



United Nations Population Fund, UNFPA
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Date: *February, 22nd, 2017*

REQUEST FOR QUOTATION RFQ N° UNFPA/JOR/RFQ/17/003

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

“Development of a National Youth Empowerment Strategy – Health Sector”

UNFPA requires the provision of a consultant to develop a National Youth Empowerment Strategy – Health Sector as per the Terms of Reference (Annex II).

This Request for Quotation is open to individuals that can provide the requested services and have legal capacity to deliver 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](#)

II – Service Requirements/Terms of Reference (ToR) as per Annex II.

II. Questions

Questions or requests for further clarifications should be submitted in writing to the below email: proposal@unfpa-jordan.org.

The deadline for submission of questions is February 26th 2017, 15:00hrs Amman, Jordan time. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

III. Content of quotations

Quotations should be submitted in a single e-mail whenever possible, depending on file size. Quotations must contain:

- a) Curriculum Vitae of the consultant.
- b) Workplan outline, in response to the requirements outlined in the service requirements / TORs.
- c) Price quotation, to be submitted strictly in accordance with the price quotation form.

Both parts of the quotation must be signed by the individual and submitted in PDF format.



IV. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form, are to be sent by e-mail to the address indicated below no later than: **Tuesday, March 8th 2017 at 15:00hrs** Amman, Jordan Time: proposal@unfpa-jordan.org.

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/JOR/RFQ/17/003 – Development of a National Youth Empowerment Strategy – Health Sector**. Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total e-mail size may not exceed **20 MB (including e-mail body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.

V. Overview of Evaluation Process

Quotations will be evaluated based on the technical proposal and the total cost of the services (price quote).

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes.

VI. Award Criteria

UNFPA shall award a Purchase Order to the lowest-priced technically acceptable offer.

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.



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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. Laila Baker / UNFPA Jordan CO Representative at lbaker@unfpa.org. Should the bidder be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the bidder 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).



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PRICE QUOTATION FORM

Name of Bidder:

Date of the quotation:

[Click here to enter a date.](#)

Request for quotation N°:

UNFPA/JOR/RFQ/17/003

Currency of quotation:

USD

Delivery charges based on the following 2010 Incoterm:

[Choose an item.](#)

Validity of quotation:

(The quotation shall be valid for a period of at least 3 months after the submission deadline.)

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

Example Price Schedule below: *[Delete after properly completing the Price Schedule, also develop excel version]*

Item	Description	Number & Description of Staff by Level	Hourly Rate	Hours to be Committed	Total
1. Professional Fees					
<i>Total Professional Fees</i>					\$\$
2. Out-of-Pocket expenses					
<i>Total Out of Pocket Expenses</i>					\$\$
Total Contract Price <i>(Professional Fees + Out of Pocket Expenses)</i>					\$\$

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/JOR/RFQ/17/003 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.

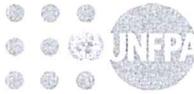
	Click here to enter a date.
Name and title	Date and place



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**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



ANNEX II

TERMS OF REFERENCE

Development of a National Youth Empowerment Strategy – Health Sector

Background

Youth have a leading role as agents of positive change and in building new realities for themselves and their communities. The young generations have made their voices heard loud and clear about the future they want. Young people- informed, empowered and engaged- will be leaders, today and tomorrow, for sustainable human development, therefore, their views must count.

Youth is a significant segment of the Jordanian society, constituting the majority of people. According to results of the Population and Housing census 2015, population under the age of 30 years old constitute 64.7 percent of the population, meanwhile, young females and males from the age category (15-30) constitute 30.4 percent of the population.

Having such a bulging youth segment makes it imperative that a robust national youth strategy should be developed to address their needs and guarantee their rights. The National youth Strategy is expected to be comprehensive, multi-sectoral framework that addresses youth challenges and opportunities in Jordan. It should be based on Jordan 2025 vision and respect the human rights of young people.

