



**REQUEST FOR QUOTATION (RFQ)**

REFERENCE: <b>RFQ/KRT/09/113</b>	DATE: 22/09/2009
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Dear Sir / Madam:

You are kindly requested to submit your quotation for the following services by 13/10/2009 10:00 hours. Original offers shall be received by email/fax or hand delivery marked **RFQ/KRT/09/113** at the following address before the indicated deadline:

Procurement Unit  
 United Nations Development Programme  
 House No. 290  
 Garden City  
 Khartoum, Sudan  
 Tel: +249 (1) 83 783 765 Ext 2002  
 Fax: +249 (1) 83 773128  
 Email: [sid.ahmed@undp.org](mailto:sid.ahmed@undp.org)

Item	Generic Description [incl. Technical specifications, quality & safety standards, special features required]	Quantity
1	Consultancy Services to conduct Secondary database Research Project on Violence against Women in Sudan as per attached Terms of Reference (TOR) attached as Appendix I	

**TERM AND CONDITIONS**

Delivery Place	UNIFEM Khartoum
Payment Terms	Services will be paid in SDG upon delivery, submission of services invoice and duly signed note of receipt of services.  Note: in cases where works and services are contracted different payment terms may apply.
Validity of Quotation	<b>60</b> days from deadline for submission of offers
Completeness of quotation.	<b>Partial submission is not permitted.</b>
Delivery Date	Please indicate earliest date of availability for requested Services: _____ Number of days/weeks from notification of award of contract.
Currency of quotations/offers	Offers submitted by national suppliers shall be nominated in Sudanese pounds (SDG)

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Request for clarification	Bidders requesting clarification of any of the items, technical requirements or conditions stipulated in this RFQ shall communicate in writing with UNDP office. Only requests for clarification received at least 7 days prior to the deadline for submission of offers will be entertained. Replies to any requests for clarification will be transmitted to all bidders at <a href="http://www.sd.undp.org/bids.htm">www.sd.undp.org/bids.htm</a> .
General Terms and Conditions	This RFQ is subject to UN General Conditions of Contract for Services available at <a href="http://www.sd.undp.org/bids.htm">www.sd.undp.org/bids.htm</a> , which can also be provided upon request.

### **IMPORTANT:**

#### **In order to be considered for evaluation purposes, your offer shall include the following information**

- Bidders are requested to clearly indicate the technical characteristics or the description of services offered
- The offerors must complete and sign the Bid/ Proposal Submission Form attached as Appendix II and made it part of their offer submission

**Supporting technical documentation:** Bidders are requested to include in their offers all-necessary supporting technical documentation (i.e. technical brochures, etc.) to allow the evaluating committee to identify the quality of the services offered.

### **REQUIREMENTS**

Language: All documents shall be in English.

PREPARED BY:

NAME: Sidahmed A. Sidahmed

FUNCTIONAL TITLE: Procurement Analyst

## Protecting and Promoting the Human rights of Women in Sudan

### A Secondary Database Research Project in North Sudan

#### Terms of Reference (TOR)

#### **Background:**

Violence against women is defined by the General Assembly in the Declaration on the Elimination of Violence against Women as "any act of gender-based violence that results in, or is likely to result in, physical, sexual or mental harm or suffering to women, including threats of such acts, coercion or arbitrary deprivation of liberty, whether occurring in public or in private life. The declaration has also stated that this violence could be perpetrated by assailants of gender, family members and even the "State" itself.

Measuring the magnitude, extend and impact of violence against women and girls is one of the most important tools that assist the actors in developing adequate strategies ,policies ,and programs that can accelerate the process of ending violence against women. Globally, UNIFEM works through different strategies to eliminate violence against women and girls'. One of these strategies is measuring the problem through strengthening local and national capacities for data collection and analysis through effective database systems that measure the magnitude and type of violence against women.

