



United Nations Children's Fund
UNICEF- Ethiopia
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REQUEST FOR PROPOSAL FOR SERVICES

LRPS-2020-9159979

17 July 2020

UNITED NATIONS CHILDREN'S FUND (UNICEF)

Wishes to invite you to submit a proposal for

Institutional contract to conduct health facility baseline survey on Prevention and Management of Health Complications of Female Genital Mutilation
Due Date: 05 August 2020 at 2:00PM Standard Time
Bid is open for LOCAL vendors only

XXXXXXXX FAX/LETTER NOT SPECIFIED IN 'PREPARE ITB (ZMRQ)' XXXXXXXX

THIS REQUEST FOR PROPOSAL FOR SERVICES HAS BEEN:

REQUEST FOR PROPOSAL FOR SERVICES FORM

This FORM must be completed, signed and returned to UNICEF.
Proposal must be made in accordance with the instructions contained in this Request for Proposal for Services (RFPS).

TERMS AND CONDITIONS OF CONTRACT

Any Contract resulting from this RFPS shall contain UNICEF General Terms and Conditions for Institutional and Corporate Contracts and any other Specific Terms and Conditions detailed in this RFPS.

INFORMATION

Any request for information regarding this RFPS must be forwarded by email to the person who prepared this document, with specific reference to the RFPS number.

The Undersigned, having read the Terms and Conditions of RFPS No. **LRPS-2020-9159979** set out in the attached document, hereby offers to execute the services specified in this document.

Signature: _____

Date: _____

Name & Title: _____

Company: _____

Postal Address: _____

Tel No: _____

Fax No: _____

E-mail Address: _____

Currency of Proposal: _____

Validity of Proposal: _____

Please indicate which of the following Payment Terms are offered by you:

10 Days 3.0% _____ 15 Days 2.5% _____ 20 Days 2.0% _____ 30 Days Net _____ Other _____

Item	Service Description	Quantity	Unit	Unit Price	Price
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10 Institutional contract to conduct health

Summary

Institutional contract to conduct health facility baseline survey on Prevention and Management of Health Complications of Female Genital Mutilation

Purpose - Serve as a baseline data against which to measure service improvements in availability and functionality for prevention and management of health complications of Female Genital Mutilation

Duration - 3 months from the start date of contract renewable depending on project need

Location - Afar & Somali regions

Background

Female genital mutilation (FGM) is a harmful practice (HP) affecting millions of girls and women in Ethiopia and which has a high prevalence rate, particularly in Somali and Afar regions.

Data from the latest Ethiopia Demographic and Health Survey (EDHS 2016) show that 65 per cent of women and girls aged 15#49 years, 47 per cent of girls aged 15#19 years, and 16 per cent of girls under 15 years are circumcised. Ethiopia is home to 24 million women and girls who have experienced FGM. FGM is not, however, a homogenous phenomenon; there are disparities across regions and settings. For example, nationwide, FGM is more prevalent in rural areas (68 per cent) than urban areas (54 per cent). Amongst women and girls aged 15#49 years, Tigray and Gambella have the lowest prevalence (24 per cent and 33 per cent, respectively), and Somali and Afar regions have close to universal prevalence (99 per cent and 91.2 per cent, respectively).

In Ethiopia, the EDHS show a decrease in the national prevalence of FGM over the past 15 years (i.e. from 80 per cent in 2000 to 65 per cent in 2015). The overall level of FGM among girls aged 15 to 19 years has decreased from 87 per cent in 1970 to 47 per cent in 2016. However, the pace of abandonment of the practice needs to accelerate if the government goal of total abandonment by 2025.

Since 2017, Health workers and HEWs have been capacitated to provide prevention and clinical care service for FGM victims in Somali and Afar regions. Similarly, a total of 15 hospitals, 244 health centres and 410 health posts provide the required service to FGM/C victims. In addition, 9/15 hospitals have received FGM equipment (Cystoscope, operation light & Solar generators). However, there was no formal assessments, of the functionality of these facilities, have been conducted since the project began. Currently UNICEF in collaboration with project targeted regions (Somali & Afar) start to initiate a new FGM project funded by the Canada government these requires a thorough and systematic assessment of almost all health facilities targeted in the project before initiating agreed project activities

To accomplish this task, UNICEF is looking for a firm that will conduct an assessment as per this TOR.

