
REQUEST FOR PROPOSAL FOR SERVICES

LRPS-2018-9139902

22 May 2018

UNITED NATIONS CHILDREN'S FUND (UNICEF)

Wishes to invite you to submit a proposal for

Impacts of PSNP and CBHI linkages on client households, to assess the impacts of PSNP and
CBHI linkages on client households
(OPEN FOR LOCAL VENDORS)

Due Date: 13 June, 2018 at 10:00AM Local Time

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

THIS REQUEST FOR PROPOSAL FOR SERVICES HAS BEEN:

Prepared By:



Date: 24/05/2018

Tsigereda Belete

(To be contacted for additional information, NOT FOR SENDING PROPOSALS)

Email : tbelete@unicef.org

Approved By:

Date: _____



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-2018-9139902** 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 _____

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10 Impact of PSNP & CBHI

1 Background

Despite the impressive economic growth and the social development Ethiopia has experienced in the last decade, the country is still in the transitional stage of establishing a comprehensive and integrated child-sensitive The concept of child-sensitive Social Protection is being defined in the UNICEF Social Protection Strategic Framework. Child-sensitive social protection considers different dimensions of children’s well-being and addresses the inherent social disadvantages, risks and vulnerabilities children may be born into, as well as those acquired later in childhood. For further information please refer to https://www.unicef.org/socialpolicy/files/UNICEF_Social_Protection_Strategic_Framework_full_doc_std.pdf. social protection system. The development of an effective, efficient and sustainable social protection system is a major priority to achieve sustainable child poverty reduction in multiple dimensions over the next years. This is key if the country aims to become a middle-income country by 2025.

Integrated social protection systems have been shown very efficient to reduce the depth of monetary poverty and address children’s multiple deprivations in a systematic way and during humanitarian response (UNICEF, 2012) UNICEF, UNICEF Social Protection Strategic Framework, 2012. Tailored child-sensitive social protection measures are key to ensure the reliable eradication of child poverty. Furthermore, they contribute to fill supply and demand side gaps between the delivery of essential services for children in the areas of basic health and nutrition services in regular context and in presence of shocks.

Ethiopia’s social protection landscape is constituted of a large number of diverse interventions including a national scale rural Productive Safety Net Programme (PSNP), a formal social security scheme for civil servants and private sector organization employee, a Community Based Health Insurance (CBHI) scheme, health and education fee waiver schemes. Most recently the Government has added an urban safety nets programme (UPSNP) which is being implemented in major urban centres of the country. The major challenge with these interventions is that they remain fragmented and are not always efficiently reaching the most vulnerable parts of the society affecting the achievement of development outcomes. To address these challenges of policy, institutional and budgetary fragmentation, the Government of Ethiopia in the recent years has focused on establishing a comprehensive and integrated social protection system. At the heart of this effort lays the transition from a fragmented programme-oriented approach towards an integrated systems approach, with the effective establishment of a coordinated multi-sectoral collaboration and the effective integration of basic social services to address multidimensional poverty and vulnerability.

UNICEF Ethiopia’s past involvement in the area of social protection significantly contributed to the establishment of the National Social Protection Platform, which is hosted at the Ministry of Labour and Social Affairs (MoLSA) and supported the finalization and endorsement of the National Social Protection Policy and Strategy in early 2016. UNICEF supported the Tigray Social Cash Transfer Pilot Programme (TSCTPP) in two woredas from 2011 to 2014, which informed and influenced the national policy dialogue related to several key national programmes (e.g. establishment of Community Care Coalitions and Social Welfare Workforce Development). Furthermore, the Improved Nutrition through integrated Basic Social Services and Social Cash Transfer (IN SCT) pilot has been implemented in two regions of Oromiya and SNNPR since 2015. The IN SCT pilot embraces a multi-sectoral integrated system’s approach and operationalizes existing Gender and Social Development (GSD) and Nutrition provisions of the Productive Safety Net Programme (PSNP) in its fourth phase. The comprehensive case management system, which allocates certain co-responsibilities related to basic health and nutrition services for Temporary Direct Support (TDS) clients of the PSNP, e.g. Pregnant and Lactating Women (PLW) and caretakers of malnourished children, is being implemented by dedicated social workers, which are building the crucial link between frontline workers and clients at community level. The case management system is being replicated in a digital Management Information System (MIS), which allows for day-to-day data production and monitoring. The IN SCT resulted in an increased uptake of basic social services by the target group as well as improved coordination mechanisms between different relevant sectors part of the PSNP and hence maximized the overall impact of the

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national programme (Roelen et al. 2017 Roelen K, Devereux S, Abdulai AG, Martorano B, Palermo T, Ragno LP. (August 2017). #How to make #cash plus# work in social protection: linking services and sectors.# UNICEF Office of Research # Innocenti Working Paper WP-2017-10. Florence, Italy. <https://www.unicef-irc.org/publications/915/>.) Based on the promising experience in recent pilot projects as mentioned above, UNICEF will continue to support MoLSA and its decentralized structures in the regions in building an integrated safety system for the most vulnerable women children in rural and urban Ethiopia through the Integrated Safety Net programme (ISNP). This evaluation will assess the impacts of PSNP and CBHI linkages on client households. This research activity is a key activity of the new Swedish International Development Agency (SIDA)-funded and UNICEF-led pilot programme to support MoLSA regarding the establishment of a comprehensive integrated safety net in urban and rural settings, which promotes key strategies of the integrated systems approach in social protection as well as strengthens the effective linkages creation to complementary social services Besides promoting GSD provisions of both the PSNP and the UPSNP as well as strengthening the general PSNP and UPSNP systems agenda, a main focus will be on the effective linkages creation to the Community Based Health Insurance (CBHI) programme.. A further unique element of this project is a solid knowledge and evidence creation component, which will inform future advocacy work and programme design in the area of integrated and child-sensitive social protection.

1 Rationale for the Research Activity/Justification

A recent UNICEF study (Bossuyt, 2017) Anne Bossuyt, Reaching the Poor Synergies and Complementarities of the Productive Safety Net Programme and the Community Based Health Insurance, 2017. revealed that while in many Woredas the PSNP is implemented concurrently with the CBHI, potential synergies are not yet being effectively explored. This results in the fact that both programmes use similar committees and processes, but not in a harmonized and/or aligned way. In addition, the research showed that in many Woredas, PSNP clients - which are supposed to be the most vulnerable parts of a chronically food-insecure Woreda - are not yet effectively accessing the CBHI premium waiver, which targets the 10 percent most vulnerable part of each community.

Based on the existing evidence from this study, the planned longitudinal research assessment will examine the potential impact of an integrated implementation of the PSNP and the CBHI, aiming at providing access for PSNP clients to the CBHI premium waiver as well as fostering a harmonized approach towards targeting and general programme implementation. A recent IFPRI research paper (Hoddinott & Mekasha, 2017) John Hoddinott and Tseday J. Mekasha, Social protection, household size and its determinants: Evidence from Ethiopia, June 2017 presents suggestive evidence that the PSNP causes households to delay marrying out adolescent females. Therefore, using data collected from the household surveys, this study will also aim to understand dynamics around early marriage and ways in which the PSNP may delay child marriage.

