



United Nations Population Fund
Address: 1-161 Tayuan Diplomatic
Office Building, 14 Liangmahe Nanlu,
Beijing 100600
Telephone: 010-65320506
Email: china-procurement@unfpa.org
Website: www.unfpa.org

Date: 20, May, 2024

REQUEST FOR QUOTATION RFQ N° UNFPA/CHN/RFQ/2024/001

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

Conducting Operational Research on a Sexuality and Life Skills Education Pilot Project.

UNFPA requires the provision of furnishing policymakers with evidence-based technical support for the development and implementation of sexuality education and life skills in China (informed by content of the 'International Comprehensive CSE Guidelines' and national policy guidance)

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](#)

Service Requirements/Terms of Reference (ToR)

TERMS OF REFERENCE	
Hiring Office:	The United Nations Population Fund (UNFPA) China Office
Purpose of consultancy:	<p>I. Background</p> <p>Sexuality Education and Life Skills is a fundamental component of holistic education, ensuring young people's well-being, safety, and informed decision-making of their bodies and lives.</p> <p>In China, there has been an increasing commitment to the provision of age-appropriate, nationally-contextualised sexuality education. Providing sex education to adolescents and youth (A&Y) has been addressed in national laws and policies. For example, Article 40 of the Law of the People's Republic of China on the Protection of Minors (revised in 2020), which was enacted on June 1, 2021, states: "Schools and kindergartens shall provide age-appropriate sexuality education to</p>



minors.” Article 42 of the Regulations on the Protection of Minors in Schools issued by the Ministry of Education effective on September 1, 2021, states that “puberty education and sexuality education should be carried out in a targeted manner so that students can increase their knowledge of physiological health and improve their self-protection awareness and ability to prevent sexual abuse and sexual harassment.”

Efforts are needed to enforce the Law, especially in rural and less developed areas. Research shows that in China, most young people have never taken sexuality courses in their schools. It has never been set up as a stand-alone course but relies on carrier subjects such as physical education and health, and is integrated into other subjects such as science, biology, ethics and wellness.

UNFPA is the UN’s sexual and reproductive health (SRH) agency. UNFPA works with partners all over the world to create a world where every pregnancy is wanted, every childbirth is safe, and every young person’s potential is fulfilled. UNFPA’s vision is to end preventable maternal deaths, unmet family planning needs, and gender-based violence by 2030, thereby contributing to the achievement of the SDGs.


Supporting the development of quality sexuality and life skills education is one component of the 9th Cycle of UNFPA/China programme between 2021-2025. In 2024-2025, UNFPA wishes to contract a local institution to deliver a piece of operational research at sub national level that will implement and assess the roll out of a sexuality education/life skills project with middle school students. The project will include the delivery of a Training of Trainers (TOT) to local teachers, research to collect evidence-based results for experience sharing and the documentation of the effectiveness of the pilot intervention to be used for advocacy and learning.

II. **Objectives:** To furnish policymakers with evidence-based technical support for the development and implementation of sexuality education and life skills in China (informed by content of the ‘International Comprehensive CSE Guidelines’ and national policy guidance)


III. **Expected Project outcome:** Improve young people’s sexual and reproductive health and knowledge in the local setting and generate evidence-based results for policy advocacy regarding implementation of age-appropriate sexuality education and life skills in the context of China.

