



Date: June, 13, 2021

READVERTISEMENT
REQUEST FOR QUOTATION
RFQ N° UNFPA/JOR/RFQ/21/008

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

Organizational Development Support for Youth Network

UNFPA requires the provision of technical and logistical services aiming to support the Youth Peer Education Network (Y-PEER) in a sustainable transition process from a non-formal non-registered network to a registered organization with full independent operational and programmatic services. The applying bidder should function as a host organization for the Y-PEER network in Jordan, providing needed logistical, technical, and legal support for the network, including hosting meetings and workshops. In addition to the technical support, the host organization will be providing the needed legal and financial guidance to select the most suitable business model for the network, and build the capacity and mentor selected Y-PEER members to lead and manage Y-PEERS' work in Jordan. All of the above will be a continuation of the work conducted by an organizational development consultant that worked with Y-PEER during 2019-2020. The selected bidder must undertake a youth participatory approach while working with the Y-PEER members and respecting the networks' autonomy, internal bylaws and policies as a youth-led network.

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

I. About 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. UNFPA started its programmes of cooperation in Jordan in 1976. Since then, UNFPA has been supporting five-year programme cycles which are developed between the Government of Jordan, represented by the Ministry of Planning and International Cooperation and UNFPA. Each programme cycle is based on achievements and lessons learned of the preceding cycles and the evolving national development priorities. UNFPA Jordan is currently supporting the [Ninth Country Programme of Cooperation-CPD \(2018-2022\)](#). Under the CPD, the agency is working towards: Improving young people's ability to exercise sexual and reproductive Health and rights (SRHR) in development and humanitarian settings, and strengthening national capacities to prevent and respond to Gender-Based Violence (GBV) with focus on advocacy, data and coordination in development and humanitarian settings. To read more about UNFPA, please go to: [UNFPA about us](#)

Terms of Reference (ToR)

Background:

Y-PEER is an innovative and comprehensive global youth-to-youth education initiative seeking to advance a comprehensive agenda for young peoples' SRHR and was launched in 2001 by the UNFPA regional office. The network consists of NGOs, CBOs, and young people in over 50 countries including Jordan. The network has



developed a methodology with standards, tools and resources that are based on peer-to-peer education and outreach which are used by its members. The techniques are tailored to the needs of young people and are based on interactive methods, including music, films and theatre. Young people are involved in the design, development and implementation of the Y-PEER programme activities. The network is unique in the sense that young people are trained as peer educators and are both educators and the audience. As a network designed by young people for young people, Y-PEER is able to reach out to youth on their own terms. In addition, it relies heavily on partnerships with local NGOs and institutions in each country of operation, which facilitates the enrollment of youth in the network.

UNFPA Jordan Country Office (JCO) has supported Y-PEER in Jordan since 2008. UNFPA has provided needed technical and logistical support to Y-PEER members to promote peer education approach in SRHR. Currently, the network exists in most Jordanian governorates, host communities and refugee camps. Y-PEER Jordan has been playing a major role in building the capacity of young people as peer educators and supporting them to raise awareness about their SRHR in a youth friendly manner that is interactive, participatory and engaging. The national network is part of the global network and currently includes 120 active youth members across the country.