The ground rules of the strategy are expected to ensure transparency, national participation and ownership principals. It aims to empower young people and invest in their potentials and capacities by creating an enabling environment at the national and sectoral levels.

The design of the National Youth Empowerment Strategy is a pre-requisite towards systematically addressing youth issues in the Hashemite Kingdom of Jordan. It is one of the main priorities of the Government in general, and the Ministry of Youth, in specific.

Thematic areas and UN leading agencies:

The National Youth Empowerment Strategy shall focus on the following suggested thematic strategic areas to be led and chaired by UN agencies of interest:

- a. Health (UNFPA).
- b. Education (UNICEF).
- c. Youth Peace and Security (underlying EVP) (UNDP).
- d. Participation and active citizenship (UNDP).
- e. Economic empowerment (UN Women and ILO could co-chair).



Gender and equality will be mainstreamed throughout the various priority areas of the national youth Empowerment Strategy.

Specific groups at risk and marginalized youth will be given special attention throughout the elaboration of the Strategy.

UNFPA is leading the development of the Health thematic area chapter; accordingly, which will be reflecting a full needs assessment of youth reproductive health and provide way forward to fill their needs and bridge the gap especially in knowledge and services. These TORs were developed to call for proposals.

Age group categories

The final age groups categories to be adopted by all agencies across the themes are the

1. (12-15) years old
2. (16-18) years old
3. (19-24) years old
4. (25-30) years old

Objective:

The main objective of the mission is to produce a high quality analytical chapter on current and future strategies for young peoples' health, with special focus on reproductive health, in Jordan according to the defined age groups.

More specifically the chapter will be included within the overall strategy document. The Strategy structure will constitutes of 7 chapters as follows

- Chapter one provides the introduction (background, rationale and methodology)
- Chapter two provides the high level strategic directions of the youth sector for the coming 10 years; including Vision, Mission, Values, National Objectives, and Priorities.
- Chapters 3-7 as per the five Thematic Areas. Each chapter provides:
 - an external/ internal environmental analysis of the Youth Sector in the specific thematic area by setting out Strengths, Weaknesses, Opportunities, and threats facing the sector.
 - thematic area's objectives and priorities for the next ten years, and the corresponding strategies to be undertaken by the sector.
 - key features of the implementation for the strategic plan such as sequencing of interventions, programs and projects, roles and responsibilities of partners/ stakeholders in the thematic area, and a mechanism for coordination and information-sharing.



- Monitoring and evaluation framework including the results chain.
- financing and costs proposed plan
- Risk Management plan

Strategy Annexes will include:

- Stakeholders lists
- Background material Lists (reports, documents, statistics,..)
- Detailed External/ Internal Environmental analysis
- Detailed consultation process results
- Detailed action planning material

The health chapter will include a full analysis of youth health including reproductive health, framed in an sex disaggregated analysis of national health related policies and strategies, laws, rules and regulation, socio-cultural and political and intuitional contexts affecting youth health and their access to health services. It should also include identification of youth health priorities, challenges and opportunities and identifying emerging issues.

To this end the consultant will closely work with UNFPA Jordan office and be part of the national and UN team.

Roles and Responsibilities:

1. Data collection and desktop research of existing programmes and activities in the related thematic area; identification of key policy priorities, gaps and deficiencies and presentation of issues that deserve particular attention.
2. Situational analysis and socio economic profiling
3. Provide full sex disaggregated analysis of youth health situation in Jordan.
4. Conduct and compile background information and research.
5. Elaborate questionnaires and analyzing data.
6. Organize extensive interviews, consultations, grass root and focus group meetings with experts and practitioners, youth organizations, civil society organizations working with young people, public and private sector entities and leads public discussions on the specific thematic area.
7. Produce a report outlining existing needs, challenges and opportunities according to the thematic priorities.
8. Produce thematic texts with corresponding action plans with priorities, goals, results, indicators and time frame.
9. Produce draft versions of the relevant chapter of the strategy
10. Produce a chapter in Arabic and English in collaboration and contribution national committee.



