REQUEST FOR PROPOSAL (RFP)

20 March 2014
REQUEST FOR PROPOSAL (RFP)

UNITED NATIONS CHILDREN’S FUND (UNICEF) wishes to invite you to submit a proposal for

Developing a Knowledge, Attitudes and Practices (KAP) of Adolescents’ health and development

SEALED Proposals should be sent to:
UNICEF Uzbekistan
RFP/UZBA/2014/0001
16 Sh. Rashidov street, Tashkent 100129
Business Center Poytakht

IMPORTANT – ESSENTIAL INFORMATION
The reference RFP/UZBA/2014/00001 must be shown on the envelope containing the Technical Proposal and on the envelope containing the Price Proposal, as well as on the outer packaging containing both envelopes.

The bid form must be used when replying to this request for proposal.

The Proposals MUST be received at the above address by latest 18:00 on April 8, 2014. Due to the nature of this RFP, there will be no public opening of proposals.

Proposals received after the stipulated date and time will be invalidated.

It is important that you read all of the provisions of the request for proposal, to ensure that you understand UNICEF’s requirements and can submit a proposal in compliance with them. Note that failure to provide compliant proposals may result in invalidation of your proposal.

BID FORM

THIS PAGE/BID FORM must be completed, signed and returned to UNICEF Uzbekistan. Bid must be made in accordance with the instructions contained in this Request for Proposal.

TERMS AND CONDITIONS OF CONTRACT
Any Contract or Purchase Order resulting from this INVITATION shall contain UNICEF General Terms and Conditions and any other Specific Terms and Conditions detailed in this INVITATION.

INFORMATION
Any request for information regarding this INVITATION must be forwarded by fax to the attention of the person who prepared this document, with specific reference to the Invitation Number.
THIS REQUEST FOR PROPOSAL HAS BEEN:

PREPARED BY: Malika Khudayberganova, mkhudayberganova@unicef.org
(To be contacted for additional information.)
APPROVED BY: Edin Agic, Chief of Operations

1.0 PROCEDURES AND RULES

1.1 PURPOSE OF THE RFP

The survey aims at assessing the overall knowledge, attitude and practices (KAP) of adolescents on healthy lifestyle in the areas of nutrition, sanitation and hygiene, reproductive/sexual behaviours, harmful habits (cigarette smoking, drug and alcohol intake) physical education and sport.

The survey's results will be used by the Ministry of Health, UNICEF and other partners to inform policies and actions and facilitate an enabling environment for healthy adolescent development. The study should provide specific recommendations for the stakeholders for future policy formulation based on the analysis of factors which influences adolescents' life styles.

1.2 RFP CHANGE POLICY

All requests for formal clarification or queries on this RFP must be submitted in writing to via e-mail at mkhudayberganova@unicef.org/via fax at 998 71 1406508. Please make sure that the e-mail or fax mentions the RFP reference number.

Only written inquiries will be entertained. Please be informed that if the question is of common interest, the answer will be shared with all potential RFP bidders.

Erasures or other corrections in the proposal must be explained and the signature of the applicant shown alongside. All changes to a proposal must be received prior to the closing time and date. It must be clearly indicated that it is a modification and supersedes the earlier proposal, or state the changes from the original proposal. Proposals may be withdrawn on written request received from bidders prior to the opening time and date. Bidders are expected to examine all instructions pertaining to the work. Failure to do so will be at bidder's own risk and disadvantage.

1.4 RFP RESPONSE FORMAT

All proposals should be submitted in ENGLISH and must be received not later 18:00 on
April 8, 2014. In two (02) original copies, duly signed and dated. Bidders must submit a sealed proposal, with two separate sealed envelopes inside for a) the Technical Proposal and b) the Price Proposal.

Sealed proposals must be securely closed in suitable envelopes and dispatched to arrive at the UNICEF office indicated no later than the closing time and date. They must be clearly marked as follows:

- Outer envelope: Name of company
- RFP number
- UNICEF XXX

Address
- Inner envelope - technical proposal: Name of company, RFP number - technical proposal
- Inner envelope - price proposal: Name of company, RFP number - price proposal

Proposals received in any other manner will be invalidated.

Sealed proposals received prior to the stated closing time and date will be kept unopened. The responsible officers will open technical proposals when the specified time has arrived and no proposal received thereafter will be considered. UNICEF will accept no responsibility for the premature opening of a proposal not properly addressed or identified. Any delays encountered in the mail delivery will be at the risk of the bidder.