A recent UNICEF study (Bossuyt 2017 Anne Bossuyt, Reaching the Poor Synergies and Complementarities of the Productive Safety Net Programme and the Community Based Health Insurance, 2017) revealed that while in many Woredas the PSNP is implemented concurrently with the CBHI, potential synergies are not yet being effectively explored. This results in the fact that both programmes use similar committees and processes, but not in a harmonized and/or aligned way. In addition, the research showed that in many of the selected Woredas, PSNP clients # which are supposed to be the most vulnerable parts of a chronically food-insecure Woreda -, are not yet effectively accessing the CBHI premium waiver, which targets the 10 percent most vulnerable part of each community.

Based on the existing evidence from this study, the planned longitudinal research assessment will examine the potential impact of an integrated implementation of the PSNP and the CBHI, aiming at providing access for PSNP clients to the CBHI premium waiver as well as fostering a harmonized approach towards targeting and general programme implementation.

A recent IFPRI research paper (Social protection, household size and its determinants: Evidence from Ethiopia, John Hoddinott and Tseday J. Mekasha, June 2017) presented suggestive evidence that the PSNP causes households to delay marrying out adolescent females.

Therefore, using additional data collected from the household surveys, the study will also aim to understand dynamics around early marriage and ways in which the PSNP may delay child marriage, but these will not be causal impact estimates, rather a descriptive, mixed-method analysis. The findings generated through this study will

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support the programme implementers in ensuring that the programme is on track with respect to the agreed targets and programme indicators and in undertaking timely corrective actions if required. UNICEF, SIDA and respective government and NGO implementers of the programme will review and assess the progress of the programme on a regular basis. The research findings will further be used for policy advocacy and to inform future and better programming.

3 Owners of the Research

Ø UNICEF and the Swedish International Development Agency (SIDA) as well as relevant partners from the Government of Ethiopia (e.g. Ministry of Labour and Social Affairs and the Ministry of Agriculture and Natural Resources) will be the owners of this research.

Ø Concerning the evidence on the dynamics around child marriage and the ways in which PSNP may help delay it, other owners will be the Ministry of Women and Children Affairs.

Ø These ToR will be shared with the relevant GOE counterparts as well as with selected Development Partners, which are considered as relevant for successful programme implementation.

4 Scope of the Research Activity

The main guiding research question is:

How do activities aimed at integrating implementation of the PSNP and the CBHI affect well-being of PSNP clients, with a particular focus on enrolment in CBHI among PSNP participants and knowledge of and uptake of basic services?

The research sub-questions are:

What are the main barriers to CBHI enrolment and access to other available services among PSNP beneficiaries?

How do the integrated implementation activities mitigate barriers to accessing CBHI among PSNP beneficiaries?

To what extent does an integrated implementation of PSNP and CBHI positively impact the health and nutrition status of PSNP clients? What are the main determinants and pathways?

How does an integrated implementation of PSNP and CBHI affect the health-seeking behaviour as well as the ability and willingness-to-pay for health insurance of PSNP clients?

What are supply side barriers to accessing services for PSNP beneficiary households?

How does an integrated implementation of PSNP and CBHI affect the use of the monthly PSNP cash transfer of client#s households?

How do PSNP linkages to CBHI mitigate impacts of health shocks for the PSNP beneficiaries?

What are some potential pathways through which PSNP may affect child marriage?

The detailed research questions address the commonly used five OECD-DAC criteria of efficiency, effectiveness, sustainability, relevance and impact. In general, the objective of this research is to answer the following questions:

Relevance
To what extent are the objectives of an increased overall impact of both interventions (CBHI and PSNP) being reached through an integrated/harmonized implementation?

Are the impacts of the ISNP related to a harmonized implementation of the PSNP and CBHI consistent with the intended impacts and effects?

Effectiveness

To what extent have the set objectives of the ISNP towards effective linkages creation to the CBHI been achieved?

What are the major factors influencing the achievement or non-achievement of the objectives of the ISNP towards effective linkages creation to the CBHI?

Impact

What has happened as a result of the ISNP components related to effective linkages creation to the CBHI?

What real difference has the activity made to the target group of PSNP clients?

Sustainability

What are the major factors which influence the achievement or non-achievement of sustainability of the expected impact of the interventions related to the effective linkages creation to the CBHI?

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How do ISNP linkages facilitate the sustainability of the CBHI programme, particularly its risk-pooling mechanism and public health goals?

5 Methods

It is envisaged to have a 3-year research study entailing two rounds of quantitative (baseline and endline) and three rounds of qualitative (baseline, midline, endline) data collection.

5.1 Design

The evaluation will follow a quasi-experimental matching design with the following study arms: 1) a comparison arm with PSNP only and 2) a treatment arm with PSNP plus integrated PSNP/CBHI implementation activities. The two arms (woreda) will be geographically close and culturally and economically as similar as possible. Care will also be taken to choose control and treatment woredas with similar availability and quality of health services, given that the quality of health services is linked to ultimate health outcomes as well as to households' interest in enrolling in CBHI.

This design aims to estimate the impact of the integrated CBHI/PSNP implementation on well-being and mitigation of impacts of health shocks, among PSNP households. Furthermore, the study design aims to determine the implications of such linkages and of the expansion of the number of poor, non-contributing health insurance clients on the programmes as a whole, with a focus on sustainability.

5.2 Sample

The intervention to be evaluated consists of integrated implementation activities and aims to reach a total of 30,000 PSNP households in 46 kebeles across two woredas. The expected sample for the impact evaluation is to be cover the following groups (all participating in PSNP):

Households with pregnant and lactating women (PLW)

(1) Households with children under 5 years

(2) Other households

(3)

Permanent Direct Support Sample from treatment woredas (Dewa Chefa and Libo Kemkem) Sample from treatment woredas (Dewa Chefa and Libo Kemkem) Sample from treatment woredas (Dewa Chefa and Libo Kemkem)

Sample from comparison woredas (Artuma Fursi and Ebinat) Sample from comparison woredas (Artuma Fursi and Ebinat) Sample from comparison woredas (Artuma Fursi and Ebinat)

Temporary Direct Support Sample from treatment woredas (Dewa Chefa and Libo Kemkem) Sample from treatment woredas (Dewa Chefa and Libo Kemkem) Sample from treatment woredas (Dewa Chefa and Libo Kemkem)

Sample from comparison woredas (Artuma Fursi and Ebinat) Sample from comparison woredas (Artuma Fursi and Ebinat) Sample from comparison woredas (Artuma Fursi and Ebinat)

Public Works Beneficiaries Sample from treatment woredas (Dewa Chefa and Libo Kemkem) Sample from treatment woredas (Dewa Chefa and Libo Kemkem) Sample from treatment woredas (Dewa Chefa and Libo Kemkem)

Sample from comparison woredas (Artuma Fursi and Ebinat) Sample from comparison woredas (Artuma Fursi and Ebinat) Sample from comparison woredas (Artuma Fursi and Ebinat)

The budget proposal should include estimates for the following three scenarios (sample size N per cell in table above):

- 1) N=200 per cell in columns 1 and 2; N=100 per cell in Column 3 (total evaluation N=3,000 households)
- 2) N=300 per cell in columns 1 and 2; N=100 per cell in Column 3 (total evaluation N=4,200 households)
- 3) N=400 per cell in columns 1 and 2; N=100 per cell in Column 3 (total evaluation N=5,400 households)

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5.3 Location

Impact evaluation data collection activities are to be conducted across 4 woredas (2 treatment, 2 comparison) in the Amhara region.

