



Date: July 20, 2020

**REQUEST FOR QUOTATION**  
**RFQ N° UNFPA/UGA/RFQ/20/013**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**“Consultancy to undertake the Mid-term Review of the WAY Programme”.**

UNFPA’s WAY Programme seeks to empower women and young people in northern Uganda, including refugees, to contribute to their own and their communities’ development through an integrated approach to gender equality, SRHR and GBV services and socio-economic empowerment. The programme is being implemented through a partnership of UNFPA with the Ministry of Health (MOH), Ministry of Gender Labour and Social Development (MGLSD), CARE International, Outbox Uganda, and Reach a Hand Uganda and 10 districts in northern Uganda, namely; Adjumani, Agago, Amuru, Arua, Madi-Okollo Kitgum, Lamwo, Moyo, Obongi and Yumbe. The overall outcome of the programme is to contribute to Enhanced utilization of SRHR and GBV services among young people and women in Northern Uganda, including refugees, for healthy and productive lives.

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**

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every childbirth 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](#)

**TERMS OF REFERENCE FOR A CONSULTING FIRM**

Hiring Office:	UNFPA Uganda Country Office
Purpose of consultancy:	Consultancy to undertake the Midterm Review of the Women, Adolescent and Youth (WAY) Rights and Empowerment Programme, 2018-2022
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p><b>Background</b></p> <p>In December 2017, the United Nations Population Fund (UNFPA) signed a grant worth 550 Million US Dollars with the Royal Danish Embassy (RDE) in Uganda (DANIDA) for the implementation of a 5-year (2018-2022) Women, Adolescent and Youth (WAY) Rights and Empowerment Programme. The UNFPA WAY Programme is part of the overall Danish Country Programme for Uganda (2018-2022) and the 8<sup>th</sup> Government of Uganda - UNFPA Country Programme.</p> <p>The WAY Programme seeks to empower women and young people in northern Uganda, including refugees, to contribute to their own and their communities’ development through an integrated approach to gender equality, SRHR and GBV</p>

services and socio-economic empowerment. The programme is being implemented through a partnership of UNFPA with the Ministry of Health (MOH), Ministry of Gender Labour and Social Development (MGLSD), CARE International, Outbox Uganda, and Reach a Hand Uganda and 10 districts in northern Uganda, namely; Adjumani, Agago, Amuru, Arua, Madi-Okollo Kitgum, Lamwo, Moyo, Obongi and Yumbe.

The overall outcome of the programme is to contribute to Enhanced utilization of SRHR and GBV services among young people and women in Northern Uganda, including refugees, for healthy and productive lives. Specifically targeted groups include Young women (age 10-24), Young men (age 10-24) and Adult women (age 25-49) as primary beneficiaries;

- 1,591,830 women and young people reached with SRHR services in target health facilities
- 19,460 beneficiaries receive GBV response services
- 365,904 young people and women in the target districts reached with information through community engagement
- 720 Young leaders nurtured to lead on SRHR/GBV advocacy for social change
- 4,650 women report sexual, physical and/or psychosocial violence

The secondary target population includes 216 GBV service providers, 232 refugee volunteers across settlements, 597 healthcare providers across 199 facilities (hospitals, health center IV, III and II), 660 district and CSO livelihood staff, 800 teachers from 400 primary and 48 secondary schools, 3,430 male and female community activists and 329,024 community members (parents, religious and cultural leaders, others).

The programme has three outputs;

- Women and young people are empowered to demand their SRHR and gender rights and to access socio-economic asset building opportunities
- Duty bearers provide integrated and quality SRHR and GBV information and services which are responsive to the needs of women and young people.
- Young leaders are identified and nurtured to develop and implement break-through solutions for the improvement of SRHR and GBV outcomes

UNFPA and RDE are seeking to hire the services of a consulting firm to conduct a Midterm Evaluation of the WAY programme to provide a systematic assessment of the status, achievements and challenges of the programme outcomes and outputs in the target districts and at national level with reference to; programme beneficiaries, access to and utilization of SRHR services, community social norms and attitudes related to GBV and SRHR, SRHR policy environment, SRHR services delivery, GBV prevention, response and survivor support mechanisms and services.