Justification

Because there was no formal assessments conducted to guide tailored planning and implementation of the new FGM project a thorough and systematic health facilities assessment required

Objective: The firm to be selected is expected to achieve the following objectives

1. Collect data on availability of personnel for RMNH services and training and services provided including FGM service providers;
2. Evaluate availability and functionality of equipment, necessary for maternal health services including FGM.
3. Identify health facilities with gap and propose tailored solutions;
4. Serve as a baseline data against which to measure improvements in availability and functionality of maternal health and FGM service

Scope of Work (SOW)

The Assessment SoW: the works to be performed by the firm includes but not limited to the following:

- # Draft inception report and submit to UNICEF health section
- # Develop a questioner using assessment checklist
- # Ensure consistent data and information collection approach at every health facilities that is aligned with the assessment checklist

Item	Service Description	Quantity	Unit	Unit Price	Price
#	Prepare a methodology that will enable to collect relevant information including interview, observation and focus group discussion				
#	Train assessment team members and ensure that every one is on the same page so that the results and reports from each team member are comparable with minimum discrepancy and ultimately enables the firm to prepare a solid and comprehensible report				
#	Coordinate the overall mission with FMOH/RHBs and take full responsibility to the assessment, results and reports				
#	Record main concerns to be raised by managers or staff at each facility				
#	Conduct a daily review of assessment activities undertaken for each day and conclude the results before moving to the next day facility visit				
#	Assess availability and functionality of trained manpower, equipment. Checklist for this will be available as part of the overall assessment checklist				
#	Ask and record what are the biggest challenges concerning MNH and FGM service workflow, room design, or equipment needed for BmONC and FGM service ?				
#	Support findings with a photographic evidence				
#	Submit assessment finding to UNICEF				

Methodology

- The award will be made to the firm based on evaluation of application that best meets the requirement stipulated, considering experience, quality of the content of the application

Expected Deliverables, time frame payment term

Deliverables Time frame

- Inception report with agreed timeline 1Sep 2020
- Approach and methodology and questionnaire will be approved

Item	Service Description	Quantity	Unit	Unit Price	Price
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- 15 Sep 2020
- The assessment firm conduct the survey in 15 hospitals, 240 health centers & 1172 health posts 16 Sep- 15 Nov 2020
- Report on the findings and recommendations will be submitted 30 Nov 2020

Submission of proposal:

UNICEF Ethiopia is inviting proposals for the execution of the above work by a reputable assessment firm/institution Requirements from the assessment firm:

- Proven experience in designing and conducting similar assessments, surveys and documentations
- Proven knowledge and expertise with Maternal health and FGM equipment
- Familiarity with similar health or related project(s) or program(s) evaluations
- Proven capacity to generate highly professional English language reports

Content of the proposal:

- Full-fledged proposal with justification of how the above requirements will be met. Proposal should be accompanied by a maximum of one page cover letter
- Two to three samples assessment works of similar nature
- Curriculum Vitae of the key personnel proposed to coordinate and undertake the evaluation

Detailed and clear budget prepared using a spreadsheet

Time Frame and Mode

All proposals must be submitted by 15 Aug 2020, the will start on 1 Sep 2020 and submit final deliverables by end of Nov 2020

Award of contract:

- # A decision on evaluation of the proposals will be communicated by 19 Aug 2020
- # The award will be made to the winning bidder based on evaluations of a proposal that best meets the requirements stipulated above, considering experience, quality of the content of the proposal, demonstrated expertise of team members, absence of any conflict of interest and proposed cost
- # UNICEF Ethiopia reserves the right to reject any or all proposals submitted if deemed necessary
- # UNICEF Ethiopia reserves the right to contact any of the bidders following submission of proposals and prior to award requesting further clarifications.
- # UNICEF shall not be responsible for any costs incurred by any firm in preparing, submitting or defending the proposal

Payment Modality and Schedule

The fee for this contract shall be paid based on deliverables with the following schedule:

- 20% - Inception report
- 30% - Approaches, methodology and questionnaires
- 50% - finalized/approved survey report

Required back ground and Qualifications, and Eligibility of the TA

- The assessment firm should have demonstrated project management experience and capacity with team members who possess relevant qualifications and expertise in Maternal health and FGM program
- The firm should have the capacity to effectively communicate to a wide range of stakeholders at all levels including with FMoH, UNICEF ECO, Regional Health Bureaus, Hospitals and other health facilities
- Ability to apply participatory methodologies
- Fulfillment of legal status, tax requirements, etc.

Institutional contract to conduct health	1	PU
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