Date: 8 May 2020

REQUEST FOR QUOTATION

RFQ Nº UNFPA/KHM/RFQ/20/003

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**“Rapid Assessment On Social AND Health Impact of Covid-19 on returning Migrant Workers to Cambodia”**

UNFPA seeks a research firm/institution to conduct a “**Rapid Assessment on Social and Health Impact of the COVID19 on returning migrant workers to Cambodia**”. This Request for Quotation is open to all legally-constituted companies/institutions that can conduct this study within a proposed timeframe.

1. **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](http://www.unfpa.org/about-us)

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**Service Requirements/Terms of Reference (ToR)**

1. **BACKGROUND**

Given the significant differences in standards of living across the region, there are pull and push factors encouraging large numbers of Cambodian migrants to travel for work in Thailand and other countries on a temporary or permanent basis. Since the COVID-19 pandemic is having an unprecedented global impact on societies and economies across the world, the government of Thailand has curtailed its economic activities, and has closed its borders to limit the spread of COVID-19. This has resulted in thousands of Cambodian migrant workers losing their employment and livelihood and returning back [85,796 (37,509F)] to Cambodia as of 20 April 2020 and among those many could be potentially at risk of being left behind, in particular; women and girls (also exposed to risk of GBV), pregnant women, elder persons, adolescents and youth, people living with HIV, key populations at risk to HIV and people with disabilities with limited access to basic services, sanitation, health-care facilities, food, financial, legal, shelter services etc.

While the medium to longer-term impacts are still largely unknown and unpredictable, a rapid needs assessment from the onset to better inform policies and programmes during the response to the COVID19 outbreak is necessary.

1. **OBJECTIVES OF ASSESSMENT**

Under the coordination of UNFPA with support from relevant UN sister agencies and guidance from relevant government line ministries such as Ministry of Interior, Ministry of Labour and Vocational Training, Ministry of Health and Ministry of Women’s Affairs, Ministry of Social Affairs, Veterans and Youth and Rehabilitation, the rapid assessment aims to support the government in development of evidence based policy and strategies to effectively respond to the impact of Covid-19 on the returning migrants. The expected results and findings of this assessment is intended to provide a better understanding of the characteristics and vulnerabilities of the migrant workers, their social conditions and health including impact on their physical and mental health; vulnerability to gender-based violence; access to and utilization of SRH, child protection and social services; youth and adolescent health services. This could, therefore, help inform concrete and specific recommendations to the government for an immediate response to mitigate health and social impact on the returning migrants, and for future humanitarian contingency.

The specific objective of the assessment is:

* Assess the impact of COVID19 on ​returning migrants by focusing on key demographic, social and health characteristics including impact on their physical and mental health; vulnerability to gender-based violence; access to and utilization of SRH, child protection and social services; youth and adolescent health services.
* Make concrete recommendations for possible programme interventions and policy in the short term and long term for returning migrants at household level and host communities related to their social and health conditions, and related social services.

1. **METHODOLOGY**
2. **Study methods**

The existing updated data and information in Cambodia (Census, Survey, CSES, CDHS reports, etc.) will be reviewed and included in the literature. Literature review will be followed by data collection and it will be conducted through 1) self-administered online questionnaire for the stakeholders and 2) interview using direct phone call with migrants and filling out paper-based questionnaire by the interviewer. A direct phone call interview using a structured questionnaire with migrant returnees may be a promising method for this rapid assessment during fast-moving infectious disease outbreaks. The viable way to obtain the phone numbers from the returning migrant workers is to collaborate with the Commune Council for Women and Children (CCWC) and CBOs as they are working at the community level. It is understood that a small number of migrant workers may not have telephones. In this case, the research team will request the CCWC/CBO person who helps facilitate the phone interview by lending the phone to the respondent for the interview.

In addition, online survey semi-structured questionnaire will be applied to understand prioritized needs of the target population from the stakeholders at the national and sub-national levels (government officials and non-government staff members, selected provincial and district governors, Commune Council for Women and Children (CCWC), commune and village chiefs in the target districts/provinces, research institutions, UN agencies, CSOs and private actors).