**The purpose and scope of the Midterm Review**

The purpose of this MTR is to provide an independent assessment of the WAY programme from 2018-2020 to document progress, improve programme

implementation, and make recommendations for necessary course corrections. The review will assess the relevance, effectiveness, progress and sustainability of the programme within Uganda’s context of the implementation and UNFPA Country Programme.

More specifically, the objectives of the MTR will be to assess:

- **Relevance** and coherence of the programme strategies and design in the evolving context of changing socio- economic developments and realities in northern Uganda. (Is the intervention consistent with national priorities, and community needs including the humanitarian needs? Are IPs adapting to emerging SRHR and gender issues?)
- **Effectiveness** of the programme in achieving the specific objectives and results of the programme at mid-term. This includes progress made toward the achievement of the expected results and performance at mid-term (from January 2018 to date). Assess the feasibility of achieving them during the remaining programme period.
- Potential **sustainability** of the programme. Assess mechanisms aimed at ensuring sustainability of the programme and its results.
- **Recommendations:** Provide recommended adjustments, if any, to programme strategies, directions & targets for the remainder of the programme.

**WAY Mid-term Review criteria and key questions**

The MTR will look at the following criteria.

- **Relevance** will look at the planning, design, implementation and coherence of the WAY programme to Uganda’s development concerns (at national and district levels). The MTR will make suggestions on improvement of the programme design to achieve the results.
  - ✓ Were the objectives of the project clear, realistic and likely to be achieved within the established time schedule and with the allocated resources (including human resources)?
  - ✓ Does the programme, its outputs and outcomes display continued relevance to the UNFPA Country Programme Document (CPD) and strategic plan, RDE Country Programme and Denmark’s strategy for development cooperation and humanitarian action "The World 2030", the national development plan (NDP II & III), the Uganda Refugee Response Plan; the development policies, programmes and needs of the government Uganda; and other international policies?
  - ✓ Are the assumptions and theory of change still relevant and being addressed?
  - ✓ How well do the interventions fit? Are there any related aspects which should be considered to make the programme more relevant to the current and future needs of Uganda?
  - ✓ How appropriate and useful are the indicators described in the project document for monitoring and measuring results? If necessary, how should they be modified to be more useful? Are the means of verifications for the indicators appropriate?
  - ✓ Was the strategy for sustainability of impact defined clearly at the