1.5 BIDDER RESPONSE

- Formal submission requirements
The formal submission requirements as outlined in this Request for Proposal must be followed, e.g., regarding form and timing of submission, marking of the envelopes, no price information in the technical proposal, etc.

- Mandatory criteria
All mandatory (i.e. must/have to/shall/should/will) criteria mentioned throughout this Request for Proposal have to be addressed and met in your proposal.

- Technical Proposal
The technical proposal should address all aspects and criteria outlined in this Request for Proposal, especially in its statement of work, terms of reference and paragraph 1.10 of this Request for Proposal. However, all these requirements represent a wish list from UNICEF. The bidders are free to suggest/propose any other solution. UNICEF welcomes new ideas and innovative approaches.

No price information should be contained in the technical proposal.

- Price Proposal
The price proposal should be as per but not limited to paragraph 1.10 of this Request for Proposal.
Checklist for submission of proposals

☐ Bid form filled in and signed

☐ Envelope for technical proposal
  o Technical proposal
  o Technical proposal does not contain prices
  o Envelope is sealed
  o Envelope is marked as follows:
Name of company, RFP number - technical proposal

☐ Envelope for price proposal
  o Price proposal
  o Envelope is sealed
  o Envelope is marked as follows:
Name of company, RFP number - price proposal

☐ 1 outer envelope
  o Containing ☐ bid form, ☐ envelope for technical proposal, and ☐ envelope for price proposal
  o Envelope is sealed
  o Envelope is marked as follows

Name of company
RFP number
UNICEF XXX
Address

1.6 CONFIDENTIAL INFORMATION

Information, which the bidder considers proprietary, should be clearly marked "proprietary", if any, next to the relevant part of the text, and UNICEF will treat such information accordingly.

1.7 RIGHTS OF UNICEF

UNICEF reserves the right to accept any proposal, in whole or in part; or, to reject any or all proposals. UNICEF reserves the right to invalidate any Proposal received from a Bidder who has previously failed to perform properly or complete contracts on time, or a Proposal received from a Bidder who, in the opinion of UNICEF, is not in a position to perform the contract. UNICEF shall not be held responsible for any cost incurred by the Bidder in preparing the response to this Request for Proposal. The Bidder agrees to be bound by the decision of UNICEF as to whether her/his proposal meets the requirements stated in this Request for Proposal. Specifically, UNICEF reserves the right to:
- contact any or all references supplied by the bidder(s);
- request additional supporting or supplementary data (from the bidder(s));
- arrange interviews with the bidder(s);
- reject any or all proposals submitted;
- accept any proposals in whole or in part;
- negotiate with the service provider(s) who has/have attained the best rating/ranking, i.e. the one(s) providing the overall best value proposal(s);
- contract any number of candidates as required to achieve the overall evaluation objectives.

1.8 PROPOSAL OPENING

Due to the nature of this RFP, there will be no public opening of proposals.

1.9 PROPOSAL EVALUATION

After the opening, each proposal will be assessed first on its technical merits and subsequently on its price. The proposal with the best overall value, composed of technical merit and price, will be recommended for approval. UNICEF will set up an evaluation panel composed of technical UNICEF staff and their conclusions will be forwarded to the internal UNICEF Contracts Review Committee.

The evaluation panel will first evaluate each response for compliance with the requirements of this RFP. Responses deemed not to meet all of the mandatory requirements will be considered non-compliant and rejected at this stage without further consideration. Failure to comply with any of the terms and conditions contained in this RFP, including provision of all required information, may result in a response or proposal being disqualified from further consideration.

The proposals will be evaluated against the following:

TECHNICAL PROPOSAL

The total weight allocated for the technical component is 70%.

**Overall Response**

- Understanding of and responsiveness to UNICEF’s requirements
- Completeness of response
- Overall concord between RFP requirements and proposal.

(10)

**Implementation and Operational Methodology**

- Completeness of Elements contained in the Statement of Work
- Key personnel: i) Relevant Experience ii) Qualifications iii) Certifications
- (iv) Previous experience in similar projects

(60)

**Company**

- Range and depth of experience with similar services
- References for similar contracts
- Quality of services

(30)

Price Proposal

30%

The total weight allocated for the price component is 30%. The maximum number of points will be allotted to the lowest price proposal that is opened and compared among those invited firms/individuals which obtain the threshold points in the evaluation of the technical component. All
other price proposals will receive points in inverse proportion to the lowest price; e.g.:

\[
\text{Max. score for price} = \frac{\text{Price of proposal X}}{\text{Price of lowest priced proposal}} \times \text{Score for price proposal X}
\]

Total Technical and Price 100 Pts

UNICEF will award the contract to the vendor whose response is of high quality, clear and meets the projects goals, including:

The price/cost of each of the technically compliant proposals shall be considered only upon evaluation of the above technical criteria.

