



United Nations Population Fund,  
UNFPA Yemen  
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**Date: 22/01/2023**

**Request for Quotation No. YEM/2023/001  
Provision of Third Party Monitoring Services for UNFPA**

Dear Sir/Madam,

We hereby solicit your quotation for the supply of Third Party Monitoring services for UNFPA project, as per the technical specifications detailed in **Annex 1** of this RFQ.

The services are to be delivered as the **Timeframe** mentioned in **Annex 1**. The quotation shall be valid at least for **3 months** after the closing date.

If you are interested in submitting a quotation for these services, kindly fill in the attached Quotation Form or the company form and send by **E-mail only** to the address indicated **below not later than 05/02/2023, 14:00 (Sana'a time)**:

Email: [procurement.yemen@unfpa.org](mailto:procurement.yemen@unfpa.org)

Bidders must enter the following text in the email subject line:

**RFQ/YEM/2023/001- 3<sup>rd</sup> Party Monitoring Services – Technical"**

**RFQ/YEM/2023/001- 3<sup>rd</sup> Party Monitoring Services - Financial"**

Please submit your quotation in **US Dollars** currency. Conversion of currency into the UNFPA preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of competition deadline.

For any technical inquiries please contact [al-abhar@unfpa.org](mailto:al-abhar@unfpa.org)



Bidders should **NOT** submit any Bid to this contact or your Bid will be declared invalid, as UNFPA will not be able to guarantee the confidentiality of the Bidding process.

Bidders may request clarifications **not later than 01<sup>st</sup> February 2023, 14:00 Sana'a time.**

Quotations submitted by email must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on **or before the deadline.** Quotations that are received by UNFPA after the deadline indicated above, for whatever reason, shall not be considered for evaluation. Kindly ensure that it is **signed and in the .PDF format,** and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply of the above mentioned goods:

**Partial quotes - Not Permitted**  
**Partial delivery – Not Permitted**

**Alternative Bids are not accepted** under this RFQ. In the event of a supplier submitting more than one bid, the following shall apply:

- All bids marked alternative will be rejected and only the base will be evaluated;
- All bids will be rejected if no indication is provided as to which bids are alternative bids.

Bidders may modify their offers in writing prior to the submission deadline. The bidder must submit the proposed modification via email that must be clearly marked as **“MODIFICATION”**.

**In this case the previous offer will be declined and the modified offer shall be considered for the evaluation process.** Also, if the same bidder has submitted several offers before the bid deadline superseding each other only the last received offer will be considered for opening and further evaluation.

Note: Current UNFPA supplier policies apply to this solicitation and can be found at: <http://www.unfpa.org/suppliers>.

Best regards,

UNFPA  
Yemen

**Quotation Form**

**Name of Bidder:** \_\_\_\_\_

**Date of Bid:** \_\_\_\_\_

**Request for Quotation No:** \_\_\_\_\_

**Currency of Bid price:** \_\_\_\_\_

**Delivery time** (*weeks from receipt of order till dispatch*): \_\_\_\_\_

**Expiration of Validity of Quotation** (*The quotation shall be valid for a period of at least 3 months after the Closing date.*): \_\_\_\_\_

**Price Schedule:**

Item No.	FOB/FCA price/unit specify port of shipment	Quantity	Transportation cost to port of Destination (specify mode of trp.)	Shipment volume (cmb) and Weight of goods	Total CPT/CFR (Destination port)	Delivery schedule (months)

**In your offer, please include:**

1. Specific technical specifications of products offered
2. Quality standard of the products

*Vendor's Comments:*

**I hereby certify that this company, which I am duly authorized to sign for, accepts the terms and conditions of UNFPA (<http://www.unfpa.org/resources/unfpa-general-conditions-contract> ) and we will abide by this quotation until it expires.**

\_\_\_\_\_  
**Name and title**

\_\_\_\_\_  
**Date and Place**

## Annex I

### Terms of Reference

#### 3<sup>rd</sup> Party monitoring services

##### **SCOPE**

UNFPA is seeking to work through an institution that can provide M&E activities for UNFPA's humanitarian and development interventions in the areas of Reproductive Health (RH), Gender Based Violence (GBV), Population and Development (PD), Rapid Response Mechanism (RRM), and Youth in Yemen.

##### **OBJECTIVE**

Provide third party monitoring services for UNFPA supported activities.

##### **TYPES OF M&E ACTIVITIES**

The selected institution will conduct different types of M&E activities; the minimum set will include:

- Beneficiary verification and feedback for Accountability to Affected Populations
- Direct observation and on-site verification on the implementation of programmes
- Service delivery verification
- Post-distribution monitoring
- Situational Analysis of population and operational environment.
- Implementing partner Micro Assessment
- Assessments/surveys
- Implementing Partners Spot check
- Implementing Partners Capacity Building
- Inventory spot check and Last mile assurance stock count

##### **MONITORING CRITERIA**

UNFPA's supported services will be monitored with regard to the below criteria:

###### **1. Availability of services:**

Assessment of the extent to which the provider has met its service delivery commitments in the Work Plan (including staff, supplies and equipment etc.), as well as the adherence to technical parameters and specifications, such as Bill of Quantities, and verification of progress and distribution reports.