	<p>design stage of the project? If yes how? and was the methodology / approach taken appropriate to the context.</p> <ul style="list-style-type: none"> <li>• <b>Effectiveness</b> will examine factors contributing to achievement of the results in time. The MTR should also examine UNFPA’s coordination role and look at the level of ownership among the stakeholders in the programme. Any lessons learnt at this stage of the programme should be identified by the MTR.       <ul style="list-style-type: none"> <li>✓ Is UNFPA and Implementing Partners on track to achieve expected results on time, what is the progress vis-a vis the intended results at end line? To what extent has the programme contributed to the results (catalytic role, etc.)?</li> <li>✓ How has the programme contributed to implementation of the integrated health sector refugee response plan and the Comprehensive Refugee Response Framework (CRRF)?</li> <li>✓ Are there any positive and/or negative effects that can possibly be linked to the implementation of the WAY Programme?</li> <li>✓ What has been the contribution of WAY Programme at national level</li> <li>✓ How have stakeholders been involved in project implementation and what is the level of ownership of the programme among different stakeholders?</li> <li>✓ Are there synergies among the partners and concerted efforts to optimize results?</li> <li>✓ What lessons have been learned from these partnerships to date and the possibilities to replicate them?</li> <li>✓ Is the programme developing and building capacities of partners on planning for humanitarian and development activities?</li> <li>✓ How effective is the collaboration with other UN organizations and what has been the added value of this collaboration?</li> <li>✓ How did factors outside of the control of the programme affect implementation and objectives and how did the programme deal with these external factors?</li> <li>✓ Are there any and what alternatives strategies/modalities would be more effective in achieving its objectives? Recommended adjustments, if any, to programme strategies and directions for the remainder of the programme period.</li> </ul> </li> <li>• <b>Sustainability</b> will look at the aspects of the programme which is contributing to the continuation of the results of the programme after its completion. Suggestions on further activities to improve sustainability of the programme can be made.       <ul style="list-style-type: none"> <li>✓ Are the project results, achievements and benefits likely to be durable? Are results anchored in national institutions and can the partners maintain them financially at end of project?</li> <li>✓ Can the project approach or results be replicated or scaled up by districts and well as ministry partners? What would support their replication and scaling up?</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>✓ To what extent a phasing-out strategy has been defined and what steps have been taken to ensure project sustainability.</li> <li>✓ Are any further activities / inputs needed to ensure sustainability of the programme?</li> </ul>	
Expectation	<p>The Consultant is expected to undertake, but not be limited to, the following tasks:</p> <ul style="list-style-type: none"> <li>• Desk review of all relevant documents made available UNFPA and RDE;</li> <li>• Seek ethical approvals from Institutional Review Board (IRB) at Uganda National Council of Science and Technology.</li> <li>• In-depth interactions with the UNFPA and RDE relevant staff including leadership at an early stage and during the review;</li> <li>• In-depth interviews with strategic partner as well as implementing partners and selected local government officials;</li> <li>• A survey for IPs in relation to programme design, implementation, learning, planning and adaptation to the changing context;</li> <li>• The consultants will be expected to travel widely, to all the 10 target districts</li> </ul>	
Duration and working schedule:	The assignment will be undertaken within 35 working days spread over 3 months (September– November 2020).	
Place where services are to be delivered:	At national level and district levels	
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<b>Deliverables</b>	<b>Timelines</b>
	<ul style="list-style-type: none"> <li>• <b>Inception Report</b> – of not more than 20 pages clearly stating the Consultant’s understanding of the assignment, how to undertake the assignment including the research methodology (sampling procedures, data collection tools, data analysis plan and detailed work plan/schedule). The inception report will be discussed with UNFPA and RDE before commencement of the MTR.</li> </ul>	<b>7 Days after signing the contract</b>
	<ul style="list-style-type: none"> <li>• <b>Draft Midterm Review report</b> of not more than 60 pages to be shared with UNFPA and RDE for review and feedback. The draft report shall adequately address all specific items, provide key sets of observation, fact-based conclusion and prioritized recommendations</li> </ul>	<b>November 06, 2020</b>
	<ul style="list-style-type: none"> <li>• A presentation of the draft Midterm Review report to stakeholders in a <b>validation workshop</b> – the methodology and findings.</li> </ul>	<b>November 12, 2020</b>
	<ul style="list-style-type: none"> <li>• Produce an acceptable quality of the <b>final Midterm Review report</b> which includes consolidated comments from the draft report. The report should be a maximum of 50 pages in length, excluding annexes.</li> </ul>	<b>November 24, 2020</b>
	<ul style="list-style-type: none"> <li>• Cleaned-up full datasets in EXCEL format</li> </ul>	<b>November 24, 2020</b>

