for the evaluation fieldwork and for a stakeholders' consultation. Including:

- *Roles/responsibilities of each team member*
- *Protocols and instruments for data collection and analyses, including data entry templates, checklists prepared of the survey, data quality assessments tools in the field, data management guides, datasets codebook and dictionary*
- *field work plan*

II. Preliminary Findings Report – Brief field data collection report that outlines preliminary findings of the survey, as well as issues and challenges that may need to be considered in interpreting the final report. These will be submitted within one week of completing the data collection and will be followed by a briefing meeting with UNFPA staff.

III. Draft Study Report – This will be based on the outline as mentioned below and agreed upon in the Inception Report and will be reviewed by UNFPA staff for feedback before final submission.

IV.. Final Report - The study report will present the findings, limitations, conclusions and recommendations as per the agreed outline of the report. Findings should be evidence-based and relevant to the study objectives. The findings and conclusions should be presented for different levels of audiences. There should be a logical flow from findings to conclusions and from conclusions to recommendations. Recommendations will be action-oriented, practical and specific. The agency will also provide power point presentation based on the final report.

Final Report format: Comprehensive report written in English and not to exceed 35 pages excluding title page, table of contents, glossary of terms and acronyms, acknowledgements, executive summary (not more than 2 pages), photos, footnotes, endnotes and annexes, and including the following components:

- *Background (brief)*
- *Study purpose and objectives*
- *Methodology*
- *Findings related to each key research question*
- *Discussion and conclusions*
- *Recommendations, with prioritization based on their potential impact on project implementation and results, their feasibility in application and resource requirements.*
- *Annexes*

Annexes should also include final cleaned data sets, survey team contact details, electronic files of the clean (final) data files, syntax, analysis outputs from SPSS

V. Brief Report – A 2-3-page brief that describes the study design, key findings, and other relevant considerations. This should include info-graphics and tables as appropriate to be distributed to general audiences.

VI. Data - Agency should submit the raw data set in excel or any other format compatible with SPSS to UNFPA

E. Payment modalities: UNFPA will disburse approved budget using milestone approach and following are suggested milestones.

	Milestones	% of budget disbursement
1	Submission of detailed work plan with timelines and field movement plan	40%
2	Completion of data collection	25%
3	Submission of draft report	20%
4	Submission of final report and presentation	15%

F. Obligation for the agency: The data collected under the assessment is sole property of UNFPA hence agency will not use the data or findings on any other platforms or conferences. The agency will seek approval to use data or findings from UNFPA.

G. Content and structure of proposal to be submitted

A Technical Proposal

1. **Strategy and methodology** – Detail the methodology that will be taken to implement the TOR and achieve its objectives and goals, including how each deliverable will be completed within the overall timeframe, the geographical focus of the research, tools for data collection, potential ethical issues and approaches, stipulating protocols for interviewing adolescents as well as the processes for ethical review and oversight of the research/evaluation/data collection process, risk assessment and an outline of the quality assurance mechanism and plan.
2. **Work plan** – Provide a work plan, which details tasks, timelines and milestones
3. **Team composition** – Provide a short summary of the specific, relevant experience and expertise of the project lead and each team member including relevant educational qualifications and professional experience, their roles and responsibilities in the team, examples of team members having worked together in the past, and envisaged working modalities among team members (locations; % of face-to-face interaction and virtual collaboration). Please note that complete resumes should be attached as an Annex to the technical proposal ☐ CVs of all team members as Annex – Comprehensive resumes of all proposed team members
4. **Former work experiences and expertise** – Provide a minimum of three samples of work that demonstrate similar portfolios and the achievements in the area of adolescent health projects and experience of working with Ministries of Health and Education. References – Bidders are requested to back up their submissions by providing references.

5. *Description of the organization – Describe your organization, its suitability for the proposed assignment, and relevant experience.*

B Financial proposal

- ☐ *Bidders are requested to provide a detailed cost proposal as outlined in “Price Quotation Form”*
- ☐ *The bidder is requested to provide cost in the financial proposal. Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.*

II. Questions

Questions or requests for further clarifications should be submitted in writing to the contact person below:

Name of contact person at UNFPA:	Ms. Manpreet Kaur
Tel N ^o :	011-46532331
Email address of contact person:	mkaur@unfpa.org

The deadline for submission of questions is **Tuesday, March 17, 2020, 1700 hours IST**. Questions will be answered in writing and shared with parties as soon as possible after this deadline.

III. Content of quotations

Quotations must contain:

- Technical proposal, in response to the requirements outlined in the Terms of Reference (ToRs).
- Price quotation, to be submitted strictly in accordance with the price quotation form.

Both parts of the quotation must be signed by the bidding company’s relevant authority and submitted in PDF format.

IV. Instructions for submission

Proposals should be prepared based on the guidelines given below, along with a properly filled out and signed price quotation form, and are to be sent by email to the address indicated below no later than: **Wednesday, March 25, 2020, 1700 hours IST**.

Email address:	bids.india@unfpa.org
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Please note the following guidelines for electronic submissions:

- The Bid process shall be conducted through a **TWO-envelope system**. Interested Bidders are requested to submit their Technical Bid **separately** from their Financial Bid containing price information.
- Bidders must enter the following text in the subject line: RFQ N^o UNFPA/IND/RFQ/2020/005, **Company Name**, and specify “Technical Bid” or “Financial Bid”. Example below:

- RFQ N^o UNFPA/IND/RFQ/2020/005 [Company name], Technical Bid email X
- RFQ N^o UNFPA/IND/RFQ/2020/005 [Company name], Financial Bid
- Submissions without this text in the subject line may be rejected.