1. **Target population/respondents** 
   * Recent migrants returning from and through Thailand will be selected for this study. A small proportion of these returnee migrants are pregnant women, children, youth and adolescents, women survivors of violence, people with disability and elderly persons, people living with HIV and key populations at risk to HIV. These marginalized population groups should also be taken into consideration for the study.
   * Stakeholders from the national and sub-national levels are also proposed for online semi-structured questionnaire survey. The group should include, but not limited to, government and not government stakeholders working on social, legal and health services, VAW/GBV, child protection and education and sanitation. Quota and purposive sampling will be employed with this group of respondents.
2. **Sample size and selection**

As of today, more than 85,796 (37,509F) migrant workers have recently returned from and through Thailand during the Covid-19 outbreak and have gone to different provinces in Cambodia. They are the main study population. The random method of sample size will be utilized to select the sample respondents based on the figures received from the Ministry of Interior. The research institution submitting the proposal should calculate the sample size of the returnee migrant population representing both rural and urban areas and take into consideration other specific population who could be potentially at risk of being left behind as mentioned above among the returning migrants.

In the meantime, a sample of 60 stakeholders will be selected from national and sub-national entities (line ministries, provincial and district officials, Commune Council Committees for Women and Children (CCWC) members, commune and village chiefs and staff from UN agencies, CSOs, research institutions, academia and private sector) in the target districts/provinces are purposively selected using quota sampling.

1. **Data collection**

A research institution/firm will be selected to conduct literature review and field data collection with the sample population of migrants and stakeholders at the national and sub-national levels. The telephone interviews with returning migrant respondents will be recorded by the interviewers on the paper while the online survey with the stakeholders will be automatically recorded once the respondents have completed the questionnaire and saved. The selected research institution/firm will be trained on the issues of migration, SRH, GBV and how to handle sensitive issues and referral for emergency needs of the respondents. It is worth noting that assistance and support for the selection of individual migrants for interview are needed from the Commune Council for Women and Children (CCWC) and with other stakeholders such as CBOs. Thus, the collaboration with MoI, MoSVY, MoWA and CBOs is very important for the data collection though it is conducted through phone. To address the concern on GBV/VAW information and other sensitive information from migrant workers, CCWC or CBOs should be requested to accompany the selected individual migrants to a convenient place for telephone interview. An example of a suitable place is pagoda.

1. **Ethical Considerations**

Since the assessment will touch on issues of GBV/VAW the research will follow standard ethical guidance designed to protect the human rights of women survivors of violence from negative implications of participation in research[[1]](#footnote-1). In particular, the following issues will be addressed:

* Informed consent will be required from each participant.
* Privacy and confidentiality-survivors of violence will not be pre-identified by purposive sampling. The survey will be administered confidentially in a private place where other household or community members or intimate partners cannot hear the responses given. Interviewers will be of the same sex as interviewees.
* Referral information will be provided confidentially (using SMS for example) to all participants.

1. **Questionnaire design**

**The structured questionnaire and semi-structure questionnaire** will be designed and proposed by a research firms with technical inputs from UN system through UNCT. The data collection with migrant workers would be made by phone call focusing on the following indicators:

* **Basic demographic characteristics:** such as age, sex, family members, marriage status, level of education, etc.
* **Socio-economic:** such as employment, income, family size, housing and related issues on their future living conditions etc.
* **Health:** including Sexual Reproductive and Maternal health and rights, access to contraceptive, family planning, ANC, safe deliveries, PNC, Emergency Obstetric and newborn Care (EmONC) and other reproductive health services, information, and commodities; access to essential health services such as HIV, TB, Malaria and non-communicable diseases
* **Mental health**: some key questionnaire related to mental issues and ways to cope with them
* **VAW/GBV**: includes some key questions for the returning migrants related to GBV experience in the peer group, social supports including health care, legal services etc.
* **Child Protection and education**: includes some key questions related to child protection and access to education
* **Water, hygiene and sanitation**: includes key questions in terms of accessibility to water, sanitation and knowledge on hygiene.

