

## REQUEST FOR QUOTATION

### **RFQ No. 2016 / 006 UNFPA – Develop a training module on HIV prevention for truck drivers, based on ILO standards and training materials on HIV prevention, and to promote its integration into the transport sector training centers curricula**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service: **Develop a training module on HIV prevention for truck drivers, based on ILO standards and training materials on HIV prevention, and to promote its integration into the transport sector training centers curricula** as per the Terms of Reference (ToR) presented below.

This Request for Quotation is open to all legally-constituted organizations 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 information**

According to the data of the World Health Organization (WHO) and the Joint Programme of the United Nations on HIV/AIDS (UNAIDS), in 2012 in Eastern Europe and Central Asia (EECA), there were registered 1.3 million HIV positive people, with an estimated prevalence rate among adults of 0.7%.<sup>1</sup> While the HIV epidemic in the EECA countries is concentrated mainly in certain groups at high risk of HIV infection, such as - injecting drug users, men who have sex with men and sex workers - the sexual partners/clients of sex workers (including the truck drivers) are equally at risk of getting infected with HIV. In this context, truck drivers are considered as a bridge group that are contributing to the spreading of the HIV epidemic from key groups at high risk of getting HIV to the general population.

The long-haul truck drivers' role in spreading HIV and other Sexually Transmitted Infections originates in their lifestyle, determined by their high mobility and long periods of time spent away from home, as well as the risky sexual behavior, characterized by frequently unprotected sexual intercourses with multiple partners, with occasional partners or sex workers, besides their permanent partners (wife, live-in partner or a permanent partner living separately). In this regard, identification and carrying out of interventions for preventing the HIV infection among truck drivers are important to be realized.

<sup>1</sup><http://www.euro.who.int/en/health-topics/communicable-diseases/hiv/aids/data-and-statistics>



Thus, the UNFPA, United Nations Population Fund in the Republic of Moldova in partnership with the International Labor Organization (ILO) intend to support the implementation of the relevant interventions aiming to increase the truck drivers' knowledge on HIV prevention and to determine them to adopt a responsible and safe behavior while on the road. This initiative is part of the UNFPA Regional Office for Eastern Europe and Central Asia Regional Initiative on Silk Road HIV response for truck drivers, as clients of sex workers in Ukraine, Georgia, Moldova, Belarus, and Turkey.

As a first step, UNFPA Moldova conducted a Baseline KAP Survey among truck drivers and managers of transport companies in the Republic of Moldova to assess their knowledge, attitudes and behavior practices with regard to HIV. The results of the respective KAP Survey were presented at the national level in July 2016 within a round table attended by all relevant key national stakeholders.

Based on the KAP survey main findings and in accordance with presented recommendations, UNFPA Moldova Country Office will contract a national Training Center with aim to develop a training module on HIV prevention (based on ILO standards and training resources on HIV prevention<sup>2</sup>), and to promote its integration into the transport sector training centers curricula – the interventions that will contribute to increasing the truck drivers' knowledge on HIV prevention and to determining them to adopt a responsible and safe behavior while on the road.

## **2. Purpose**

UNFPA, the United Nations Population Fund, is looking for a local Training Center that are providing training services for long-distance truck drivers in the Republic of Moldova with aim to develop a training module on HIV prevention, based on ILO resources on HIV prevention, and to promote its integration into the transport sector training centers curricula, in order to increase truck drivers knowledge on HIV prevention and to determine their attitude and behavior change.

## **3. Objectives**

- 1) to develop a brief report based on the mapping of all relevant transport sector training centers providing training services to long-distance truck drivers and review of the current teaching curriculum of the transport sector training centers (particularly on HIV prevention component)
- 2) to develop a training module on HIV prevention, based on ILO resources on HIV prevention
- 3) to design informative materials for truck drivers on HIV prevention (posters and other illustrative materials)
- 4) to conduct a Training of Trainers Course ( ToT) on HIV prevention for teaching staff of the transport sector training centers that provide training services to long-distance truck drivers
- 5) to conduct an advocacy meeting attended by all relevant key stakeholders with aim to promote integration of HIV prevention module into the transport sector training curricula
- 6) to conduct an advocacy meeting with managers of the transportation companies with aim to increase their awareness on the importance to ensure, based on the partnership with training centers, the training of the employed truck drivers on HIV prevention

## **4. Process and Methodology**

The assignment requires mapping of all relevant transport sector training centers in the Republic of Moldova, which are providing training services to long-distance truck drivers and the review of the

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<sup>2</sup> [http://www.ilo.org/aids/Publications/WCMS\\_115464/lang--en/index.htm](http://www.ilo.org/aids/Publications/WCMS_115464/lang--en/index.htm)

current curriculum of the respective transport sector training centers (the content of HIV prevention module if there is any, the teaching staff available to provide training on HIV prevention, teaching methodologies used, duration of training etc).

Taking into account the main findings and recommendations reflected in the brief assessment report developed by the national Training Center and based on the ILO toolkit *“Driving for Change – toolkit on HIV/AIDS for the road transport sector”* provisions - a training module on HIV prevention will be developed (two guides – one for trainers and another one for truck drivers).

Development of the training module on HIV prevention will be realized with the support of a National Expert contracted by the national Training Center (the expert who has a medical background and a relevant working experience in the area of HIV prevention, being a member of the Technical Working Group of HIV Prevention of the National Council for Coordination of the National Programmes for HIV and TB Prevention and Control).

Informative materials on HIV prevention for truck drivers (posters and other illustrative materials) will be developed as well by the national Training Center.