The discourse on violence against women in Sudan relies on a limited number of case studies, surveys and researches that often conducted in an Ad hoc and sporadic manner. In addition to subjective opinions and experiences of field workers, few researches on VAW makes any reference to statistical data neither about the type of violence nor about where it is taking place. A gap in measuring the magnitude, extends of violence against women is due to the lack of sufficient statistical data, analysis and surveys on the nature, extend and impact of violence against women on individuals, families, communities and institutions

In light of the absence of statistical data and analytical information on violence against women and in order to assess the extent of violence against women (VAW) in Sudan, UNIFEM will conduct a secondary database research on violence against women covering the period 2004 to 2009 .The research is to further inform UNIFEM VAW interventions in Sudan and will feed into the

#### **Goal:**

To develop more informed policies, strategies, legislations and programs that promotes and protects women human rights, and effectively prevents and responds to violence against women in Sudan.

#### **Objectives:**

1. Gain insight into organizations' existing capacities to accurately and thoroughly collect and analyze data in a systematic way
2. To assess existing measures or reporting mechanisms and identify/recommend areas for improvement.
3. Establish standards for referring VAW cases.
4. Identify and assess the different methodologies used to collect data on VAW.
5. To establish a baseline on the nature and extent of violence against women (VAW) in Sudan.

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### Consultancy:

UNDP on behalf of UNIFEM is looking for a consultancy firm to carry out the secondary database research project on violence against women, for the period 2005-2009. It will be a service-based research that is based on information collected through public and private agencies that came into contact with abused women.

The database will allow UNIFEM to address the specific needs of women survivors of violence, and provide knowledgeable recommendations to decision makers and policy-making bodies, based on scientific data. Such information will be used towards advocating for policies and legislations that protect women's human rights in general and more specifically for, preventive and responsive measures towards eliminating violence against women in Sudan.

### Minimum Qualification required

#### i. Institutional Capacity Requirements

- Demonstrated capacity to constitute research
- Flexibility and speed in starting off the study.
- Has network of contacts with governmental and non-government organizations, as well as international agencies in the sub region.
- At least one team member must have an excellent knowledge on Social research methodologies.
- At least one member has excellent knowledge on research tools, statistical consolidation, interpretation skills, and gender analysis skills.
- Strong administration and logistical capacity for administer and support research and research team.
- Demonstrated experience in managing donor funded research and qualitative project reporting.
- Demonstrated financial management capacity to manage the funding

The qualifications and competence of the personnel proposed for the assignment. Under this component UNDP will consider the following;

#### ii. Qualifications and Skills for the Team Leader:

- PhD or an advanced degree statistics, Social Sciences (Anthropology, sociology, Gender, Development Studies), human rights and/or any relevant studies.
- Have Minimum 10 years of previous experience on social and development research, including a wide knowledge in research tools, statistical consolidation, interpretation skills, and gender analysis skills.
- S/he must have conceptual framework and knowledge on women's human rights and in particular gender based violence. Knowledge of Sudan and its human rights dynamics will be an advantage
- Excellent understanding and appreciation or the different research methodologies specifically on gender related relates issues.
- Excellent Knowledge and experience on statistical analysis and interpretation.
- Demonstrated body of published relevant research work
- Demonstrated experience in managing large and diverse research teams.
- Demonstrated experience in distance managing research work
- Excellent skills in review, compilation, analysis and research writing.
- Ability to work within deadlines and get others to deliver on time

#### iii. Qualifications and Skills of the Team Members:

- Researchers with advanced academic qualifications in human rights, development, gender

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related studies

- Minimum 5 years of experience in research on gender/women Previous experience and expertise in working with a research team to conduct activities similar to those mentioned in the terms of reference
- Excellent skills in data collection and information seeking, collation, analysis and research writing
- Ability to work within deadlines

UNDP will not consider proposals that:

- Are submitted by individuals.
- Applications without a Sample of research for team leader
- Include non eligible costs or costs not related to the proposal and implementation of it.
- Fall outside the scope of this initiative.

### Specific Tasks:

Under the overall guidance of the Country Program Manager and the supervision of the Gender Justice and Human Rights Specialist the consultancy firm will perform the following tasks:

1. Collecting VAW cases from secondary resources, i.e.: the different relevant private or public agencies that came into contact with abused women from a representative sample from the northern states of Sudan.
2. Analyzing the data collected in terms of complainants/survivors, perpetrator, type, violence level and services provided to the complainant/survivor.
3. Identify the strengths and shortcomings of existing reporting.
4. Identify support mechanisms for women who are complainants/survivors of violence.
5. Collect data on ongoing and upcoming researches on VAW from the approached institutions.
6. Along with the gender justice & Human rights specialist facilitate and present the final findings in a workshop for the different stake holders.