The bidder will suggest a payment schedule for the Contract, linked to unambiguous Contract milestones. All prices/rates quoted must be exclusive of all taxes as UNICEF is a tax-exempt organization. In the event advance payment is requested, it should be limited to 15% of total estimated budget with the balance to be paid upon satisfactory delivery of services.

1.10 PROPERTY OF UNICEF

This RFP, along with any responses there to, shall be considered the property of UNICEF and the proposals will not be returned to their originators. In submitting this proposal the bidder will accept the decision of UNICEF as to whether the proposal meets the requirements stated in this RFP.

1.11 VALIDITY

Proposal must be valid for a minimum of ninety (90) days from the date of opening of this RFP and must be signed by all candidates included in the submission. For proposals from institutions, the proposal must also be signed by an authorized representative of the institution. Bidders are requested to indicate the validity period of their proposal in the Proposal Form. UNICEF may also request for an extension of the validity of the proposal.

1.12 CONTRACTUAL TERMS AND CONDITIONS

The UNICEF Special and General Terms and Conditions are attached and will form part of any contract resulting from this RFP.

1.13 PAYMENT TERMS

Payment will be made only upon UNICEF’s acceptance of the work performed in accordance with the contractual milestones. The terms of payment are Net 30 days, after receipt of invoice and acceptance of work. Payment will be effected by bank transfer in the currency of billing. Financial proposals should include proposed stage payments.
PRE TENDER BREIFING

A pre-tender briefing is scheduled on 1 April, 2014 15:00 hours in the conference room, UNICEF at the address mentioned below. Main purpose of this briefing is to clarify the extent of the requirements for the survey prior to submit your “Technical Proposal” and “Financial Offer” to UNICEF. It is important for you to be present and familiar with the process and regulation for correctly submission of the proposal.

ANNEX I – STATEMENT OF WORK AND TERMS OF REFERENCE

1. Background
Young people in Uzbekistan live in country developing and transition period. At the same time, young people face a lot of challenges related to their health, social identity and realization of their fundamental rights. As a result, young people are most vulnerable to many existing and new risks including drug addiction, HIV/AIDS and human trafficking. Families and communities may lack the capacity to support them, and state policies are not enough sufficient.

According to 2009 data, 100 per cent of schools surveyed reported having additional classes on HIV. However, the percentage of young men and women (age 15-24) who could correctly identify ways to prevent sexual transmission of HIV and at the same time reject the main misconceptions was only 12 per cent in 2009. Some reproductive health information is provided in the public education system, such as, how to protect oneself from health risks, communication skills or emotion control etc. This information, however, is not a part of the compulsory school curriculum.

According to the information obtained during nutrition survey in the Republic of Karakalpakstan (UNICEF 2011), about 47 percent of young mothers did not know recommended feeding practice for children of 6-24 months old. Given that those mothers were adolescent recently, it is easy to conclude that the same inappropriate feeding behaviour was supported during their childhood and adolescence.

On the other hand, the Government of Uzbekistan is paying a lot of attention to promotion of healthy behaviours through children’s sport and variety of public campaigns. However, till now there has not been an impact of healthy life promoting interventions evaluated yet. That is why it is a right time to conduct surveys among final beneficiaries as adolescents’ group to define a new healthy life promoting strategy.

2. Purpose of the survey
The survey aims at assessing the overall knowledge, attitude and practices (KAP) of adolescents on healthy lifestyle in the areas of nutrition, sanitation and hygiene, reproductive/sexual behaviours, harmful habits (cigarette smoking, drug and alcohol intake) physical education and sport.

The survey’s results will be used by the Ministry of Health, UNICEF and other partners to inform policies and actions and facilitate an enabling environment for healthy adolescent development. The study should provide specific recommendations for the stakeholders for future policy formulation based on the analysis of factors which influences adolescents’ life styles.