###### **2. Relevancy/Appropriateness of services:**

Assessment of whether the designed services (including supplies) match needs of the local population. Identification of service delivery gaps in terms of quantity and quality, and challenges faced.

###### **3. Accessibility of services:**

Assessment of accessibility of services by target groups living in the programme area in terms of a. physical and geographical accessibility, b. economical accessibility/affordability, c. information accessibility, d. operational accessibility (e.g working hours, availability of phone lines, appointment system) and e. discrimination.



#### **4. Acceptability of services:**

Assessment of the extent to which the patient is comfortable with the service provision style i.e. respect to medical ethics and patient rights, cultural appropriateness, sensitivity towards gender, age etc.

### **GEOGRAPHICAL COVERAGE**

UNFPA Yemen activities cover all governorates in the North and South.

### **MAIN TASKS**

#### **1. Development of Methodology, Tools and SOPs:**

All tools and procedures for M&E should be agreed with UNFPA. All relevant forms will be developed by the hired institution and approved by UNFPA. Forms should be bi-lingual to facilitate data collection in Arabic, and reporting to UNFPA in English. The minimum types of M&E will include:

- Beneficiary verification and feedback for Accountability to Affected Populations
- Direct observation and on-site verification on the implementation of programmes
- Service delivery verification
- Post-distribution monitoring
- Situational Analysis of population and operational environment.
- Implementing partner Micro Assessment
- Assessments/surveys
- Implementing Partners Spot check
- Implementing Partners Capacity Building
- Inventory spot check and Last mile assurance stock count

**Standard Operating Procedures** should be put in place, for how the field monitors operate including for their interaction with partners, non-state entities and local authorities in the field and their monitoring of and application of the humanitarian principles. As UNFPA works in sensitive sectors, the procedures should also include brief procedures on referrals in case GBV cases are disclosed to the project team. The procedures will ensure strict adherence to ethical, confidentiality and safety principles by all staff involved in collecting, storing and analysing data obtained during the course of the monitoring. The monitoring will be conducted in accordance with the WHO Ethical and safety recommendations for researching, documenting and monitoring sexual violence in emergencies ([http://www.who.int/gender/documents/OMS\\_Ethics&Safety10Aug07.pdf](http://www.who.int/gender/documents/OMS_Ethics&Safety10Aug07.pdf)).

#### **2. Training of Teams:**

A training of project and monitoring staff is required to ensure that they understand UNFPA mandate, programme and partnerships, and that they understand the structure of the data to be collected, compiled and analysed. The institution will facilitate this training, with the support of UNFPA staff.

#### **3. Third party monitoring team:**



If UNFPA request the institution to conduct field visits, the institution should be able to mobilize a trusted team, which may include one or more of the following:

- Field monitors,
- Project management, data analysis and reporting.

Specialized profile such as medical or protection backgrounds should be prioritized. The teams are expected to visit project sites (clinics and women and girls' safe spaces). Additionally, sites should be selected for post-distribution monitoring of kits. Where safe and accepted to do so, the field teams will collect photos and videos at the project sites. All the above should be pre-approved and agreed upon with UNFPA.

#### **4. Review Meetings:**

Frequent meetings with UNFPA, and an introductory meeting with partners may be needed at the beginning of the contract. Meetings based on needs with the project team will be required to debrief UNFPA's implementing partners. These meetings will be arranged by the institution. If possible these meetings should be held with the presence of the field monitoring team.

#### **5. Data Compilation/ Analysis/ Reporting:**

The institution(s) will ensure sufficient capacity is in place for data analysis and reporting. Reports should be submitted based on UNFPA needs and request. Analysis should include access, security updates and maps.

### **DELIVERABLES**

The products that will be required to be delivered by the institution(s) are:

- Inception Report including Methodology, Tools and SOPs
- Work plan and Timelines (including details on development and testing of monitoring tools, regular feedback between UNFPA and the institution(s). Any other key actions that the institution(s) should undertake should also be outlined in the work plan.
- Database of all information collected in the field, whether through mobile data collection or on paper based forms. Reports for each site visited should be rapidly retrievable by the institution.
- If applicable, monthly and/or quarterly analytical reports (covering - Beneficiary verification and feedback for Accountability to Affected Populations, Direct observation and on-site verification on the implementation of programmes, Service delivery verification, Post-distribution monitoring and Situational Analyses of population and environment) consolidating information from all sites visited and aggregating those reports by marker including the geographical area/ implementing partner.
- Full sets of photos and videos collected including details of the dates, locations, and the project site visited. Where possible the field monitors should provide some more background information on each set of photos/ videos.
- All reports should be written in English and Arabic

### **ORGANIZATIONAL REQUIREMENTS**



The following criteria should be met:

- Capacity to carry out field monitoring and reporting of development/humanitarian interventions;
- Capacity to arrange all the logistical arrangements for field staff and actual field work;
- Field monitors who are native Arabic speaker, with knowledge of the culture/ practices/ security situation in the areas to be monitored;
- Trained and qualified female and male (preferably 50% each or based on UNFPA request) staff available for monitoring and reporting.