5.4 Timing

Three waves of data collection will be implemented, namely:

Ø Quantitative and qualitative baseline pre-intervention implementation # scheduled to be fielded in August-September 2018 and estimated to take approximately 6-8 weeks to complete

Ø Qualitative midline 12 months after the intervention begins (September-October 2019)

Ø Quantitative and qualitative endline 24 months post-intervention (2020; months TBC)

5.5 Quantitative Questionnaires

The evaluation outlined will be multi-topical and follow from the program's theory of change.

First, interviews will be conducted with a caregiver or knowledgeable member of the household (households head or primary PSNP recipient) in treatment and comparison arms. Key outcomes to be measured will include economic productivity; consumption and expenditures, health and nutrition; knowledge of and access to health, child protection (including help seeking behaviour around violence such as health, social welfare and justice), and other services; violence victimization and perpetration; school attendance, hope, future aspirations; mental health; risk preferences; women's empowerment and intra-household distribution and bargaining. There will also be a module on marriage regarding women <25 years, including those who have lived in the household within the past 5 years (even if no longer currently living in household), answered by the main respondent/household head.

Furthermore, data will be collected on potential moderators of programme impacts, including perceived social support. Wherever possible survey items will be pulled from existing national surveys such as HCES/WMS, LSMS, DHS or MICS as well as modules previously implemented in Ethiopia and sub-Saharan Africa as part of the Transfer Project. Data collection will also include anthropometric status of children aged 6-59 months. Interviews are expected to last approximately 1-1.5 hours per household. Enumerators will use electronic tablets to input data, and questionnaires will be administered in local language. Tablets should be equipped to take GPS coordinates.

Second, data collection supervisors are to administer one community questionnaire to a knowledgeable individual/group of individuals (e.g., a community leader, teacher, etc.) in each community to assess topics such as access to markets, health facilities, schools; prices; kebele customs surrounding marriage (matrilineal, patrilineal, etc.) and caregiving (who would be expected to take in a child if the parent dies); and shocks. Interviews are expected to last approximately 15-20 minutes per respondent. Enumerators will use electronic tablets to input data, and questionnaires will be administered in local language.

Third, data will be collected from all government dispensaries and primary health care facilities in treatment and comparison areas bi-annually as follows:

- September 2018
- March 2019
- September 2019
- March 2020
- September 2020

Data to be collected from official logbooks and via face-to-face interviews with health care workers including information around child preventive and sick visits, nutrition-related services, and family planning.

Fourth, key informant interviews will be periodically carried out with the Board and managers of the CBHI Agency in each woreda with the intent of tracking changes to the CBHI overall client composition and contribution amounts, sources of contribution (subsidized or not), and overall pool risk.

5.6 Selection and training

Selection

Field teams are to be staffed so that enumerators and participants are matched based on sex (e.g. female enumerators will interview females). Each field team should consist of 3-4 female enumerators, one data checker (male/female), and one supervisor (male/female).

Expected qualifications and experience for field supervisors:

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- At least a secondary education
- Experience overseeing the fieldwork implementation of large household surveys
- Experience working with electronic tablets for data collection
- Professional, respectful and fully committed to maintaining the survey protocol and ethical procedures
- Does not subscribe to harmful gender attitudes
- Field supervisors should not supervise in areas where they know the community members because this would jeopardize the confidentiality of respondents

Expected qualifications and experience for enumerators:

- At least a secondary education;
- Experience conducting surveys in the past;
- Experience working with electronic tablets for data collection;
- Where possible, a background in health, social science, social work or counselling is preferred;
- Familiarity of at least one team member with health insurance mechanisms;
- Friendly, respectful attitude and able to establish a supportive interview environment;
- Professional, respectful and fully committed to maintaining the survey protocol and ethical procedures;
- Does not subscribe to harmful gender attitudes.

Survey teams are requested to dress appropriately during fieldwork to help establish rapport with the respondent. This will include dressing in clean/appropriate clothing, but #dressing down# to put respondents at ease.

Pre-test

Prior to training, electronic tablets should be programmed with questionnaires (SurveyBe, CSPPro, or similar programme), and supervisors should pre-test questionnaires in the field over a 2-day period to test for programme bugs or issues prior to training.

Training

Supervisors are expected to be trained for a minimum of 2 days on responsibilities of supervisors and community questionnaire administration. Consequently, enumerators are expected to be trained for a minimum of 10 days, and supervisors are expected to fully participate in the training of enumerators. Supervisors and enumerators with less than an 85 percent participation rate are exempted from fieldwork. All supervisors and enumerators are requested to participate in a pilot to facilitate field practice (location close to training facilities, and to be selected in consultation with the UNICEF Office of Research-Innocenti and UNICEF Ethiopia).

Training sessions should at a minimum cover the following topics:

- Informed consent and assent
- Ethical practices for research
- Survey module topics, including schooling, productive activities, knowledge and attitudes, nutrition; health seeking; morbidity; mental health; social support; among others
- Tablet use and practice

While the consultancy requires the management of the technical sessions as outlined above in close collaboration with the UNICEF Office of Research-Innocenti, UNICEF Ethiopia and the UNICEF Office of Research-Innocenti (with possible support from partner NGOs) will co-facilitate sessions on such topics as sensitivity towards study subjects, procedures for and importance of maintaining privacy and confidentiality, obtaining informed consent, methods for and importance of establishing and maintaining enumerator-respondent rapport, talking with respondents about sensitive topics, referral services and procedures.

UNICEF Office of Research-Innocenti and UNICEF Ethiopia can request the replacement of supervisors and/or enumerators who do not sufficiently meet the above discussed standards, particularly those related to attitudes and work ethics, as well as those unable to master the technical aspects required for quality survey implementation, during selection, training and fieldwork stages. This entails the number of supervisors and enumerators trained should exceed the number of supervisors and enumerators needed to implement fieldwork.

5.7 Qualitative Questionnaires

As quantitative data is being collected, approximately 30 caregivers will be selected for further in-depth, semi-structured interviews. Firm selected through this Request For Proposal (RFP) to implement quantitative

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surveys will be required to work closely with the firm selective to conduct qualitative surveys, including giving them access to study household identifying information, communicating regarding training and fieldwork schedules, etc.

6 Specific Tasks with timeline

6.1 Data security

All data is to be collected in electronic format via portable tablets. Tablets need to have passwords so that information will be kept confidential. Once data collection is completed, all quantitative data should be compiled in one dataset system and data files are to be deleted on the tablets. Qualitative voice data should be transcribed into word files and the voices are to be deleted. Electronic data will be shared among the research team on a shared Dropbox folder accessible only by study personnel and using Secure Sockets Layer/Transport Layer Security and AES-256 file encryption.

6.2 Ethical requirements

Ethical clearance is to be obtained from the appropriate agency (e.g., National Research Ethics Review Committee) prior to training and fieldwork implementation (estimates for ethical approval process is of 2-3 months).