At the same time, the semi-structured questionnaire will be developed around the service availability and accessibility, capacity, challenges, and recommendations for programme and policy interventions. It will be administered online with the stakeholders at the national and sub-national levels.

1. **Data Analysis and report writing**

A draft assessment report will be prepared based on the quantitative and qualitative analysis of data collected. Tools and methods of analyses will be proposed by selected research institution/firm and agreed by core technical working group. The report should include recommendations for programme intervention and policy options for short and long-term solutions. A concluding consultation meeting with key relevant stakeholders could be conducted to ensure that all comments/inputs are integrated into a final report.

1. **DURATION AND COST**

* The assessment will be undertaken between May and June 2020
* The total cost of this study does exceed US$80,000 (eighty thousand USD).

**Note:**

* The sample size of returnee migrants and marginalized groups among the migrant workers proposed by the research institution will be further discussed with the technical team of the relevant UN agencies. Two or all of these three provinces (Banteay Meanchey, Battambang and Siem Reap) plus one or two other provinces are suggested locations.
* The study method (telephone interview using structured questionnaire) with returning migrant workers is suggested. However, the research institution may propose an alternative method it considers most suitable; but the budget shall not exceed USD80,000.

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**SCOPE OF WORK**

The company/institution will perform the following indicative tasks

1. Conduct literature review
2. Develop research protocol including methodology (i.e. tools, sampling methods etc.) research timeframe etc. (note that the detailed sampling and selection of the target respondents are required)
3. Work to obtain study ethics approval from the ethics committee in Cambodia with support of UNFPA;
4. Recruit and train data collectors;
5. Contact relevant stakeholders as needed for the study;
6. Conduct data collection;
7. Clean and analyse data;
8. Draft and share research report with UNFPA and its partners for comments and inputs;
9. Integrate inputs from UNFPA and its partners and finalise the report with recommendations for programming interventions and policy formulation.

**EXPECTED KEY DELIVERABLES**

The research company/institution will work closely with UNFPA and its partners produce the following deliverables in a quality, consultative and timely manner:

1. Literature review conducted;
2. Research proposal revised based on the inputs and comments from UNFPA and its partners;
3. Research tools developed and revised based on the technical inputs of relevant UN agencies;
4. Ethics approval for the study obtained from the National Ethics Committee for Health Research;
5. Data collected, cleaned and analysed;
6. Data collection conducted;
7. Data cleaned and analysed;
8. Draft report prepared and presented;
9. The report finalized by integrated the inputs and comments along with recommendations for programming interventions and policy formulation.

**Qualifications and requirements**

1. Proven record of experience in conducting social and/or health research studies with at risk and marginalized populations;
2. Evidence of familiarity with existing knowledge/research on the topics. At least two sample reports of past studies shall be sent along with the proposal;
3. Proposed methods are appropriate and feasible for the study;
4. Strengths, capacity and expertise of the research team to successfully implement the study within a tight timeframe;
5. Ethical issues have been considered.
6. Legally established firm/institution;
7. Updated CVs of the proposed team members, including that of the team leader;
8. **Questions**

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

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Mr. Soktha Yi, Population and Development Analyst* |
| Tel Nº: | *+855 23 215519, extension 120* |
| Fax Nº: | *+855 23 211339* |
| Email address of contact person: | [*yi@unfpa.org*](mailto:yi@unfpa.org) |

The deadline for submission of questions is **18 May 2020 by 17:00 p.m.** Phnom Penh time. Questions will be answered in writing and shared will parties as soon as possible after this deadline.

1. **Content of quotations**

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

1. A detailed technical research proposal and two sample reports of past studies, in response to the requirements outlined in the service requirements / TORs.
2. Price quotation, to be submitted strictly in accordance with the price quotation form. The total budget for this study does not exceed US$80,000 (eighty thousand USD).

**Note that the technical proposal and the price quotation (financial proposal) are required to be sent in TWO SEPARATE emails. Otherwise, the proposal will be disqualified.**

Both parts of the quotation must be signed by the bidding company’s relevant authority and submitted in PDF format.