IV. Expected Deliverables:

1. Short term milestones as agreed in the detailed workplan

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	<ol style="list-style-type: none"> 2. Delivery of age-appropriate sexuality education and life skills to students at schools in urban setting and remote rural areas, with a focus on the vulnerable groups and gender equality, and in close coordination with local partners 3. Delivery of Training of Trainers course to build capacity of local teachers in providing sexuality education and life skills in schools 4. Evidence-based documentation of the results of the project to be used for learning and advocacy 5. Final report
<p>Scope of work: <i>(Description of services, activities, or outputs)</i></p>	<ul style="list-style-type: none"> ● A project proposal finalised in discussion with the UNFPA team and local partners ● Lead the design and implementing of the project ● Coordinate the participating schools, health institutions providing technical support on adolescent reproductive health, and local governments ● Prepare a study on results of sexuality education and life skills conducted at the schools ● Regular report in Chinese/English with the UNFPA China Office on the project progress ● Final report of the project including <ul style="list-style-type: none"> - Good practice - Documentation of results
<p>Duration and working schedule:</p>	<p>June 2024 to December 2024</p>
<p>Place where services are to be delivered:</p>	<p>Outside UNFPA</p>
<p>Payment schedule:</p>	<p>UNFPA will make 80 percent advance payment when the project proposal is approved and 20 percent when each of the output is completed</p>
<p>Delivery schedule, monitoring & progress control, including reporting requirements, periodicity format and deadline:</p>	<p>Will be defined as per submitted proposal.</p>
<p>Supervisory arrangements:</p>	<p>The project will be managed by the UNFPA Youth Officer and guided by the Assistant Representative and overseen by the Deputy Representative. Programme Associate (UNV) for South-South Collaboration projects will assist and monitor the assignment's preparation and completion.</p>

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Expected travel:	Travel to Beijing and inner-province travel
Required expertise, qualifications and competencies, including language requirements:	<p>Qualifications of institution in China:</p> <ul style="list-style-type: none"> - A team with expertise in sexuality education and life skills and experience in conducting sexuality education training and research - Network with local government, schools and local health institutions - Good knowledge of the <u>International Comprehensive Sexuality Education Guideline</u> - Understanding of UNFPA mandate and the undertakings of UNFPA China in youth development
Inputs / services to be provided by UNFPA:	UNFPA will ensure access to its personnel and documentation for background study, needs assessment, information collection, feedback collection, etc.
Other relevant information or special conditions, if any:	Please refer to UNFPA China CP9 program document

Objectives and Scope of the Services

- Background information

Sexuality Education is a fundamental component of holistic education, ensuring young people's well-being, safety, and informed decision-making of their bodies and lives. In China, in recent years, there have been breakthroughs in promoting sexuality education. Providing sexuality education to A&Y has been addressed in the Law and specific policies. For example, Article 40 of the Law of the People’s Republic of China on the Protection of Minors (revised in 2020), which was enacted on June 1, 2021, states, “Schools and kindergartens shall provide age-appropriate sexuality education to minors.” Article 42 of the Regulations on the Protection of Minors in Schools issued by the MOE which came into effect on September 1, 2021, states that “puberty education and sexuality education should be carried out in a targeted manner so that students can understand the physiological health knowledge and improve their self-protection awareness and ability to prevent sexual abuse and sexual harassment.”

However, there remain gaps in policy enforcement reaching local levels, particularly in rural and less developed areas. Research shows that in China, most young people have never taken sexuality education courses in their schools. It has never been set up as a stand-alone course but relies on carrier subjects such as physical education and health, and is integrated into national subjects such as science, biology, morality and rule of law, and ideology and politics.

In 2024-2025, UNFPA is planning to formulate a sexuality education and life skills project at a sub national level in collaboration with local partners, to deliver sexuality education to middle school students in targeted middle schools , provide TOT to local teachers, and conduct research to collect evidence-based results for good practices sharing and lessons learning.

- Development objective(s)



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The project aims to combine China's recent policy achievements in sexuality education with practical on-the-ground practices advocated by UNFPA. Its goal is to furnish policymakers with evidence-based technical support for the development and implementation of sexuality education in China.

- Immediate objective(s)

1. Enhanced capacity of teachers in targeted schools in conducting sexuality education and life skills courses
2. Enhanced life skills of students in targeted schools

- Outputs / Deliverable(s)

Improve young people's SRH in rural areas and generate evidence-based results for policy advocacy of implementation of sexuality education across China.

- Activities

Output 1: Provide tailored sexuality education and life skills to students, with a focus on the marginalized groups and gender equality

- Develop culturally sensitive, age-appropriate CSE curriculum materials, drawing upon the International Technical Guidance on Sexuality Education (ITGSE) and the CSE Technical Guideline in China.
- Deliver interactive, age-appropriate sexuality education and life skills curriculum to students at the pilot schools
- Integrate sexuality education and life skills courses into the school curriculum system, ensuring dedicated course hours and human resources.