6.3 Field procedures

Informed consent should be obtained from all respondents. Consent forms will be provided through the UNICEF Office of Research-Innocenti and are to be revised and translated by the firm/university selected through this RFP. All informed consent includes ethical components regarding: i) objectives and content of the study, ii) privacy and data security, iii) voluntary participation, iv) the right to refuse or skip any questions without consequences, and v) source to follow-up regarding complaints or further information on the study.

A response plan will be developed and implemented to ensure that those respondents who need it receive timely and appropriate referrals and support. The consultancy requires full collaboration and support from management and the research teams as to the successful implementation of this response plan. A list of local and national services should be provided to all survey respondents at the end of the interview and enumerators will be instructed to introduce this list in an appropriate and sensitive manner. Additionally, enumerator will be trained to offer the response plan to respondents who become upset during the interview, disclose an experience of violence, or indicate they are unsafe in their current living environment, as well as how to offer and implement the response plan in collaboration with the local authorities, local implementing partners and with NGO partner.

6.4 Summary parameters

The following parameters refer to surveys to be implemented at baseline and endline (and midline in case of qualitative instruments).

Instrument	Total to be administered	Duration per instrument	Key Respondent
1. Quantitative survey (household head or caregiver)	3,000-5,400 across 4 woredas	60-90 minutes	Female caregiver. Fieldwork is estimated to take approximately 6-8 weeks to complete.
2. In-depth, semi-structured interviews	30	1-1.5 hours	Caregivers purposively selected in treatment arms
3. Community (kebele) surveys	Up to 100 surveys (1 per kebele)	30 minutes	Community leaders (e.g., teacher or other community leader)
4. Health centre data collection	Available Health Centers in the 4 study Kebeles;		

Libo Kemkem:

9

Dawa Chefa: 7

Artuma Fursi: 6

Ebinat: 7

45-60 minutes Health centre staff and records (primary and secondary data sources). Data collection follows a standardized format.

7 Tasks and deliverables with timeframe

Task	Deliverable	Deadline
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1.	<p>Input to questionnaires and study instruments (baseline)</p> <p>Provide feedback and quality assurance in design of survey instruments for baseline. This entails ensuring that items are consistent with national data collection instruments and are appropriate for the local context.</p> <p>Questionnaires are consistent with national data collection instruments and are appropriate to the local context 30 June 2018</p>				
2.	<p>Translate (baseline) research tools (incl. questionnaires, consent forms, confidentiality agreements, etc.) into local language (including back translation of questionnaires)</p> <p>Final local language translations of:</p> <ul style="list-style-type: none"> · Quantitative questionnaire · Community questionnaire · Consent forms <p>15 June 2018</p>				
3.	<p>Obtain Ethics Approval within Ethiopia</p> <p>Letter of Approval from ethics review committee (needed prior to household listing in #4)27 July 2018</p>				
4.	<p>Perform household listing. In PSNP communities, liaise with PSNP administration to obtain PSNP household lists including household member names and ages (UNICEF can facilitate this step) # firm will need to visit kebeles and input electronically PSNP household lists into excel or other software format</p> <p>List of PSNP households in electronic format (excel or Stata) 10 August 2018</p>				
5.	<p>Select households for impact evaluation interviews; from the list of all PSNP households</p> <p>Households selected for impact evaluation interviews as per eligibility criteria 17 August 2018</p>				
6.	<p>Program instruments into CSPRO CSPRO program provided to OoR Innocenti for Review10 August 2018</p>				
7.	<p>Prepare supervisor and enumerator manuals (baseline)· Final approved supervisor manual</p> <ul style="list-style-type: none"> · Final approved enumerator manual 10 August 2018 				
8.	<p>Finalize data collection plan (baseline) and procedures, including, but not limited to, recruitment of all field work personnel, training, renting of training facilities, procurement of all field work equipment and supplies including vehicles, use of tablets, and other supplies, pilot and data collection (household quantitative surveys, qualitative interviews, and community surveys), and support to the implementation of the response plan</p> <ul style="list-style-type: none"> · Final approved data collection plan and procedures 15 August 2018 				
9.	<p>Pre-load roster and basic characteristics into data collection tables</p> <ul style="list-style-type: none"> · Data collection tables with pre-loaded basic characteristics 24 August 2018 				
10.	<p>Recruitment of field staff as per the requirements outlined in sections 5.5.1 and 5.5.2 of this RFP · List and details (name, background, experience, etc.) of supervisors recruited</p> <ul style="list-style-type: none"> · List and details of enumerators recruited 15 August 2018 				
11.	<p>Liaise with PSNP administration to obtain a community introduction letter for fieldwork · Community introduction letter introducing the survey 31 August 2018</p>				
12.	<p>Training of research teams as per the requirements outlined in 5.5 and 5.6 of this RFP, including rental of training facilities and supplies. · Supervisors participated in at least 85% of the total number of training days for supervisors and enumerators</p> <ul style="list-style-type: none"> · Enumerators participated in at least 85% of the total number of trainings days · All supervisors and enumerators fully participated in field practice · Final approved report on the training of supervisors and enumerators, and field practice, including feedback on required revisions for the questionnaire31 August 2018 				
13.	<p>Update and finalize all (baseline) questionnaires (quantitative and qualitative) following feedback from the training and field practice in English and local language, and program questionnaires into tablets for data collection</p> <ul style="list-style-type: none"> · Final approved questionnaires (quantitative and qualitative) in English and local language · Updates to CSPRO and tablets so they are ready for data collection 31 August 2018 				
14.	<p>Implement (baseline) fieldwork as per the approved data collection plan, including procurement of vehicles, fieldwork equipment and other supplies</p>				

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- Weekly reports (max. 4 pages) submitted to UNICEF Office of Research-Innocenti on progress and challenges encountered in the field

- Final approved fieldwork report submitted to UNICEF Office of Research-Innocenti

Final report to include field work logistics plan, team set-up, dates and locations of interviews, experiences and challenges in the field, response rates, and any other information to allow for an assessment of the success of the field work and the quality of the data, including recommendations for the follow-up.

31 October 2018

15. Provide raw (baseline) data (CSPRO files for individual, community quantitative) to UNICEF Office of Research-Innocenti as fieldwork is progressing

Promptly respond to queries on potential data collection errors

- Raw CSPRO files, community quantitative data and qualitative transcripts (in English and Swahili) shared with UNICEF Office of Research-Innocenti, and updated following queries on data collection errors

16. Provide cleaned, document (baseline) data from quantitative surveys (household, youth and community) in Stata format

Promptly respond to queries on potential data collection errors

- High quality cleaned quantitative data files in Stata format

17. Participate in interpretation of (baseline) findings under the leadership of UNICEF Office of Research-Innocenti and provide input and comments on preliminary interpretation of results for the baseline report (breakdown of tasks to be coordinated with UNICEF Office of Research-Innocenti)

- Support to data analysis, interpretation of results and writing of the baseline report provided (activity led by UNICEF Office of Research-Innocenti)

18. Participate in presenting the baseline results at a national workshop and interfacing with government and other stakeholders · PI participated in presenting the baseline results at a national workshop (date to be confirmed)

19. Input to questionnaires and study instruments (endline)

Provide feedback and quality assurance in design of survey instruments for baseline. This entails ensuring that items are consistent with national data collection instruments and are appropriate for the local context.