1. **Instructions for submission**

Proposals should be prepared based on the guidelines set forth in Sections above, along with a properly filled out and signed price quotation form, and are to be sent by email to the contact person indicated below no later than: ***Sunday, 24 May 2020 at 17:00 p.m. Phnom Penh Time*.**

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| --- | --- |
| Name of contact person at UNFPA: | *Mr. Sophoan Livan* |
| Email address of contact person: | cambodia-procurement@unfpa.org |

Please note the following guidelines for electronic submissions:

* The following reference must be included in the email subject line: RFQ Nº UNFPA/KHM/RFQ/20/003 – “Rapid Assessment on Returning Migrant Workers” Proposals, including both technical and financial proposals, that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
* The total email size may not exceed **20 MB (including email body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.
* Any quotation submitted will be regarded as an offer by the bidder and does not  
  constitute or imply the acceptance of any quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

1. **Overview of Evaluation Process**

Quotations will be evaluated based on the technical proposal and the total cost of the services (price quote).

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes.

1. **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 or ceiling prices basis with duration of three (03) months to the Bidder(s) that obtain the lowest-priced technically acceptable offer.

1. **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.

1. **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.

1. [**Fraud and Corruption**](http://www.unfpa.org/about-procurement#FraudCorruption)

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](http://www.unfpa.org/resources/fraud-policy-2009#overlay-context=node/10356/draft). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required.  Such cooperation shall include, but not be limited to, the following: access to all employees, representatives, agents and assignees of the vendor; as well as production of all documents requested, including financial records.  Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](http://web2.unfpa.org/help/hotline.cfm).

1. **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](http://www.unfpa.org/about-procurement#ZeroTolerance).

1. **RFQ Protest**

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of the Business Unit, Mr. Daniel Alemu, Representative, a.i at [dalemu@unfpa.org](mailto:dalemu@unfpa.org). Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Procurement Services Branch at [procurement@unfpa.org](mailto:procurement@unfpa.org).

1. **Disclaimer**

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).

PRICE Quotation Form

|  |  |
| --- | --- |
| **Name of Bidder:** |  |
| **Date of the quotation:** | Click here to enter a date. |
| **Request for quotation Nº:** | UNFPA/KHM/RFQ/20/003 |
| **Currency of quotation:** | USD |
| **Delivery charges based on the following 2010 Incoterm:** | Choose an item. |
| **Validity of quotation:**  *(The quotation shall be valid for a period of at least 3 months after the submission deadline.)* |  |

* Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.

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| --- | --- | --- | --- | --- | --- |
| Item | Description | Number & Description of Staff by Level | Hourly Rate | Hours to be Committed | Total |
| 1. Professional Fees | | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| *Total Professional Fees* | | | | | $$ |
| 1. Out-of-Pocket expenses | | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| *Total Out of Pocket Expenses* | | | | | $$ |
| ***Total Contract Price***  *(Professional Fees + Out of Pocket Expenses)* | | | | | $$ |

*Vendor’s Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/KHM/RFQ/20/001 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.

|  |  |  |
| --- | --- | --- |
|  | Click here to enter a date. |  |
| Name and title | Date and place | |

**ANNEX I:**

**UNFPA General Conditions - Services**

This Request for Quotation is subject to UNFPA’s General Conditions of Contract which are available in [English,](http://www.unfpa.org/resources/unfpa-general-conditions-de-minimis-contracts) [Spanish](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20SP_0.pdf) and [French](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20FR_0.pdf).

1. [https://www.who.int/reproductivehealth/publications/violence/intervention-research-vaw/en/](https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.who.int%2Freproductivehealth%2Fpublications%2Fviolence%2Fintervention-research-vaw%2Fen%2F&data=02%7C01%7C%7Cd96551cbd6404c4343f108d7f0be3acb%7C2bcd07449e18487d85c3c9a325220be8%7C0%7C0%7C637242572139949477&sdata=W%2F0Dsd9nbQurg0Tqv%2B25mRAoA%2F%2FYP%2BQFu2cCP2a2lu8%3D&reserved=0) [↑](#footnote-ref-1)