Milestones and Time Frame:

NYES development Action Plan			
Activities	Implementati on Responsibility	Duration	
		Starting Date	Ending Date
Work plan Development	NCs	4/12/2016	15/12/2016
Methodology Development including reporting templates and guidelines for the work of the Thematic working group	NCs	4/12/16	15/12/2016
Meeting the HE the Minister and MOY staff to present work plan and methodology	Strategy Team	15/12/2016	15/12/2016
Agreeing on team members and TGC, as well as their roles and responsibilities.	All the team including UN Agencies	8/12/2016	20/12/2016
Modified final agreed upon work plan	NCs	27/12/2016	28/12/2016
Meeting with the MOY, to discuss the social media team and to identify the social media's needs for developing the NYES.	NCs	2/1/2017	2/1/2017
Meeting UN Agencies to agree on needed documents, potential stakeholders, Consultants qualifications, final work plan	NCs	3/1/2017	5/1/2017
Modern Practices report	NCs	4/12/2016	10/1/2016
Key areas and questions of the discussion papers	NCs	4/12/2016	10/1/2016
Building stakeholder lists with contact details. Including government agencies, NGOs, International Organizations, donor agencies, Civil society, youth organizations, youth representatives, and the private sector.	UN Agencies with the help of NCs	5/1/2017	15/1/2017
Defining and collecting all relevant documents, Strategies, Reports, Statistics, surveys....etc	UN agencies with the help of NCs	5/1/2017	15/1/2017
Desk research of existing programmes and activities in the related thematic areas	UN agencies with the help of NCs	5/1/2017	15/1/2017
Prepare for the social Media consultation campaign	NCs with MoY media staff	27/12/2016	10/1/2017
Conduct Social Media consultation campaign		11/1/2017	28/3/2017
Hiring Thematic Consultant	UN Agencies	20/12/2017	1/2/2017
Preparatory Workshop	NCs	2/2/ 2017	2/2/2017
Desk review including situational analysis and socio economic profiling, identification of key policy priorities, gaps and deficiencies	TCs with the support of NCs	3/2/2017	28/2/2017



Discussion papers development including the detailed questions of thematic areas that will be used in the consultation process.	TCs with the support of NCs	22/2/2017	4/3/2017
Preparations for the consultation with stakeholders (who, where, what, when..)	MoY and UNDP project team	3/2/2017	4/3/2017
Consultation with stakeholders (workshops, focus groups, interviews, surveys....)	TCs with the support of NCs	5/3/2017	6/4/2017
Analyze and compile consultations including social media results	TCs with the support of NCs	26/2/2017	13/4/2017
Produce a report outlining existing needs, challenges and opportunities according to the thematic priorities.	TCs with the support of NCs	13/4/2017	13/4/2017
Produce draft versions of the relevant chapter of the strategy including objectives, strategies, priorities, expected goals and results, indicators.	TCs with the support of NCs	13/4/2017	27/4/2017
Consultation on Strategy draft (selective key stakeholders (stakeholders committee))	NCs	30/4/2017	10/5/2017
Finalizations of the strategy	NCs	11/5/2017	24/5/2017
Produce detailed action plans	TCs with the support of NCs	13/5/2017	28/5/2017
Produce a comprehensive M&E frame work including indicators and monitoring plans	TCs with the support of NCs	13/5/2017	28/5/2017

I. Supervisory arrangements:

The consultant will conduct the task and produce a final report under the supervision of UNFPA Population and Development / Youth Program Analyst.

II. Desired Background, Skills And Experience

1. At least 10 years work experience in the area applied for.
2. Experience in research, quantitative analysis, policy analysis.
3. Excellent writing analytical skills.
4. Good facilitation skills.
5. Knowledgeable of the Jordanian context.



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6. Languages: English and Arabic.

III. Duration and working schedule

The duration of the assignment is one and a half month.