- Questionnaires are consistent with national data collection instruments and are appropriate to the local context

20. Translate (endline) research tools (incl. questionnaires, consent forms, confidentiality agreements, etc.) into local language (including back translation of questionnaires)

Final local language translations of:

- Quantitative questionnaire

- Community questionnaire

- Consent forms

21. Obtain Ethics Approval renewal within Ethiopia

- Letter of Approval from ethics review committee (needed prior to household listing in #4)

22. Perform household listing to identify new households with pregnant/lactating women and children under 5. In PSNP communities, liaise with PSNP administration to obtain PSNP household lists including household member names and ages (UNICEF can facilitate this step) # firm will need to visit kebeles and input electronically PSNP household lists into excel or other software format

- List of PSNP households in electronic format (excel or Stata)

23. Select households for impact evaluation interviews; from the list of all PSNP households

- Households selected for impact evaluation interviews as per eligibility criteria

24. Program instruments into CSPRO · CSPRO program provided to OoR Innocenti for Review

2

Item	Service Description	Quantity	Unit	Unit Price	Price
2020					
25.	Prepare supervisor and enumerator manuals (endline) · Final approved supervisor manual Final approved enumerator manual 10 August 2020				
26.	Finalize data collection plan (endline) and procedures, including, but not limited to, recruitment of all field work personnel, training, renting of training facilities, procurement of all field work equipment and supplies including vehicles, use of tablets, and other supplies, pilot and data collection (household quantitative surveys, qualitative interviews, and community surveys), and support to the implementation of the response plan · Final approved data collection plan and procedures 15 August 2020				
27.	Pre-load roster and basic characteristics into data collection tables · Data collection tables with pre-loaded basic characteristics 24 August 2020				
28.	Recruitment of field staff as per the requirements outlined in sections 5.5.1 and 5.5.2 of this RFP · List and details (name, background, experience, etc.) of supervisors recruited · List and details of enumerators recruited 15 August 2020				
29.	Liaise with PSNP administration to obtain a community introduction letter for fieldwork Community introduction letter introducing the survey 31 August 2020				
30.	Training of research teams as per the requirements outlined in 5.5 and 5.6 of this RFP, including rental of training facilities and supplies. · Supervisors participated in at least 85% of the total number of training days for supervisors and enumerators · Enumerators participated in at least 85% of the total number of trainings days · All supervisors and enumerators fully participated in field practice · Final approved report on the training of supervisors and enumerators, and field practice, including feedback on required revisions for the questionnaire 31 August 2020				
31.	Update and finalize all (endline) questionnaires (quantitative and qualitative) following feedback from the training and field practice in English and local language, and program questionnaires into tablets for data collection · Final approved questionnaires (quantitative and qualitative) in English and local language · Updates to CSPRo and tablets so they are ready for data collection 31 August 2020				
32.	Implement (endline) fieldwork as per the approved data collection plan, including procurement of vehicles, fieldwork equipment and other supplies · Weekly reports (max. 4 pages) submitted to UNICEF Office of Research-Innocenti on progress and challenges encountered in the field · Final approved fieldwork report submitted to UNICEF Office of Research-Innocenti				
	Final report to include field work logistics plan, team set-up, dates and locations of interviews, experiences and challenges in the field, response rates, and any other information to allow for an assessment of the success of the field work and the quality of the data, including recommendations for the follow-up. 31 October 2020				
33.	Provide raw (endline) data (CSPRo files for individual, community quantitative) to UNICEF Office of Research-Innocenti as fieldwork is progressing				
	Promptly respond to queries on potential data collection errors · Raw CSPRo files, community quantitative data and qualitative transcripts (in English and Swahili) shared with UNICEF Office of Research-Innocenti, and updated following queries on data collection errors 31 October 2020				
34.	Provide cleaned, document (baseline) data from quantitative surveys (household, youth and community) in Stata format				
	Promptly respond to queries on potential data collection errors · High quality cleaned quantitative data files in Stata format 15 November 2020				
35.	Participate in interpretation of (endline) findings under the leadership of UNICEF Office of Research-Innocenti and provide input and comments on preliminary interpretation of results for the baseline report				

Item	Service Description	Quantity	Unit	Unit Price	Price
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(breakdown of tasks to be coordinated with UNICEF Office of Research-Innocenti)

Support to data analysis, interpretation of results and writing of the baseline report provided (activity led by UNICEF Office of Research-Innocenti) 15 February 2021

36. Participate in presenting the endline results at a national workshop and interfacing with government and other stakeholders · PI participated in presenting the endline results at a national workshop (date to be confirmed) 30 April 2021

The consultancy involves and requires:

- Ø Mapping and listing of households in selected enumeration areas in comparison arm;
- Ø Obtaining ethical approval for the study;
- Ø The design, implementation and quality assurance of all data collection plans, including recruitment of fieldwork personnel, training, renting of training facilities, procurement of all fieldwork equipment and supplies including vehicles, use of tablets, and other supplies, piloting and data collection (individual quantitative surveys, community surveys and health facility data collection efforts) and data cleaning;
- Ø Participation in needed meetings (in-person or via tele-conferencing) with the UNICEF Office of Research-Innocenti and UNICEF Ethiopia prior, during and after fieldwork to present and discuss such things as the supervisor and enumerator manuals, training tools and plans, ethical procedures, study instruments, research tools and data collection plans.
- Ø Regulatory consultation with PSNP stakeholders;
- Ø PI to participate in an in-county workshops to present the findings to key stakeholders at the regional and national levels.
- Ø All working documents and the final fieldwork report shall be submitted in English.
- Ø The firm/university is responsible for organizing and managing high-quality translation of materials and documents in local language as indicated.
- Ø Study working documents, including hard-copies of consent forms, and master lists of household and study participants shall be submitted to UNICEF Ethiopia prior to the final payment.
- Ø All raw data files should be submitted to the UNICEF Office of Research-Innocenti, and shall be securely stored as per ethical review committee regulations.
- Ø Manuscripts developed for peer-reviewed publication are not included as deliverables under this contract. However, proposals for manuscripts can be submitted to UNICEF Ethiopia and UNICEF Office of Research-Innocenti and may be co-developed, with prior approval from UNICEF Office of Research-Innocenti and UNICEF Ethiopia, without payment or reimbursement for related staff and other costs.

8 Estimated duration of contract

The expected duration of the contract is 36 months, from June 2018 to July 2021.

9 Reporting and Supervisor

- Ø UNICEF Ethiopia's Chief Social Policy and Social Policy (Protection) Specialist (SPESI).
- Ø Monthly written updates and virtual meetings/phone calls conducted once a month or as need arises.

10 Expected background and Experience

This longitudinal research will be conducted by a registered institution. It is proposed that the research team consist of one or two experts in undertaking similar research and/or evaluations and experienced in quantitative household surveys in Ethiopia. The international team leader will have the responsibility for all negotiations, decisions, and deliverables. The technical work is to be divided between the team leader and the team members.