The following criteria would be treated as assets:

- Experience in the field of Reproductive Health, GBV, PD, RRM, and Youth;
- Knowledge of English;
- Any previous experience in data analysis/dissemination that could be applied to this project;
- Use of innovative technologies, including mobile data collection.

**Others:**

1. The potential institution should be a registered entity with the relevant authorities in the country of operation.
2. The institution should have experience in humanitarian/development operations. Experience working on one of the UNFPA programme areas and monitoring programmes would be an advantage.
3. The institution should have field presence in the programme areas with established physical offices and adequate personnel or be willing to set up in the UNFPA programme sites.
4. The institution should be apolitical and work in respect of the UN charter, i.e. should be willing to provide services to all people regardless of race, nationality, ethnicity, political affiliation, religion, etc. It should be an organisation with no political affiliation or association with parties to a conflict. It must also enjoy positive relations with community members. In addition, if no prior experience with targeted community the institution must work towards building a positive relationship with the community.
5. The institution should have a transparent institutional and financial management framework including but not limited to technical knowledge, information management systems and documentation, accounting and audit practice.
6. Due diligence needs to be maintained through vetting of Third-Party institutions against applicable counter-terrorism legislation and regulation.
7. The third party monitoring institution will be responsible for its own arrangement for security, transportation, communications, accommodation and insurance when undertaking any assignment.

Institutions to submit financial proposal based on the following:

For the following exercises:

- Beneficiary verification and feedback for Accountability to Affected Populations
- Direct observation and on-site verification on the implementation of programmes
- Service delivery verification
- Post-distribution monitoring
- Situational Analysis of population and operational environment.
- Assessments/surveys

Kindly put the unit item and best price next to each criteria item:

No	Criteria	Unit type: Hour, Day, Person, group, form, site,...etc	Unit Price
	<ul style="list-style-type: none"> <li>• Develop the checklist/questionnaire</li> <li>• Conduct sit-visit Observation</li> <li>• Conduct a one to one interview to beneficiaries</li> <li>• Conduct focus group discussions</li> <li>• Interview community leaders: Sheikh, Imam, ...etc</li> <li>• Submit final full report, summary report, and PP presentation.</li> <li>• Present the finding and recommendations.</li> <li>• Include any travel's or other cost if needed.</li> <li>• If meeting with beneficiaries is not possible, cost of phone/online meeting should be provided.</li> <li>• Translate the report into</li> </ul>		



No	Criteria	Unit type: Hour, Day, Person, group, form, site,...etc	Unit Price
	Arabic		

- For Implementing- Partners Capacity Building

Kindly put the unit item and best price next to each criteria item:

No	Criteria	Unit type: Hour, Day, Person, group, form, site,...etc	Unit Price
	<ul style="list-style-type: none"> <li>• Develop Training Materials/guidelines.</li> <li>• Conduct training to UNFPA partners on (Finance, monitoring budgets, Procurements, Logistics, and HR).</li> <li>• Coffee break</li> <li>• Lunch break</li> <li>• Submit final report with recommendations</li> <li>• Include any travel's cost if needed.</li> <li>• Include any other cost if needed.</li> <li>• If meeting with beneficiaries is not possible, cost of phone/online meeting should be provided.</li> </ul>		

For the following exercises which will use UNFPA standard template:

- Implementing partner Micro Assessment
- Implementing Partners Spot check

Kindly put the unit item and best price next to each criteria item:

No	Criteria	Unit type: Hour, Day, Person, group, form, site,...etc	Unit Price
	<ul style="list-style-type: none"> <li>• Conduct desk review</li> <li>• Conduct IP site visits and interviews</li> <li>• Discuss the results of the questionnaire with relevant IP personnel and UNFPA HACT focal point before finalizing the assessment report.</li> <li>• Provide the assessment final full report</li> <li>• Present the final finding and recommendations to all IPs</li> <li>• Include any travel's cost if needed.</li> <li>• Include any other cost if needed.</li> <li>• If meeting with beneficiaries is not possible, cost of phone/online meeting should be provided.</li> </ul>		

For the following exercises which will use UNFPA standard templates:

- Inventory spot check and Last mile assurance stock count

No	Criteria	Unit type: Hour, Day, Person, group, form, site,...etc	Unit Price
	<ul style="list-style-type: none"> <li>• Site visit to the warehouse of</li> </ul>		

	<p>IPs/UNFPA</p> <ul style="list-style-type: none"> <li>• Perform stock-count</li> <li>• Desk review</li> <li>• Interview warehouse staff</li> <li>• Provide the assessment final full report</li> <li>• Present the final finding and recommendations</li> <li>• Include any travel's cost if needed.</li> <li>• Include any other cost if needed.</li> </ul>		
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**Please note that:**

- All the above activities are not related to each other and depend on UNFPA needs and budget.
- The activities may or may not be implemented during the year.
- Some activities may be implemented more than one time per year.
- Some activities cover the whole Yemen (North and South)
- We don't know how many activities will be implemented during the year.
- UNFPA has the right to contract more than one company.