<p>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</p>	<p>The consultants will provide periodic updates (in writing) on progress of the assignment, at a frequency to be agreed upon by the M&amp;E and technical teams from UNFPA and the Danish Embassy to Uganda. The consultant will present all key milestone products to UNFPA M&amp;E and technical teams.</p>
<p>Supervisory arrangements:</p>	<p><b>Management of the Review:</b>          The Review will be managed by the selected consultancy firm in collaboration with UNFPA and the Danish Embassy. The UNFPA Quality Assurance team will provide comments on the inception report, data collection tools and draft report submitted and clear all the key deliverables. The UNFPA M&amp;E Specialist will monitor implementation of the Review and provide quality assurance for the entire process.</p>
<p>Required expertise, qualifications and competencies, including language requirements:</p>	<p><b>Team composition and qualifications</b></p> <p>The Midterm will be carried out by a core team of three consultants with one being the team leader and the others team members. The team leader will be responsible for all deliverables.</p> <p><b>Experience and qualifications of the Team Leader</b></p> <ul style="list-style-type: none"> <li>• 10 -15 years’ experience in leading evaluations of a similar design, size, complexity and character, as well as vast technical expertise in research and evaluation of adolescent/youth sexual and reproductive health, child marriage, behavior change, gender equality and women’s empowerment programmes in low income countries</li> <li>• Proven skills in robust evaluation designs, quantitative and qualitative data analysis techniques</li> <li>• A Master`s degree or PhD in evaluation, public health, gender studies, sociology, development studies, population and reproductive health, statistics or any other related field</li> <li>• Proven excellent report writing skills</li> <li>• Experience in leading teams</li> </ul> <p><b>Experience and qualifications of the Team Members</b></p> <ul style="list-style-type: none"> <li>• 6 -10 years’ experience in conducting evaluations of a similar design, size, complexity and character as well as technical expertise in research and evaluation of adolescent/youth sexual and reproductive health, child marriage, behavior change, gender equality and women’s empowerment programmes in low income countries</li> <li>• Proven skills in robust evaluation designs, quantitative and qualitative data analysis techniques</li> <li>• A Master`s degree in public health, gender studies, sociology, development studies, population and reproductive health, statistics or any other related field</li> <li>• Proven excellent report writing skills</li> </ul>

	The core team is expected to recruit other resource persons if deemed necessary to support different phases of the Review.
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	UNFPA and the Danish Embassy will provide relevant documents required to support the Review
Other relevant information or special conditions, if any:	<p><b>Evaluation Criteria</b>        Interested firms are required to submit both technical and financial proposals. Proposals will be subjected to a three-stage evaluation process, namely (a) compliance review; (b) technical review; (c) financial review.</p> <p><b>Compliance</b>        The compliance review, firms will be assessed if they have submitted all the following requirements.</p> <ul style="list-style-type: none"> <li>• Certificates of registration (evidence of legal status)</li> <li>• CVs for key personnel.</li> <li>• Evidence of the firm`s previous work</li> <li>• Complete and signed bid submission forms</li> </ul> <p>Any bid that fails any one of these criteria will be eliminated at this stage</p> <p><b>Technical and Financial reviews</b>        The technical bid is evaluated on the basis of its responsiveness to the Terms of Reference and the evaluation criteria. The Financial Bid will only be evaluated if the Technical Bid achieves a minimum score of 70% of the points and is considered qualified through the supplier qualification process. Proposals failing to obtain this minimum technical threshold or those which will not be considered qualified through the supplier qualification process will not be eligible for further consideration. Technical evaluation will be based on the following criteria</p> <p><b>Overall score</b>        Technical evaluation will be weighted at 70% while financial proposal will be weighted at 30%</p> <p><b>Information on applications</b></p> <p>All interested firms should submit a concept paper of not more than 10 pages detailing their understanding of the assignment, methodology proposed, time frame, budget, qualifications of all team members. Annexed list of similar assignments conducted, up-to-date Curricula Vitae (CV) for each of the expert(s) proposed to work on this assignment, including submitting examples of work in similar projects and at least two references.</p> <p>All these documents should be submitted online to the address:  <a href="mailto:procurement.ug@unfpa.org">procurement.ug@unfpa.org</a>, not <b>later than August 03, 2020, at 04.00 p.m.</b></p>

	<p><b>Kampala time.</b>          The consultant will receive 20% of the agreed fees upon submitting an acceptable inception report, 30% upon submission of a draft report of the Review, and 50% upon submission and acceptance of the final report.</p>
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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>Karuhanga Egidius</i>
Tel N <sup>o</sup> :	<i>+256 4177 44500</i>
Email address of contact person:	<i>karuhanga@unfpa.org</i>

The deadline for submission of questions is Monday 27, 2020, 12:00 noon, Kampala Time. Questions will be answered in writing and shared with parties as soon as possible after this deadline.