In the current UNFPA CPD, and based on the outcome of Y-PEER members strategic planning in 2017, both entities are working toward a sustainable transition process to ensure Y-PEER independence. UNFPA supported a professional organizational development consultant to facilitate a youth led transition process. The outcomes entailed a revision of the network internal bylaws, a roadmap for organizational development, a youth-led base studies of the new focus areas; mental health, life skills and civic engagement including peace and security. In 2020, the consultant guided the network with suitable cash and basic accounting handling procedures for Y-PEER during the transition process with a host organisation, and supported the members in identifying key criteria. The outcome of the sustainable transition building process resulted in the need for having a host organization to support Y-PEER transition to independence. Reflected below in this RFQ, Y-PEER's "Resources committee" have developed preferable criteria to select a host organization, identified what support they need from the hosting organisation, and what support they can give to the hosting organisation. Regarding the new focus areas selected by Y-PEER Jordan, UNFPA will continue to support the network in SRHR, and also in GBV. In their new chosen areas of mental health, civic engagement, and life skills, which are not within the direct scope of UNFPA, Y-PEER looks towards developing partnerships with institutional experts who can support and mentor the network in developing training and awareness activities in these areas, and also with individual experts. UNFPA may support Y-PEER in connecting with potential organisations and experts relevant in these fields using its strategic partnerships network. Y-PEER intends to develop training programs in the new focus areas to be provided for its members in the areas, and to conduct awareness and behaviour changing activities in those areas directed at their members.

Objective:

The objective of this assignment is to support Y-PEER Jordan organizational development towards becoming an independent entity, while also hosting and incubating the network during the transitional two years and enabling them to undertake and implement their annual plan and activities. The selected bidder will function as the host organization for the network in Jordan by:

1. Providing coaching, mentorship and technical support for Y-PEER towards identifying and deciding on the form of a suitable organisation entity. This should be preceded by helping Y-PEER identify and decide on a suitable future business model. Identifying the business model should precede the decision on the organisation format so that the chosen format will serve the identified business and



operating model. The support should include in a later phase guidance and support with the official registration;

2. Providing logistical support to enable the network to implement the agreed activities;
3. Provision of virtual and/or actual space for meetings and implementing activities (without violating the Covid Pandemic safety directives);
4. Coaching and Mentorship for selected Y-PEER members in relevant working groups on resource mobilization and partnership-building in YPEER’s new chosen focus areas.

The selected bidder will be required to design a highly participatory process to ensure Y-PEER members engagement in decisions.

UNFPA will provide the selected bidder with the necessary knowledge, information and expertise and connection with relevant experts and stakeholders when needed to ensure the hosting organization is equipped with the information required to carry out the assignment successfully.

Outputs / Deliverables:

Outputs/deliverables:	Estimated Timeframe:
<p>Inception Report that includes:</p> <ul style="list-style-type: none"> ● Clear methodology and approach with a focus on youth engagement and active participation in decision making in a meaningful and real manner; ● Proposed approach in developing a roadmap in consultation with Y-PEER on the organizational development process that will lead to identifying a suitable business plan; ● Detailed description of services provided for the assignment with a focus on the process of consulting and engaging Y-PEER members; ● Detailed work plan for the assignment entailing activities, deliverables and persons in charge. 	<p>Jul 2021</p>
<p>Provision of logistical support to national trainings on the topics of SRHR, GBV, and Theater Training. Four such trainings should take place in 2021 and 2022. The host organisation is required to:</p> <ol style="list-style-type: none"> a. Provide the needed venue, hospitality and necessary equipment and materials to carry out the trainings; b. Administer related payments including payments to cover transportation and trainer fees. <p>The trainings are as follows:</p> <ol style="list-style-type: none"> 1. National Y-PEER Training of Trainers (ToT) on SRHR and GBV and other focus areas based on Y-PEER Training Manuals and Toolkits. 2. National Y-PEER participatory theater training for youth members led by experts focusing on Y-PEER mandate. 	<p>Aug 2021</p> <p>Sep 2021</p> <p>Jul 2022</p> <p>Sep 2022</p>