3. Scope and Focus
The survey will comprehensively assess nationwide adolescents’ understanding of healthy lifestyle in the areas of:

a. access to the services related to healthy lifestyle (health, sport, education, etc)
   b. nutrition
   c. sanitation and hygiene practices,
   d. reproductive health
   e. harmful behaviours
   f. physical education and engagement in sport activities

The research questions to be answered in each of the above areas are:

a. **Access to the healthy life services and participation**
   - How do adolescents evaluate their own health right now?
   - Whom adolescents talk more confidently to about health issues?
   - Who adolescents think is responsible for their health?
   - What does “Healthy lifestyle” mean for adolescents?
   - Where do adolescents generally get information about healthy lifestyle from?
   - What healthy life topics are adolescents interested in?
   - What do adolescent know about existing healthy lifestyle promotion services including physical education and sport?
   - What kind of services related to healthy lifestyle did adolescent use during the last year? If not, is there any reason?
   - How do adolescents think such service should look like to be friendly for them?
   - What is the action taken by adolescents when they get sick?
   - On average, how many times during the last year did adolescents use health services?
   - How adolescents solve their health problem?
   - Do adults consider adolescents’ opinion when any action related to their health is required?
   - How do adolescents spend their spare time?

b. **Nutrition**
   - To what extent do adolescents consume an adequate variety of food? (to assess food variety a recommended table will be provided)
   - What is the average food composition in adolescents’ diets?
   - What is the meal frequency among adolescents?
   - What is the main source of iodine for adolescents? (iodized salt)

c. **Sanitation and hygiene**
   - What type of toilets do adolescents use in school? (Central canalization, pit type, other)
   - What type of water supply do adolescents use in school? (Central pipeline, water well other)
   - To what extent do adolescents understand and practice correct hygiene behaviours? (related to hand washing, tooth brushing, genital cleaning)

d. **Reproductive health**
   - At what age do adolescents think it is important to know about reproductive health including pregnancies, contraception, and STD (sexually transmitted diseases)
• Where do adolescents get this information from and what will be preferable ways to get information about reproductive health
• To what extent do adolescents would like to receive information about reproductive health at school
• To what extent do adolescents know the means of transmission of HIV
• To what extent do adolescents know about types of contraception exist?
• Generally what types of contraception are mostly used among adolescents?
• How is the attitude of adolescents about age of the marriage?
• How many children on average adolescents would like to have when they get married?

e. Harmful habits
  • What are adolescent’s knowledge, attitudes and practices related to smoking, utilization of alcohol and drugs?

f. Physical education and sports
  • Do adolescents have access to sport centers in their place of living?
  • Do adolescent know and practice sport, if not why?
  • Are adolescents satisfied with physical education at school
  • What sport do adolescents want to go and if cannot why?

4. Process and Methodology
The Study is a nationwide survey with a combination of quantitative and qualitative methods. The final research design will be developed by the selected Agency in close consultation with UNICEF.

The suggested research tools will include the following:

a) Quantitative component of the survey
Quantitative survey among children and adolescents aged from 11 to 18 years old will be done through standardized self-administered questionnaire. UNICEF will provide some samples to be used for the survey. The questionnaire will be designed by selected company in consultation with UNICEF and pilot tested before using on the full scale. The survey shall take place in identified schools classes with separate arrangements for boys and girls.

In addition, to the social survey it is also planned to conduct a simple anthropometric assessment of body mass index of the respective group of the people for identification cause and consequences of lifestyle on adolescents’ body composition referring to WHO standards.

Findings should be disaggregated by sex, urban/rural and possible regions.

Sampling: Statistical sampling of data collection units within the identified schools should be robust to offer at least 95 per cent confidence limit.

b) Qualitative component of the survey
Qualitative research component will use in-depth key informant interviews and focus group discussions to capture the range of data needed to understand the existing practices, the barriers and motivators to the recommended behaviours.
Target population for qualitative part of the survey will include: a) teachers of the secondary schools and colleges and academic lyceums; b) school/college/lyceum administration; c) school doctors/nurses, primary health care providers (patronage nurses, general practitioners and pediatricians working for the state health care system; d) Parents and care givers; e) Representatives of Ministry of Health, Public and Secondary Specialized Education and their regional constituencies; f) Local Mahalla (community) leaders; g) Representatives of local administrations (Hokimiyats).

All interviewers/surveyors must be trained according to the developed study methodology, which may include appropriate data collection and registration, coding and data entry, data processing. Additionally, all developed fieldwork materials must be pretested, data collection system verified, data entry personnel qualified, and data analysis system reliable.

5. Stakeholder Participation and Accountabilities
UNICEF CO will provide funding and overall monitoring of the study, in collaboration with MOH. UNICEF Health Programme and M&E staff will be responsible for monitoring and coordinating the study within UNICEF. Following the study, UNICEF and MoH will organize a meeting with all partners to present the findings and finalize further programmatic actions related to the intervention.

