

Date: 02 March 2016

REQUEST FOR QUOTATION

RFQ No. 2016 / 001 UNFPA – Develop an Analytical Report based on National Transfer Accounts methodology approved by United Nations

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service: **Develop an Analytical Report based on National Transfer Accounts methodology approved by United Nations** as per the Terms of Reference (ToR) presented below.

UNFPA requires the provision of services to **develop an Analytical Report based on National Transfer Accounts (NTA) methodology approved by United Nations**. National Transfer Accounts are consistent with the System of National Accounts (SNA) and provide measures by single years of age of the sources of income (labour, assets, receipt of public and private transfers), and the uses of income (final private and public consumption, transfer payments of individuals to their families and the government, and saving). The Analytical Report on NTS will measure the economic impact of population change and will be used to develop evidenced-based policies that address population changes in the Republic of Moldova.

This Request for Quotation is open to all legally-constituted organizations (private sector companies and NGOs) that can provide the requested services and have legal capacity to deliver the required services/deliverables in the Republic of Moldova, 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 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](#)

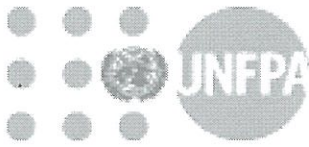
II. Service Requirements/Terms of Reference (ToR)

1. Background and purpose

The UN Department for Economic and Social Affairs has approved in 2013 a methodology on National Transfer Accounts that provides a coherent accounting framework of economic flows from one age group or generation to another, typically for a national population in a given calendar year. The NTA estimates are useful to understand and analyze the implications of changing age structures for the fiscal sustainability of social programs, the accumulation of physical and human capital, economic growth, and familial support for children, youth and older persons.

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UNFPA, as a leading agency in the area of population and development is actively applying this methodology around the world, to explore benefits of demographic dividend and economic implications of population changes.

Many countries, like the Republic of Moldova are making economic and social progress, and have graduated to Middle Income Country status. Furthermore, the Republic of Moldova is moving towards European Union integration and has signed the Moldova–European Union Association Agreement on 27 June 2014. In this regard, the NTA for the Republic of Moldova will be focused on the economic analysis of population dynamics as a means to demonstrate the value of investing in human capital and the opportunity costs of not doing so.

UNFPA Moldova is seeking to recruit consulting company / organization to apply the NTA methodology in the Republic of Moldova and to develop an Analytical Report based on the NTA's findings.

The Analytical Report on NTS will serve as a core element, along with Population Situation Analysis (PSA), in development of the new Action Plan on mainstreaming ageing into sectorial policies and in reviewing National Programme on Demographic Security. By applying this methodology, UNFPA Moldova will become first country in the Eastern Europe and Central Asia region to apply the NTA methodology thereby reinforcing importance of correlation economic implications of population dynamics in policy design and implementation.

2. Specific objectives:

NTA will be an up-to-date assessment of the population situation which includes the social and economic drivers and consequences of current population trends, and potential avenues for capitalizing on Moldova's human capital. Specifically, the NTA Report is expected to serve the following goals:

- 1) Provide economic analysis, costs and benefits of current policies in the field of population and development and present economic implications.
- 2) Develop a system of National Accounts Transfer adapted to the Republic of Moldova reality based on the NTA methodology and calculate the deficit model Life Cycle constructed by estimating the positive and negative flows of resources for each age group.
- 3) Produce estimates of public and private transfers relating to a specific year in the Republic of Moldova, having as base the estimates of the National Transfer Accounts (NTA) in a disaggregated manner to the extent possible.
- 4) Develop research linking analysis estimates transfers to economic, demographic and institutional context of the Republic of Moldova, including international comparative studies using the database of the global project of the National Transfer Accounts.
- 5) Prepare a technical report on National Transfer Accounts containing an analysis of the evidence found so far on intergenerational transfers in the Republic of Moldova.

3. Methodology

The NTA methodology is fully described in the UNDESA approved Manual available at this link <http://ntaccounts.org/doc/repository/NTA%20manual%202013.pdf> The full information on the NTA methodology and experiences in applying it in other countries is available at this link <http://ntaccounts.org/web/nta/show>

Under the overall guidance and supervision of UNFPA CO, the selected institution is expected to:

- Conduct desk review of existing global reports and practices in other country. UNFPA could provide technical support through an international expert or through a peer-review.
- Develop an analytical report on NTA with findings and conclusions. The draft report will be reviewed by the International Advisory Panel on Population and Development (late September 2016).
- Organize a ½ day dissemination workshop with the relevant institutions at the completion of the report.