<p>3. There will be frequent 2 hour meetings that will take place in the afternoon (after 5) or over the weekend to accommodate for the youth members' schedules. No transportation to be provided for those meetings.</p> <p>The total duration of each training is expected to be around 6 consecutive days and for a capacity of 20 participants as per the defense law. This is subject to change depending on the governmental instructions at the time. Trainers are nominated from the Y-PEER members.</p>	
<p>Bi-Annual reports. The reports will provide an update about the work progress, process of implementation, achievements, challenges and lessons learned. A committee from selected Y-PEER members and UNFPA Youth program representatives will review and approve the reports. The reports will focus on the deliverables under:</p> <ol style="list-style-type: none"> 1. Provided coaching and mentorship services for the Y-PEER; 2. Updates on the process of registration and selecting a suitable business model; 3. Updates on provided logistical support on agreed workshops, meetings and events; 4. Reporting on usage and utilization of provided platforms. 	<p>Dec, 2021 Jun, 2022</p>
<p>Finalized and approved roadmap. In consultation with Y-PEER on the organizational development process that will lead to the development of a suitable business plan. This includes:</p> <ul style="list-style-type: none"> ● Selected and developed a clear future business model and organisation format with a clear action plan; ● Y-PEER established successful strategic partnerships in relation to its new focus areas; ● A successful working mentorship relationship with Y-PEER Jordan based on mutual respect and participative decision making. 	<p>Dec, 2021</p>
<p>Y-PEER Registration documents. The selected bidder will provide needed technical organizational development support, including mentorship and coaching to support Y-PEER selecting the most suitable business model to support their work. This should build on the previous outcomes and recommendations from UNFPA's Y-PEER's organizational development consultant:</p> <ul style="list-style-type: none"> ● An official registration document for Y-PEER Network; 	<p>Jun 2022</p>



<ul style="list-style-type: none"> All legal documents are finalized including the internal bylaws, the organizational structure, and the financial systems. 	
<p>A final report. A report to provide details on the assignment process, outcomes and results, number of youth reached through the Y-PEER initiatives and on-going outreach efforts, and the lessons learned, best practices and recommendations based on the experience of the hosting organization and the Y-PEER members. A committee from selected Y-PEER members and UNFPA Youth program representatives will review and approve the reports.</p>	<p>October 2022</p>

Activities:

- Develop a road map in liaison with Y-PEER members on the organizational development process and selection of business model;
- Logistical support for four national trainings: 1) Training of Trainers (ToT) and 2) A national theater training as part of the peer-to-peer education approach;
- Support the Y-PEER Network with sufficient virtual space for meetings and implementing activities;
- Support the Y-PEER Network with actual space for meetings and implementing activities in line with Covid pandemic safety directives;
- Support a comprehensive process for Y-PEER registration and establishment of business model in coordination with the Y-PEER members;
- Coaching and Mentorship for selected Y-PEER members in relevant working groups on resource mobilization and partnership building.

A committee from selected Y-PEER members and alumni members, and UNFPA Youth program representatives will review and approve the reports.

Inputs:

Contribution from UNFPA:

UNFPA’s contribution includes all resources and support that UNFPA will be able to provide to the Contractor free of charge or as deemed appropriate in completing the assignment (e.g. personnel available to assist the contractor, background information and documents etc). UNFPA will provide the contractor with all previous Y-PEER documentation , assessments, and reports.

The contractor is requested to support the implementation of the recommended procedures concerning Y-PEER’s internal transactions as much as possible. Where the contractor considers that certain procedures cannot be implemented as recommended in the study to discuss with the Y-PEER Resources Committee to agree an approach that works with both sides.

Contribution from Contractor:

As part of the contractor’s contribution, all logistical and technical services for assignment must be included in the offer including hospitality, logistical expenses, printing, development of content, staff, social media platforms costs and any other related expenses to the assignment and the proposed activities. The contractor



must undertake a youth-friendly approach and ensure the contribution is in accordance with UNFPA policies and procedures.

Additionally, the contractor should identify key presenters and producers who have expertise and qualifications in youth active participation and engagement. Knowledge in supporting youth networks, youth spaces, and youth groups are required. Expertise in sexual and reproductive health for youth and Gender Based Violence issues related to young people in Jordan are preferable.