- Electronic submissions must be sent only to bids.india@unfpa.org. Bids received at bids.india@unfpa.org mailbox shall not be opened before the scheduled opening date. Sending the Bid to any other email address, including as a carbon copy (cc), will violate confidentiality and result in the invalidation of the Bid.
- The total size of the email submission must **not exceed 20MB**, including e-mail body, attachments, and headers.
- It is recommended that the entire Bid be consolidated into as few attachments as possible, in commonly-used file formats. If the Bid consists of large files, it is recommended that these files be sent in separate emails prior to the submission deadline. Multiple emails must be clearly identified by indicating in the subject line “**email X**” sequentially, and the final “**email Y – final**”.
- It is the Bidder’s responsibility to ensure that Bids sent by email are received by the submission deadline. Bidders will receive an auto-reply acknowledging the receipt of each email when it is received by UNFPA’s email system. If you do not receive an auto-reply, inform Manpreet Kaur at: mkaur@unfpa.org.
- Any quotation submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of any quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

V. Overview of Evaluation Process

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated and scored first, prior to the evaluation and scoring of price quotations

Technical Evaluation

Technical proposals will be evaluated based on their responsiveness to the service requirements /TORs listed in Section II and in accordance with the evaluation criteria below.

Criteria	[A] Maximum Points	[B] Points attained by Bidder	[C] Weight (%)	[B] x [C] = [D] Total Points
Technical approach, methodology and level of understanding of the objectives of the project	100		30%	
Work plan/time scales given in the proposal and its adequacy to meet the project objectives	100		15%	
Professional experience of the staff that will be employed to the project proving demonstrated expertise in exploratory studies and related processes (CVs etc)	100		15%	
Specific experience and expertise relevant to the assignment; conducting exploratory study on life skills, conducting exploratory study in Madhya Pradesh, Experience of working with donor agencies and United Nations	100		25%	
Profile of the company and relevance to the Project	100		15%	
Grand Total All Criteria	500		100%	

The following scoring scale will be used to ensure objective evaluation:

Degree to which the Terms of Reference requirements are met based on evidence included in the Bid submitted	Points out of 100
Significantly exceeds the requirements	90 – 100
Exceeds the requirements	80 – 89
Meets the requirements	70 – 79
Partially meets the requirements	1 – 69
Does not meet the requirements or no information provided to assess compliance with the requirements	0

Financial Evaluation

Price quotes will be evaluated only for bidders whose technical proposals achieve a minimum score of 70 points in the technical evaluation.

Price quotes will be evaluated based on their responsiveness to the price quote form. The maximum number of points for the price quote is 100, which will be allocated to the lowest total price provided in the quotation. All other price quotes will receive points in inverse proportion according to the following formula:

$$\text{Financial score} = \frac{\text{Lowest quote (\$)}}{\text{Quote being scored (\$)}} \times 100 \text{ (Maximum score)}$$

Total score

The total score for each proposal will be the weighted sum of the technical score and the financial score. The maximum total score is 100 points.

$$\text{Total score} = 70\% \text{ Technical score} + 30\% \text{ Financial score}$$

VI. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Professional Service Contract on a maximum-cost basis with duration of 04 months to the Bidder(s) that obtain the highest total score.

VII. Right to Vary Requirements at Time of Award

UNFPA reserves the right at the time of award of contract to increase or decrease by up to 20% the volume of services specified in this RFQ without any change in unit prices or other terms and conditions.

VIII. Payment Terms

UNFPA payment terms are net 30 days upon receipt of invoice and delivery/acceptance of the milestone deliverables linked to payment as specified in the contract.

IX. Fraud and Corruption

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA's policy regarding fraud and corruption is available here: [Fraud Policy](#). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.



A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](#).

X. Zero Tolerance

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](#).

XI. RFQ Protest

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of the Business Unit Ms. Argentina Matavel Piccin, UNFPA Representative at amatavel@unfpa.org. Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Procurement Services Branch at procurement@unfpa.org.

XII. Disclaimer

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).

PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation N°:	UNFPA/IND/RFQ/2020/005
Currency of quotation :	INR
Validity of quotation: <i>(The quotation must be valid for a period of at least 3 months after the submission deadline)</i>	

- Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.

Item	Description	Qty	Unit Price	Total
1. Professional Fees				
A	Suggestive line items for cost proposal			
	1. Management fee			
	2. Field Cost for data collection (please provide detailed breakup of field cost)			
	3. Printing, stationery and communication			
	4. Orientation of field team on data collection and objective of the assessment			
	5. Data processing and analysis			
	6. Report writing			
	7. Any other (please specify and justify the cost line item)			
Total Contract Price				

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/IND/RFQ/2020/005 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

	Click here to enter a date.	
Name and title	Date and place	



**ANNEX I:
General Conditions of Contracts:
De Minimis Contracts**

This Request for Quotation is subject to UNFPA's General Conditions of Contract: De Minimis Contracts, which are available in: [English](#), [Spanish](#) and [French](#)

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