### Deliverables:

1. Submit a brief inception report outlining how the task will be implemented (work plan) which UNIFEM will discuss within the first two days of the consultancy.
2. Draft mission reports on each of the visited states including Khartoum.
3. Draft document of the research indicating the preliminary results and findings for UNIFEM to comment on within a week from receiving the draft. This shall also include data on ongoing and upcoming researches on VAW from the approached institutions.
4. Final document of the research project reflecting UNIFEM comments.

### Expected Results:

A secondary database document on VAW in North Sudan (all states) that includes the following:

1. Identification of the strengths and shortcomings of existing reporting.
2. Identification of the different methodologies used to collect data on VAW.
3. Identification of support mechanisms for women who are victims of violence
4. Data on ongoing and upcoming researches on VAW from the approached institutions.
5. Quantitative and qualitative analysis for the data collected in terms of victim, perpetrator, type, violence level and services provided to the complainant/survivor.

### Duration:

- The duration of the project is 60 working days (six days / week).

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### Publication/ dissemination of report:

The findings and deliverables shall remain the intellectual property of UNIFEM, with an acknowledgement of the role of the Consultancy. The consultancy firm shall **not share** the content/findings with any entity other than **UNIFEM**. Publication and dissemination of the findings shall **only** be done by UNIFEM.

### Interested firms are to submit proposal documents comprising the following:

The proposal will consist of two parts: a technical and financial component. The two proposals shall **be provided in two separately sealed envelopes** with the name of the proposing firm and the contents clearly marked.

#### Proposal form

- a) The technical proposal should be clear and specific and will contain
- An interpretation of the terms of reference
  - Proposed methodology for the research
  - An overall work plan that indicates the activities that will be taken with clear timelines. The work plan needs to include all activities from inception to delivery.
  - Proposed Team Structure: the composition of the team proposed to carry out the activities and the tasks (including supervisory)
  - Names and Curriculum Vitae of the team leader and member.
- b) The financial proposal should be presented in local currency. The budget must cover all activities planned in the technical proposal, and can include the following items:
- Personnel cost (researchers and research assistants if applicable).
  - Travel & transportation costs.
  - Accommodation costs if and when applicable
  - Project support costs: communications, utilities, and stationary.
  - Other costs; indicate nature and budget breakdown.

### Submission of Proposals

#### Sealing and marking of proposals

The Offeror shall seal the Proposal in one outer and two inner envelopes (Technical Envelope and Financial Envelope).

- (a) The outer envelope shall be addressed to:

Procurement Unit  
United Nations Development Programme  
House No. 290  
Garden City Khartoum, Sudan  
Tel: +249 (1) 83 783 765 Ext 2002 Fax: +249 (1) 83 773128  
Email: [sid.ahmed@undp.org](mailto:sid.ahmed@undp.org)

### Deadline for submission of proposals

Proposals must be received by UNDP at the address specified under clause *Sealing and marking of Proposals* no later than 13/10/2009 10:00 Hours **Proposals submitted after the deadline will be rejected.**

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Please note that UNDP is not bound to select any of the firms/institutions submitting proposals. Furthermore, since a contract will be awarded in respect of the proposal which is considered most responsive to the needs of the project concerned, due consideration being given to UNDP general principles, including economy and efficiency, UNDP does not bind itself in any way to select the firm offering the lowest price.

**BID/PROPOSAL SUBMISSION FORM**

To: The procuring entity

Dear Sir / Madam,

Having examined the RFQ Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer Secondary Database Research Services in conformity with the said bidding documents for the sum of as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Bid.

We undertake, if our quotation is accepted, to deliver the goods in accordance with the delivery schedule specified in the RFQ documents

We agree to abide by this Bid for period of [60] days from the RFQ closing date, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept any Bid you may receive.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

E-mail address and telephone number: \_\_\_\_\_

Address: \_\_\_\_\_

Dated this day /month of year

.....  
Signature

.....  
[*in the capacity of*]

Duly authorized to sign the Bid for and on behalf of .....