Selection criteria includes:

1. Experience working in the field of youth development, youth empowerment, and youth active participation;
2. Strong experience in organizational development for youth led organizations, and youth networks;
3. Proven experience in supporting the establishment of youth led spaces, youth networks, and youth led organizations. This includes technical support, and logistical and legal support;
4. Technical expertise related to legal and financial matters for organizations registration;
5. Previous experience working on projects related to SRHR, and GBV is a merit;
6. Proposed methodology that places youth participation at the core of all the design, planning, implementation, and evaluation processes for this assignment;
7. Provision of physical and virtual spaces and platforms for the network.

II. Questions

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

Name of contact person at UNFPA:	<i>Mr. Omar Kilani</i>
Tel N°:	<i>+962 6 593 0689</i>
Email address of contact person:	alkilani@unfpa.org

The deadline for submission of questions is *20 June 2021 at 2:00 PM Amman time (GMT+2)*. Questions will be answered in writing and shared with parties as soon as possible after this deadline.

I. Content of quotations

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

- a) Technical proposal, in response to the requirements outlined in the service requirements / TORs.
- b) 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.

II. 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, and are to be sent by email to the contact person indicated below no later than: **[Sunday, 27 June 2021 at 2:00 PM Amman]**¹.

Name of contact person at UNFPA:	Mr. Omar Kilani
Email address of contact person:	jordan-bids@unfpa.org

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RE-ADVERTISEMENT_RFQ № UNFPA/JOR/RFQ/21/008 – Provision of Organizational Development Services**. Proposals, including both technical and financial proposals, that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total email size may not exceed **20 MB (including email 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.
- 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.

III. 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 obtained by Bidder	[C] Weight (%)	[B] x [C] = [D] Total Points
Expertise and Capability of Organization				
Profile of the company and relevance to the Project. And proven ability to the provision of physical and virtual spaces and platforms for the network	100		15%	
Previous work experience in: 1. The field of youth development, youth empowerment, and youth active participation;	100		15%	

¹ <http://www.timeanddate.com/worldclock/city.html?n=69>



2. Organizational development for youth led organizations, and youth networks; 3. Previous experience working on projects related to SRHR, and GBV is a merit				
Specific experience and expertise relevant to the assignment including Proven experience in supporting the establishment of youth led spaces, youth networks, and youth led organizations. This includes technical support, and logistical and legal support;	100		20%	
Proposed Work plan & Approach				
Technical approach, methodology and level of understanding of the objectives of the project. Proposed methodology that places youth participation at the core of all the design, planning, implementation, and evaluation processes for this assignment;	100		20%	
Work plan/time scales given in the proposal and its adequacy to meet the project objectives	100		20%	
Key Personnel				
Professional experience of the staff that will be employed to the project proving demonstrated expertise in evaluat	100		10%	
<i>Grand Total All Criteria</i>	600		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 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.

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

IV. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Professional Service Contract on a fixed-cost basis with duration of 2 years to the Bidder(s) that obtain the highest total score.

V. 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.

VI. 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.

VII. 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](#).

VIII. 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](#).

IX. 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 [Enshrah Ahmad, Representative] at aabubarham@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.

III. 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/JOR/RFQ/21/008
Currency of quotation :	JOD
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	Deliverable	Percentage of Total price	Delivery time	Price
1.	Inception Report verified by UNFPA	10%	July 2021	
2.	Trainings in 2021	10%	July/Sep 2021	
3.	Finalized and approved roadmap	25%	Nov 2021	
4.	Y-PEER Registration documents	30%	1 month	
5.	Trainings in 2021	10%	Jun/Sep 2022	
6.	Final Report	15%	Oct 2022	
Total Contract Price (JOD)				

<i>Vendor's Comments:</i>

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/JOR/RFQ/21/008 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	



United Nations Population Fund
Jordan, Amman.
Amman, Jordan. 94163
Email: alkilani@unfpa.org
Website: www.unfpa.org

**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](#)