Output 2: Conduct TOT to empower local teachers to build capacity on leading sexuality education

- Provide TOT for teachers at targeted schools, offering reasonable incentives to enhance the sustainable capacity of local educators

Output 3: Collect evidence-based results through a research for potential practice sharing

- Conduct pre- and post-assessment to measure and study the improvement in recipients' attitudes, knowledge and skills related to sexual and reproductive health.


- Inputs

UNFPA will ensure access to its personnel and documentation for background study, needs assessment, information collection, feedback collection, etc.

- Timing / Schedule

Q2 2024 - Q4 2024

Phase	Duration
Planning and Development	Q2 - Q4 2024
Implementation	6 month
Evaluation and Reporting	Monitoring will be conducted throughout the implementation and evaluation will be conducted in the month after the conclusion.

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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. Jiong PENG, Assistant Representative, UNFPA China</i>
Email address of contact person:	<i>jjiong@unfpa.org</i>

The deadline for submission of questions is June 3rd, 2024, 17:00, and Beijing time. Questions will be answered in writing and shared with parties as soon as possible after this deadline.

III. Eligible Bidders

This Request for Quotation is open to all eligible bidders; to be considered an eligible bidder for this solicitation process you must comply with the following:

- A bidder must be a legally-constituted company/institution that can provide the requested services and have legal capacity to enter into a contract with UNFPA to deliver in the country, or through an authorized representative.
- A bidder must not have a conflict of interest regarding the solicitation process or with the TORs / Technical Specifications. Bidders found to have a conflict of interest shall be disqualified.
- At the time of Bid submission, the bidder, including any JV/Consortium members, is not under procurement prohibitions derived from the [Compendium of United Nations Security Council Sanctions Lists](#) and has not been suspended, debarred, sanctioned or otherwise identified as ineligible by any [UN Organization](#) or the [World Bank Group](#).
- Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on [UN Supplier Code of Conduct](#).

IV. Content of quotations

Quotations should be submitted via a TWO-envelope system. Interested Bidders are requested to submit their Technical Bid & Declaration Form **separately** from their Financial Bid containing the price information. Each envelope shall consist of a single email whenever possible, depending on file size.

- Technical proposal, in response to the requirements outlined in the service requirements / TORs.
- Signed Declaration Form, to be submitted strictly in accordance with the document.
- 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.

V. 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 address indicated below no later than: Monday, June 3rd, 2024 at 17:00 PM Beijing Time

Name of contact person at UNFPA:	<i>UNFPA China Procurement Official Email Address</i>
Official Email address of UNFPA	china-procurement@unfpa.org

China Country Office:

Please note the following guidelines for electronic submissions to UNFPA China Country Office dedicated email address:

- The following reference must be included by the Bidder in the email subject line:
 - UNFPA/CHN/RFQ/2024/001 – [Company name], Technical Bid
 - UNFPA/CHN/RFQ/2024/001 – [Company name], Financial Bid
 - Submissions without this text in the email subject line may be rejected or overlooked and therefore not considered.
- It is the Bidder’s responsibility to assure compliance with the submission process. If the envelopes or emails are not marked / submitted per the instructions, UNFPA will neither assume responsibility for the bid’s misplacement or premature opening nor guarantee the confidentiality of the Bid process. Incorrect submissions might result in your Bid being declared invalid.
- Please do **NOT** send the emails containing your offer to any other email address (not even as a copy (CC) or blind copy (BCC)); otherwise UNFPA will not be able to guarantee confidentiality and fair and transparent handling of your bid. UNFPA reserves the right to reject bids sent via the appropriate channel but copied or blind copied to other email addresses.
- 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.

VI. 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
Technical approach, methodology and level of understanding of the objectives of the project	100		20%	

Work plan/time scales given in the proposal and its adequacy to meet the project objectives	100		20%	
Professional experience of the staff that will be employed to the project proving demonstrated expertise in evaluation and related processes (CVs, etc.)	100		15%	
Specific experience and expertise relevant to the assignment	100		30%	
Profile of the company and relevance to the Project.	100		15%	
<i>Grand Total All Criteria</i>	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:

Financial score =	Lowest quote (\$)	X 100 (Maximum score)
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	Quote being scored (\$)	
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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.