4. Deliverables and timeframe

Deliverable	Timeframe
Proposed structure of the NTA Analytical Report	4 th April 2016
Consultation of the proposed structure of the NTA Analytical Report with the International Advisory Panel on Population and Development	20 – 21 st April 2016
Draft Analytical Report on NTA	5 th September 2016
Presentation of the Draft Analytical Report on NTA to the International Advisory Panel on Population and Development	End of September 2016
Final Analytical Report on NTA	By 15 th November 2016
½ day dissemination workshop on the Analytical Report on NTA	By 30 th November 2016

All deliverables will be presented in English to UNFPA.

5. Management

UNFPA will contract a selected institution to develop the analytical report based on the NTA methodology, through a competitive bidding process consistent with the UNFPA procurement policy, which will work under the overall guidance and supervision of the UNFPA Programme Analyst on Population & Development and Gender.

In addition, the company / organization will benefit from recommendations and peer-review of an International Advisory Panel on Population and Development which will provide global best practice and advice.

6. Property rights

The United Nations Population Fund (UNFPA) will have joint ownership of the outputs and may use it for purposes other than provided in this ToR with proper acknowledgement of the work of the company / organization and the contributions of organizations and individuals who participated in the process.

III. Questions

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

Name of contact person at UNFPA:	Eduard Mihalas, UNFPA Programme Analyst on Population and Development and Gender
Tel N ^o :	+373 22 214002
Fax N ^o :	+373 22 214003
Email address of contact person:	mihalas@unfpa.org





The deadline for submission of questions is **09 March 2016, 23:59 (GMT+2:00)**. Questions will be answered in writing and shared with parties as soon as possible after this deadline.

IV. Content of quotations (documents to be submitted)

Quotations should be submitted in English in a single e-mail whenever possible, depending on file size. Quotations must contain:

- 1) Technical proposal, in response to the requirements outlined in the service requirements / ToRs, including proposed approach to the methodology, Work Plan, time scales and organization's supporting documents:
 - Copy of organization's registration certificate.
 - Organization profile including experience in similar assignments, list of similar analysis/researches etc. and clients' portfolio.
 - Statement of Satisfactory Performance or Letters of Recommendations from minimum 2 (two) clients or business partners obtained in the last three years.
 - Resumes (CVs) of the Key Personnel comprising information requested as per the evaluation criteria.
- 2) Price quotation in USD, to be submitted strictly in accordance with the Price Quotation Form.

Both parts of the quotation (technical proposal and price quotation) must be signed by the bidding organization's relevant authority and submitted in PDF format.

V. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section IV above, along with a properly filled out and signed price quotation form, are to be sent by e-mail to the contact person indicated below **no later than: Wednesday, 16 March 2016, 23:59 (GMT+2:00)**¹.

Name of contact person at UNFPA:	Vladimir Paraschiv, UNFPA Administrative Associate
Email address of contact person:	office@unfpa.md

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ No. 2016 / 001 UNFPA – Develop an Analytical Report based on NTA methodology approved by United Nations**. Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total e-mail size may not exceed **5 MB (including e-mail body, encoded attachments and headers)**. E-mail must be free from any form of virus or corrupted contents, or the quotations shall be rejected. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline. Total number of submissions: max 5 e-mails.

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

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

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 Bidder	[C] Weight (%)	[B] x [C] = [D] Total Points
General profile of the organization and relevance to the assignment: <ul style="list-style-type: none"> • Legally registered in the Republic of Moldova; • At least 5 years of professional track records in areas of economy, macro-economy and social policy. • Successful working experience with UN Agencies and other donor organizations is an advantage. 	100		15%	
Specific organization's experience and expertise relevant to the assignment: <ul style="list-style-type: none"> • Experience of working in financial flows in social area, preferably related to population and development. • Previous proven experience of having conducted extensive analytical reports related to population and development. 	100		25%	
Technical approach 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		15%	
Professional experience of the staff that will be employed to the project proving demonstrated expertise in conducting analysis and researches and related processes (CVs, etc.)	100		25%	
Grand Total All Criteria	100		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
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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 Price Quotation Form. 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.

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

VII. Award Criteria

UNFPA shall award a Professional Service Contract on a fixed-cost basis to the Bidder that obtains 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 Office of Audit and Investigation Services of UNFPA as well as with any other oversight entity authorized by the Executive Director of UNFPA 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 contract, 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

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, Mrs. Natalia Cojohari, Officer-in-Charge at cojohari@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

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).

Thank you and we look forward to receiving your quotation.

NAME, FUNCTIONAL TITLE:

Natalia Cojohari, UNFPA Officer-in-Charge

Signature: 

DATE: 02/03/2016