## III. 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.

## IV. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form, and are to be sent by email to the contact indicated below no later than :**Monday, August 03, 2020 at 04:00 PM Kampala time**<sup>1</sup>.

Email address :	<a href="mailto:Procurement.ug@unfpa.org">Procurement.ug@unfpa.org</a>
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Please note the following guidelines for electronic submissions to UNFPAs dedicated email address:

- The following reference must be included in the email subject line: **RFQ N<sup>o</sup> UNFPA/UGA/RFQ/20/013 – Consultancy to undertake the Mid-term Review of the WAY Programme**. 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.
- When submitting electronic offers, Bidders will receive an auto-reply acknowledging receipt of the **first** email. Should you offer require to submit more than one email, in the body of this first email, bidders are requested to list the number of messages, which make up their technical offer and the number of messages, which make up their financial offer. If you do not receive any auto-reply for the first email from UNFPA's email system, please inform Karuhanga Egidius, Procurement and Logistics Focal Point at [karuhanga@unfpa.org](mailto:karuhanga@unfpa.org).

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

- 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.

#### V. 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 attained by the Bidder	[C] Weighting %	[B] x [C] = [D] Total Points
1. Qualifications of the Consultancy Team (attach CVs of key personnel including the Team Leader's)	100		20%	
2. Specific experience of the Consultancy Firm	100		10%	
3. Technical approach and methodology – understanding nature and scope of work	100		25%	
4. Implementation (work) plan and management plan	100		30%	
5. Specific experience and expertise of the team relevant to the assignment	100		15%	
<b>GRAND TOTAL ALL CRITERIA</b>	<b>500</b>		<b>100%</b>	

#### a. Scoring Scale System

- The following scoring scale system will be used by the technical evaluation panel to conduct the Technical Bid evaluation objectively.

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:

$$\text{Financial score} = \frac{\text{Lowest quote (\$)}}{\text{Quote being scored (\$)}} \times 100 \text{ (Maximum score)}$$

**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.

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

**VI. 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 to the Bidder that obtains the highest total score.

**VII. Right to Vary Requirements at Time of Award**

UNFPA reserves the right at the time of award of contract to increase or decrease by up to 20% the volume of services specified in this RFQ without any change in unit prices or other terms and conditions.

**VIII. Payment Terms**

UNFPA payment terms are net 30 days upon receipt of invoice and delivery/acceptance of the milestone deliverables linked to payment as specified in the contract.

**IX. Fraud and Corruption**

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA’s policy regarding fraud and corruption is available here: [Fraud Policy](#). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with UNFPA/PSB/Bids/Request for Quotation for Services/RFQ/ RFQ Complex Services [0718 – Rev03]



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](#).

**X. Zero Tolerance**

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](#).

**XI. RFQ Protest**

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Uganda Country Officer Complaints Receiver, Kindyomunda Rosemary at [kindyomunda@unfpa.org](mailto:kindyomunda@unfpa.org). Should the supplier be unsatisfied with the reply provided by the UNFPA Complaints receiver, the supplier may contact the UNFPA Representative at [sibenaler@unfpa.org](mailto:sibenaler@unfpa.org).

**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

<b>Name of Bidder:</b>	
<b>Date of the quotation:</b>	<a href="#">Click here to enter a date.</a>
<b>Request for quotation N°:</b>	UNFPA/UGA/RFQ/20/013
<b>Currency of quotation :</b>	USD
<b>Delivery charges based on the following 2010 Incoterm:</b>	<a href="#">Choose an item.</a>
<b>Validity of quotation:</b> <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: *[Delete after properly completing the Price Schedule, also develop excel version]*

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

*Vendor's Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/UGA/RFQ/20/013 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.

	<a href="#">Click here to enter a date.</a>
Name and title	Date and place



**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](#)