Therefore, bidders for this contract are expected to provide:

One team leader:

- Ø PhD in economics, public policy, social science or related degree;
- Ø Extensive and demonstrated longitudinal, quantitative data collection of household surveys and evaluation expertise and (at least 8 years) and a strong commitment to undertake this research;
- Ø Comprehensive knowledge and expertise around evaluating integrated social protection programmes and the global universal health coverage agenda, demonstrated experience in the area of evaluating integrated

Item	Service Description	Quantity	Unit	Unit Price	Price
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programmes related to social cash transfers and social health insurance would be an asset;

- Ø High level of knowledge around social protection programmes in Ethiopia, e.g. the PNSP and the CBHI;
- Ø High level of familiarity with UNICEF programmes of interventions with a focus on programmes on social health insurance and integrated social protection;
- Ø High level of familiarity of political context of Ethiopia and related sensitivities;
- Ø Excellent team leadership and management as well as interpersonal/communication skills;
- Ø Excellent analytical, writing and presentation skills.

National Firm

- Ø Strong and demonstrated research and evaluation expertise and experience (at least 5 years), including excellent methodological and data collection skills (quantitative and qualitative);
- Ø Demonstrated skills in conducting longitudinal research and evaluations in the area of integrated Social Protection, Social Health Insurance and integrated programming, including familiarity with actuarial science and with comparative household surveys in Ethiopia;
- Ø Excellent team work and inter-personal/communication and presentation skills;
- Ø Excellent English language skills;
- Ø Extensive experience conducting large, multi-topic field surveys using electronic tablets, including the deployment, oversight and management of research teams;
- Ø Demonstrated experience in ethical research practices;
- Ø Demonstrated experience conducting social science or public health research;
- Ø Years of experience, organizations structure, areas of expertise, and financial capacity;
- Ø Proven record in delivering timely, quality results;
- Ø Demonstrated ability to produce high quality datasets;
- Ø Demonstrated ability to produce high quality reports in English and manage quality translations from English to local language;

All members of the team should be established experts in their respective fields and have an excellent knowledge of common research and evaluation norms, standards and approaches.

The UNEG Norms and Standards and UNICEF's standard for evaluation will be applied in the course of this evaluation.

The institution will be responsible for the administrative management of the evaluators taking part in field work. UNICEF will have no liabilities in terms of provision of transport or insurance.

11 Structure of Technical Proposal

The technical proposal will count for 80% of the final score and should be no more than 20 pages, 12 point font and 1.5 line spacing excluding Appendixes. It should address the following areas:

- Ø Experience of firm in this area including past performance, especially as related to longitudinal, qualitative studies on social protection such as the PSNP, health, nutrition, and child well-being;
- Ø Principal Investigator experience and qualifications (include CV as Appendix);
- Ø Description of other key personnel if necessary (include CVs as appendix);
- Ø Description of proposed field work operations plan;
- Ø Quality control measures in data collection;
- Ø Transcription and coding of quantitative data;
- Ø Ethics review experience and proposal;
- Ø Strategy for minimizing attrition including tracking protocols if necessary;
- Ø Any other issues relevant to the TORs.

12 Structure of Financial Proposal

The financial proposal will count for 20% of the final score and must be submitted in a separate sealed envelope from the Technical Proposal.

There is no length limit to the financial proposal. It should contain the following:

- Ø Separate cost table for each survey round (baseline, midline, endline) containing unit costs and number of units;
- Ø The budget narrative must explain the assumptions behind all cost estimates including number of interviews per

Item	Service Description	Quantity	Unit	Unit Price	Price
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day per qualitative interviewer, number of travel days, number of field days (with due allowance for travel days). It should also explain the data transcription and translation assumptions, as well as the time line for data collection and other items relevant to the TOR.

Item	Service Description	Quantity	Unit	Unit Price	Price
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13 Evaluation criteria of proposals is the following:

Technical # 80 percent

Technical Evaluation Criteria* Score

1.1 .Proposed Methodology and Approach 30

1.2. Experience of Company and Key Personnel

- Company profile indicating major work

- Experience of PI

- Level of expertise with conducting longitudinal quantitative surveys 50

20

25

5

Total 80

*Only proposals which receive a minimum of [65] points will be considered further

Financial # 20 percent

14 PIDB CODE

Please select one of the following Generic Intervention Codes:

60: Analysis, research, and studies

61: Data, data bases, surveys and statistics

63: Evaluations

15 General Conditions: Procedures and Logistics

The consultant will not be provided lodging and/or meals.

The consultant will not work from UNICEF office.

Consultants are not entitled to DSA.

The consultants should provide his/her own materials, i.e. computer, office supplies, etc.

The consultants are not authorized to have access to UNICEF transport.

Consultants will be paid only upon submission of deliverables.

Flight costs will not be covered by UNICEF.

16 Policy both parties should be aware of:

Under the consultancy agreements, a month is defined as 21 working days, and fees are prorated accordingly. Consultants are not paid for weekends or public holidays.

Consultants are not entitled to payment of overtime. All remuneration must be within the contract agreement.

No contract may commence unless the contract is signed by both UNICEF and the consultant or Contractor.

For international consultants outside the duty station, signed contracts must be sent by fax or email. Signed contract copy or written agreement must be received by the office before Travel Authorisation is issued.

No consultant may travel without a signed travel authorisation prior to the commencement of the journey to the duty station.

Unless authorised, UNICEF will buy the tickets of the consultant. In exceptional cases, the consultant may be authorised to buy their travel tickets and shall be reimbursed at the #most economical and direct route# but this must be agreed to beforehand.

Consultants will not have supervisory responsibilities or authority on UNICEF budget.

Consultant will be required to sign the Health statement for consultants/Individual contractor prior to taking up the assignment, and to document that they have appropriate health insurance, including Medical Evacuation.

The Form 'Designation, change or revocation of beneficiary' must be completed by the consultant upon arrival, at the HR Section.

**** Please consult with HR on entitlements as many are set by UNICEF rules.

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Item	Service Description	Quantity	Unit	Unit Price	Price
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17 Intellectual property rights.
 All intellectual property rights in the work to be performed under this agreement shall be vested in the (Ministry of Labour and Social Affairs, UNICEF and other key partners here), including without limitations, the right to use, publish, translate, sell or distribute, privately or publicly, any item or part thereof. The UNICEF hereby grant to the Recipient Organization a non-exclusive royalty-free license to use, publish, translate and distribute, privately or publicly, any item or part of the work to be performed under this Agreement for non-commercial purposes. Neither the Recipient Organization nor its personnel shall communicate to any other person or entity any confidential information made known to it by UNICEF in the course of the performance of its obligations under the terms of this Agreement nor shall it use this information to private or company advantage. This provision shall survive the expiration or termination of this Agreement.

The core reports will be issued by the steering committee for the research noting in the acknowledgements sections institutions and persons who have made major contributions to their authorship. Further analysis of data collected in the evaluation will first appear as (enter name of reports the research steering committee will issue). Once the official report is cleared consultants will be free to work further on those papers for publication in peer reviewed journals. Consultants will provide the steering committee members with raw data, corrected/verified data once cleaned and programming files that permit replication of results from core evaluation reports.