The training module and informative materials on HIV prevention will be approved in a tripartite multi-stakeholders meeting, to also include workers and sector-employers representatives.

After the training module and informative materials are developed, the national Training Center will conduct the ToT training on HIV prevention for the teaching staff of the transport sector training centers in the Republic of Moldova that provide training services to long-distance truck drivers.

An advocacy meeting will be organized further to be attended by all relevant key stakeholders (representatives of the Ministry of Transportation and Road Infrastructure, Ministry of Health, Ministry of Education, International Association of Auto Transporters of Moldova, UNFPA, ILO, UNAIDS, NGOs active in the field of HIV prevention and representatives of all transport sector training centers) in order to coordinate the issues on integration of the training module on HIV prevention for truck drivers into the mandatory training curriculum of the transport sector training centers.

An advocacy meeting will be organized as well with managers of the transportation companies from the Republic of Moldova, to increase their awareness on the importance to ensure, based on the partnership with transport sector training centers, the training of the employed truck drivers on HIV prevention.

##### 5. Deliverables

No.	Deliverable	Timeline
1	Brief assessment report developed, based on mapping of all relevant transport sector training centers providing training services to long-distance truck drivers and review of the current teaching curriculum of the transport sector training centers (particularly on HIV prevention component).	By 15 <sup>th</sup> of October 2016
2	Training module on HIV prevention developed, based on ILO toolkits on HIV prevention (two guides developed – one for trainers and another one for truck drivers).	By 31 <sup>st</sup> of October 2016

3	Interactive informative materials on HIV prevention for truck drivers developed (posters and other illustrative materials).	By 15 <sup>st</sup> of November 2016
4	Tripartite multi-stakeholders meeting to approve the training module and informative materials on HIV prevention.	By 20 <sup>th</sup> of November, 2016
5	ToT conducted for teaching staff from transport sector training centers that provide training services to long-distance truck drivers.	By 30 <sup>th</sup> of November 2016
6	Advocacy meeting realized with key stakeholders, to coordinate the issues on integration of the training module on HIV prevention for truck drivers into mandatory training curriculum of the transport sector training centers.	By 15 <sup>th</sup> December 2016
7	Advocacy meeting realized with managers of the transportation companies to increase their awareness on the importance to ensure, based on the partnership with transport sector training centers, the training of the employed truck drivers on HIV prevention.	By 20 <sup>th</sup> of December 2016

### 7. Inputs

The UNFPA Moldova Country Office will provide to the National Training Center selected the following materials:

- ILO toolkit *"Driving for Change – toolkit on HIV/AIDS for the road transport sector"*
- KAP Survey among truck drivers and managers of transport companies with regard to HIV in the Republic of Moldova in Romanian version.

### 8. Timing

The assignment shall be conducted during the period 1<sup>st</sup> October to 31<sup>st</sup> December 2016. The deliverables are expected to be submitted by 31<sup>th</sup> of December 2016.

### 9. Payment Conditions

Payment will be conducted for the provision of services, in two installments, after presentation of the deliverables outlined below:

- 1<sup>st</sup> installment - 50% - brief assessment report developed; training module developed and interactive informative materials on HIV prevention developed, upon certification by the UNFPA Country Office in Moldova of the successful performance.
- 2<sup>nd</sup> installment – 50% - upon completion of all works described in this ToR and presentation of all rest requested deliverables, and upon certification by the UNFPA Country Office in Moldova of the successful performance.

### III. Questions

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

Name of contact person at UNFPA:	Diana Selaru, UNFPA Administrative and Finance Associate
Tel N°:	+373 22 214002
Fax N°:	+373 22 214003
Email address of contact person:	<a href="mailto:selaru@unfpa.org">selaru@unfpa.org</a>

**The deadline for submission of questions is 11 September 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 or Romanian in a single e-mail whenever possible, depending on file size. Quotations must contain:

- 1) Application Form (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 trainings 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 (Financial proposal), 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: Sunday, 18 September 2016, 23:59 (GMT+2:00)**<sup>3</sup>.

Name of contact person at UNFPA:	Vladimir Paraschiv, UNFPA Administrative Associate
Email address of contact person:	<a href="mailto:office@unfpa.md">office@unfpa.md</a>

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ No. 2016 / 006 UNFPA – Develop a training module on HIV prevention for truck drivers**. 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

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.

<sup>3</sup> <http://www.timeanddate.com/worldclock/city.html?n=69>

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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"> <li>• Legally registered in the Republic of Moldova;</li> <li>• 5 years of experience on the national market;</li> <li>• Working and collaborative experience with UN Agencies and other donor organizations as an advantage.</li> </ul>	100		10%	
Specific organization's experience and expertise relevant to the assignment: <ul style="list-style-type: none"> <li>• At least 5 years of professional records on education in the transportation area, preferably for truck drivers;</li> <li>• Experience in conducting trainings on HIV prevention will be an asset.</li> </ul>	100		45%	
Work plan adequacy to meet the project objectives.	100		15%	
Team qualification (relevant professional experience of the staff to meet the project objectives). At least 1 contracted national expert with a medical background, and a relevant working experience in the area of HIV prevention, being a member of the Technical Working Group of HIV Prevention of the National Council for Coordination of the National Programmes for HIV and TB Prevention and Control	100		30%	
<b>Grand Total All Criteria</b>			<b>100%</b>	

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 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, Ms. Rita Columbia, UNFPA Representative at [columbia@unfpa.org](mailto:columbia@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).

**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:

**Rita Columbia, UNFPA Representative**

Signature: *Rita Columbia*

DATE: 03/05/2016

*RS*