Total score = 70% Technical score + 30% Financial score

VII. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Professional Service Contract to the Bidder(s) that obtain the highest total score.

VIII. 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.

IX. 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.

X. 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, representative’s 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](#).

XI. 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](#).

XII. RFQ Protest

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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 China Country Office Officer-in-Charge, Ms. Ira Ovesen at ovesenpav@unfpa.org. Should the supplier be unsatisfied with the reply provided by the UNFPA China Country Office, the supplier may contact the Chief, Supply Chain Management Unit at procurement@unfpa.org.

XIII. 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/CHN/RFQ/2024/001	
Currency of quotation :	CNY	
Delivery charges based on the following 2020 Incoterm:	Choose an item.	
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.

Example Price Schedule below:

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:

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I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/CHN/RFQ/2024/001 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.

	<p>Click here to enter a date.</p>	
<p>Name and title</p>	<p>Date and place</p>	

DECLARATION FROM

The undersigned, being a duly authorized representative of the Company represents and declares that:



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1.	The Company and its Management ¹ have not been found guilty pursuant to a final judgement or a final administrative decision of any of the following:	YES	NO
	a. Fraud;	<input type="checkbox"/>	<input type="checkbox"/>
	b. Corruption;	<input type="checkbox"/>	<input type="checkbox"/>
	c. conduct related to a criminal organization;	<input type="checkbox"/>	<input type="checkbox"/>
	d. money laundering or terrorist financing;	<input type="checkbox"/>	<input type="checkbox"/>
	e. terrorist offences or offences linked to terrorist activities;	<input type="checkbox"/>	<input type="checkbox"/>
	f. sexual exploitation and abuse;	<input type="checkbox"/>	<input type="checkbox"/>
	g. child labour, forced labour, human trafficking; or	<input type="checkbox"/>	<input type="checkbox"/>
	h. irregularity (non-compliance with any legal or regulatory requirement applicable to the Organization or its Management).	<input type="checkbox"/>	<input type="checkbox"/>
2.	The Company and its Management have not been found guilty pursuant to a final judgment or a final administrative decision of grave professional misconduct.	<input type="checkbox"/>	<input type="checkbox"/>

¹ “Management” means any person having powers of representation, decision-making or control over the Organization. This may include, for example, executive management and all other persons holding downstream managerial authority, anyone on the board of directors, and controlling shareholders.

3.	The Company and its Management are not: bankrupt, subject to insolvency or winding-up procedures, subject to the administration of assets by a liquidator or a court, in an arrangement with creditors, subject to a legal suspension of business activities, or in any analogous situation arising from a similar procedure provided for under applicable national law.	<input type="checkbox"/>	<input type="checkbox"/>
4.	The Company and its Management have not been the subject of a final judgment or a final administrative decision finding them in breach of their obligations relating to the payment of taxes or social security contributions.	<input type="checkbox"/>	<input type="checkbox"/>
5.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found they created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration, or principal place of business (<i>creating a shell company</i>).	<input type="checkbox"/>	<input type="checkbox"/>
6.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found the Company was created with the intent referred to in point (5) (<i>being a shell company</i>).	<input type="checkbox"/>	<input type="checkbox"/>

The UNFPA reserves the right to disqualify the Company, suspend or terminate any contract or other arrangement between the UNFPA and the Company, with immediate effect and without liability, in the event of any misrepresentation made by the Company in this Declaration.


It is the responsibility of the Company to immediately inform the UNFPA of any changes in the situations declared above.

This Declaration is in addition to, and does not replace or cancel, or operate as a waiver of, any terms of contractual arrangements between the UNFPA and the Company.

Signature:

Date:

Name and Title:


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Name of the Company:

UNGM N°:

Postal Address:

Email:

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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](#)

Please note that a PDF version of the General Conditions of Contracts must be provided.