Data collected for the research is the property of the Government of Ethiopia/UNICEF country programme). Master versions of the data, coding protocols and programming code permitting replication of results of core evaluation reports will be kept by the programme in accordance with the Data Management policy. Copies of the data will be distributed to researchers with the permission of the evaluation steering committee (based on clear criteria which will be developed in due course) with a view to helping to disseminate learning derived from the data sets.

to assess the impacts of PSNP and CBHI I	1	PU
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SPECIAL NOTES

PART I - PURPOSE OF THIS REQUEST FOR PROPOSALS FOR SERVICES

1. Background

1.1 UNICEF promotes the rights and wellbeing of every child, in everything we do. Together with our partners, we work in 190 countries and territories to translate that commitment into practical action, focusing special effort on reaching the most vulnerable and excluded children, to the benefit of all children, everywhere.

2. Solicitation

2.1 The purpose of this Request for Proposals for Services ("RFPS") is to invite proposals for Impacts of PSNP and CBHI linkages on client households, to assess the impacts of PSNP and CBHI linkages on client households [as fully detailed in the Terms of Reference/Statement of Work attached at Annex B]

2.2 This RFPS document is comprised of the following:

- This document
- The UNICEF General Terms and Conditions of Contract (Services) which are attached as Annex A to this document
- Declaration Form - Annex A
- The full Terms of Reference/Statement of Work attached at Annex B
- Evaluation Criteria - Annex C
- Technical proposal content & Format - Annex D
- Contractor's experience format - Annex E
- Check list - Annex F

2.3 This RFPS is an invitation to treat and shall not be construed as an offer capable of being accepted or as creating any contractual, other legal or restitutionary rights. No binding contract, including a process contract or other understanding or arrangement, will exist between the Proposer and UNICEF and nothing in or in connection with this RFPS shall give rise to any liability on the part of UNICEF unless and until a contract is signed by UNICEF and the successful Proposer.

PART II - PROPOSAL SUBMISSION PROCESS

1. Proposal Submission Schedule

1.1 Acknowledgement of receipt of RFPS. Proposers are requested to inform UNICEF as soon as possible by Email to Sisay Teferi and Tsigereda Belete at steferi@unicef.org and tbelete@unicef.org that they have received this RFPS.

IMPORTANT: PROPOSALS ARE NOT TO BE SENT TO THE INDIVIDUAL STATED ABOVE - ANY PROPOSALS SENT TO THE ABOVE NAMED INDIVIDUAL WILL BE DISQUALIFIED.

1.2 Questions from Proposers. Proposers are required to submit any questions in respect of this RFPS by Email to Sisay Teferi and Tsigereda Belete at steferi@unicef.org and

tbelete@unicef.org. The deadline for receipt of any questions is 08 June, 2018 at 11:00am. **IMPORTANT: PROPOSALS ARE NOT TO BE SENT TO THE INDIVIDUAL STATED ABOVE - ANY PROPOSALS SENT TO THE ABOVE NAMED INDIVIDUAL WILL BE DISQUALIFIED.**

Proposers are required to keep all questions as clear and concise as possible. Proposers are also expected to immediately notify UNICEF in writing of any ambiguities, errors, omissions, discrepancies, inconsistencies or other faults in any part of the RFPS, providing full details. Proposers will not benefit from such ambiguities, errors, omissions, discrepancies, inconsistencies or other faults.

UNICEF will compile the questions received. UNICEF may, at its discretion, at once copy any anonymized question and its reply to all other invited Proposers and/or post these on the UNICEF website and/or respond to the question at a bid conference. After any such bid conference, a Questions and Answers document may be prepared and posted on the UNICEF website.

1.3 Amendments to RFPS Documents. At any time prior to the Submission Deadline, UNICEF may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Proposer, modify the RFPS documents by amendment. If the RFPS was available publicly online, amendments will also be posted publicly online. Further, all prospective Proposers that have received the RFPS documents directly from UNICEF will be notified in writing of all amendments to the RFPS documents. In order to afford prospective Proposers reasonable time in which to take the amendment into account in preparing their Proposals, UNICEF may, at its sole discretion, extend the Submission Deadline.

1.4 Submission Deadline. The deadline for submission of proposals is as follows:
Wednesday, 13 June, 2018 at 10:00am (East African Time)

Bidders are expected to put their proposals in the bid box located at UNICEF office reception desk, UNECA Compound, Zambezi Building, 2nd Floor, East wing and get registered with the receptionist.

Any proposals received by UNICEF after the Submission Deadline will be rejected.

IMPORTANT:

The UNECA security rules requires 36 hours #advance notice# to be given by visitor, therefore please notify the Supply Section by email: Sisay Teferi and Tsigereda Belete steferi@unicef.org and tbelete@unicef.org providing the full name of the person who will be submitting the bid and the proposed date of arrival. Please ensure that the person coming has a valid Identification card.

1.5 Proposal Opening.

Technical Proposals will be publicly opened on Wednesday, June 13, 2018 at 10:30AM Standard Time (East African Time) UNICEF ECO Office- UNECA Compound, Zambezi Building 2nd Floor East Wing.

2. Language

2.1 The Proposal prepared by the Proposer and all correspondence and documents relating to the Proposal exchanged by the Proposer and UNICEF, will be written in English. Supporting documents and printed literature furnished by the Proposer may be in another language provided that they are accompanied by an appropriate translation in English. When interpreting the Proposal, the translated version of these supporting documents and printed literature will prevail over the original version of these documents. The sole responsibility for translation, including the accuracy of the translation, will rest with the Proposer.

3. Validity of proposals; Modification and Clarifications; Withdrawal

3.1 Validity Period. Proposers must indicate the validity period of their Proposal. Proposals should be valid for a period of not less than one hundred and twenty (120) days after the

Submission Deadline. A Proposal valid for a shorter period of time shall not be further considered. UNICEF may request the Proposer to extend the validity period. The Proposal of Proposers who decline to extend the validity of their Proposal shall become disqualified as no longer valid.

3.2 Other Changes. All changes to a Proposal must be received by UNICEF prior to the Submission Deadline. The Proposer must clearly indicate that the revised Proposal is a modification and supersedes the earlier version of the Proposal, or state the changes from the original Proposal.

3.3 Withdrawal of Proposal. A Proposal may be withdrawn by the Proposer on e-mailed, faxed or written request received by UNICEF from the Proposer prior to Submission Deadline. Negligence on the part of the Proposer confers no right for the withdrawal of the Proposal after it has been opened.

3.4 Clarifications Requested by UNICEF. During the evaluation of Proposals, UNICEF may, in its sole discretion, seek clarifications from any Proposer in order for UNICEF to fully understand the Proposer's Proposal and assist in the examination, evaluation and comparison of Proposals. UNICEF may seek such clarifications through written communications or may request an interview with any Proposer. During this clarification process, no change in the price or substance of the Proposal will be sought, offered or permitted, except as required in order to allow for correction of arithmetical errors discovered by UNICEF.

3.5 References. UNICEF reserves the right to contact any or all references supplied by the Proposer(s) and to seek references from other sources as UNICEF deems appropriate.

4. Eligibility; Proposer Information

4.1 Proposer. The term "Proposer" refers to those companies that submit a proposal pursuant to this RFPS and "Proposal" refers to all the documents provided by the Proposer in its response to this RFPS. A Proposer will only be eligible for consideration if it complies with the representations set out in Part V of this RFPS, including the representations on ethical standards, including conflicts of interest.