The selected Agency will be responsible for:

- Developing study design, sample calculation, Survey Plans and logistics;
- Developing data collection tools for both quantitative and qualitative parts of the study;
- Preparing interviewers guiding manuals, conducting training of interviewers on data collection,
- Conducting pre-test and incorporating relevant changes after that;
- Conducting quantitative and qualitative data collection in the field?
- Entering data collected in accordance with the provisional form of data input and software (SPSS or Stata) and data processing and logical verification procedures;
- Analyse quantitative and qualitative data and information, making relevant correlations and extrapolating findings backed up by evidence
- Presenting financial reports to UNICEF, which correspond with UNICEF standards and reporting procedures;
- Mobilization of the necessary experts from relevant governmental and other institutions;
- Ensuring quality of reporting;
- Submitting Final report together with tools, tabulations and hard data.

Ministry of Health:

- will ensure coordination of stakeholders involved in the survey;
- will provide inputs to the methodology and data collection tools;
- will provide feedback to the report

Ministry of Public Education and Education department:

- will ensure logistic support and access of research team to schools and support during data collection
- will ensure participation of teachers in the FGDs

unite for children
6. **Tasks, Deliverables and Estimated Timeframe:**

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<thead>
<tr>
<th>Tasks</th>
<th>Deliverables</th>
<th>Timeframe</th>
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<tbody>
<tr>
<td>(1) Finalize the study design along the lines proposed in this ToR</td>
<td>(1) Inception report with the final research design, sampling and action plan submitted.</td>
<td>8 working days</td>
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<tr>
<td>(2) Develop data collection tools With participation of MOH and UNICEF</td>
<td>(2) Data collection tools for both quantitative and qualitative components.</td>
<td>5 working days</td>
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<tr>
<td>(3) Develop training guidelines for the research team and train the research team and pilot the methodology and tools. Pilot study findings will be used to finalize the methodology and tools.</td>
<td>(3) People trained. Pilot report submitted, feedback from UNICEF and partners incorporated in research tools.</td>
<td>7 working days</td>
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<tr>
<td>(4) Undertake data collection in selected schools</td>
<td>(4) Data collection schedule.</td>
<td>35 working days</td>
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<td>(5) Data entry and processing</td>
<td>(5) Database</td>
<td>40 working days</td>
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<td>(6) Data analysis and first draft report writing</td>
<td>(6) Draft report sent to UNICEF</td>
<td>20 working days</td>
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<td>(7) Incorporate feedback from UNICEF and partners and submit a final report based on the outline suggested by UNICEF.</td>
<td>(7) Report consisting of: an executive summary (7 pages) along with the final report in word format not more than 50 pages, and annexes to include all deliverables cited above.</td>
<td>15 working days</td>
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All materials must be submitted in hard and soft copies in Russian and English languages.

Any logistic local arrangement for translation, transportation, technological assistance and equipment, etc. is a responsibility of the selected research agency.

7. **Qualifications of the Research Team**

The selected Research Institute will bring together an interdisciplinary team consisting of national experts.

**Requirements for the team leader:**

- Master degree in social, public health or relevant field (Ph.D an asset);
- At least 10 years of experience in conducting research and surveys;
- At least 5 years of experience in research and survey coordination;
- Excellent proven analytical and report writing skills.
- Fluency in Uzbek Russian and English.
- Previous experience and ability to coordinate research in Uzbekistan

Requirements for the team members:

- University degree in social, public health studies or relevant field (Bachelor or Master’s degree);
- At least 5 years of experience in research and surveys;
- Analytical and report writing skills;
- Experience of research work in the field, with communities and local authorities;
- Experience in conducting KAP studies among young people will be an asset
- Fluency in Uzbek and Russian (English an asset).

The Research institute must meet the following requirements:

- Previous experience and ability to coordinate research in Uzbekistan
- Proven technical and structural capacity (network of interviewers and supervisors) and quality control.

8. Payment schedule:

- 15% prepayment on signing the contract
- 30% on approval of methodology and research tools before piloting research
- 20% on acceptance of the draft report
- 35% on acceptance of the final report

Reservations

UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/outputs is incomplete, not delivered or for failure to meet deadlines

All materials developed will remain the copyright of UNICEF and UNICEF will be free to adapt and modify them in the future. UNICEF will own all primary data collected through survey, focus group discussions and interviews.