4.2 Joint Venture, Consortium or Association.

(a) If the Proposer is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the proposal, each such legal entity will confirm in their joint Proposal that:

- they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally, and this will be evidenced by a Joint Venture Agreement among the legal entities, which will be submitted along with the Proposal; and

- if they are awarded the contract, the designated lead entity will enter into the contract with UNICEF, who will be acting for and on behalf of all the member entities comprising the joint venture.

(b) After the Proposal has been submitted to UNICEF, the lead entity identified to represent the joint venture will not be altered without the prior written consent of UNICEF.

(c) If a joint venture's Proposal is the Proposal selected for award, UNICEF will award the contract to the joint venture, in the name of its designated lead entity. The lead entity will sign the contract for and on behalf of all other member entities.

4.3 Proposals from Government Organizations. The eligibility of Proposers that are wholly or partly owned by the Government will be subject to UNICEF's further evaluation and review of various factors such as being registered as an independent entity, the extent of Government ownership/share, receipt of subsidies, mandate, access to information in relation to these RFPS documents, and others that may lead to undue advantage against other Proposers, and the eventual rejection of the Proposal.

4.4 Proposals from organizations where the sole proprietor is a former or retired UNICEF/UN staff member. Any organization, whose sole proprietor is a former or retired staff member of UNICEF (or any other United Nations organization), which submits a Proposal must disclose this previous United Nations employment at the time of submission. Any such Proposal will be treated as though the Proposal came from an individual for the purposes of UNICEF's standard conditions on contracting former and retired members of staff.

5. Preparation of Offer

5.1 Proposers are responsible to inform themselves in preparing their Proposal. In this regard, the Proposers will ensure that they:

- Examine all terms, requirements and formal submission instructions (e.g. regarding form and timing of submission, marking of envelopes, no price information in technical proposal etc.) included in the RFPS documents (including the Instruction to Proposers section);

- Review the RFPS to ensure that they have a complete copy of all documents;

- Review the standard UNICEF Contractual Provisions and the UNICEF General Terms and Conditions of Contract (Services) for the supply of services publicly available on the UNICEF Supply website: http://www.unicef.org/supply/index_procurement_policies.html ;

- Review the UNICEF policies publicly available on the UNICEF Supply website: http://www.unicef.org/supply/index_procurement_policies.html. In particular, Proposers should familiarize themselves with the obligations imposed on suppliers and their personnel and sub-contractors under the UNICEF Policy Prohibiting and Combatting Fraud and Corruption and the UNICEF Policy on Conduct Promoting the Protection and Safeguarding of Children;

- Attend any bid conference if it is mandatory under this RFPS;

- Fully inform and satisfy themselves as to requirements of any relevant authorities and laws that apply, or may in the future apply, to the supply of the services.

Proposers acknowledge that UNICEF, its directors, employees and agents make no representations or warranties (express or implied) as to the accuracy or completeness of this RFPS or any other information provided to the Proposers.

5.2 Failure to meet all requirements and instructions in the RFPS documents or to provide all requested information will be at the Proposer's own risk, and may result in rejection of the Proposer's Proposal.

5.3 The Proposal must be organized to follow the format of this RFPS. Each Proposer must respond to the stated requests or requirements, and indicate that the Proposer understands and confirms acceptance of UNICEF's stated requirements. The Proposer should identify any substantive assumption made in preparing its offer. The deferral of a response to a question or issue to any contract negotiation stage is not acceptable. Any item not specifically addressed in the Proposal will be deemed as accepted by the Proposer. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will affect the evaluation of the Proposal.

5.4 All references to descriptive materials should be included in the appropriate Proposal paragraph, though the material/documents themselves may be provided as annexes to the Proposal. The Proposer must also provide sufficient information in the Proposal to address each area of the evaluation criteria as presented in this document to allow a fair assessment of all of the Proposers and their Proposals. It is for UNICEF to determine, in its sole discretion, whether information provided is sufficient.

5.5 The completed and signed Request for Proposal for Services Form must be submitted together with the Proposal. The Request for Proposal for Services Form must be signed by a duly authorized representative of the Organization/Company.

5.6 Proposals must be clearly marked with the RFPS number.

5.7 If answer sheets are provided by UNICEF then these must be completed by the Proposer.

5.8 Technical Proposal: The Technical Proposal should address the criteria and requirements outlined in this RFPS, paying particular attention to its Terms of Reference/Statement of Work and its evaluation criteria. It is important to note that UNICEF actively welcomes innovative proposals and original solutions to the stated service need. **NO PRICE INFORMATION SHOULD BE CONTAINED IN THE TECHNICAL PROPOSAL.**

5.9 Price Proposal: The Price Proposal should be prepared in accordance with the requirements contained in the Terms of Reference/Statement of Work for this RFPS.

5.10 Each Proposer acknowledges that its participation in any stage of the solicitation process for this RFPS is at its own risk and cost. The Proposer is responsible for, and UNICEF is not responsible for, the costs of preparing its Proposal or response to this RFPS, attendance at any bid conference, site visit, meetings or oral presentations, regardless of the conduct or outcome of the solicitation process.

[5.11 The Proposer's Proposal will include all of the following labelled annexes:

Technical Proposal

Financial Proposal

6. Proposal Documents; Confidentiality

6.1 This RFPS, together with all Proposal documents provided by the Proposer to UNICEF, will be considered the property of UNICEF and Proposals will not be returned to the Proposers.

6.2 Information contained in the Proposal documents, which the Proposer considers to be its confidential information, should be clearly marked "confidential", next to the relevant part of the text, and UNICEF will treat such information accordingly.

6.3 All information and documents provided to the Proposers by UNICEF ("RFPS Materials") shall be treated as confidential by the Proposers. If the Proposer declines to respond to this RFPS, or, if the Proposal is rejected or unsuccessful, the Proposer will promptly return all such RFPS Materials to UNICEF, or destroy or delete all such RFPS Materials. The Proposer shall not use the RFPS Materials for any purpose other than the purpose of preparing a Proposal and shall not disclose the RFPS Materials to any third party, except: (a) with the prior written consent of UNICEF; (b) where the third party is assisting the Proposer in preparing the Proposal, provided the Proposer has previously ensured that party's adherence to this duty of confidentiality; (c) if the relevant RFPS Materials are at the time of this RFPS lawfully in the possession of the Proposer through a party other than UNICEF; (d) if required by law, and provided that the Proposer has previously informed UNICEF in writing of its obligation to disclose the RFPS Materials; or (e) if the RFPS Materials are generally and publicly available other than as a result of breach of confidence by the person receiving the RFPS Materials.

7. Multiple proposals and proposals from related organizations

7.1 Proposers shall not submit more than one Proposal as part of this RFPS process.

7.2 If the Proposer is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Proposal then neither the lead entity nor the member entities of the joint venture may submit another Proposal, either in its own capacity or as a lead entity or a member entity for another joint venture submitting another Proposal.

7.3 UNICEF reserves the right to reject separate Proposals submitted by two or more Proposers if the Proposers are related organizations and are found to have any of the following:

- (a) they have at least one controlling partner, director or shareholder in common; or
- (b) any one of them receive or have received any direct or indirect subsidy from the other(s); or
- (c) they have a relationship with each other, that gives one or more Proposers access to confidential information about, or influence over, the other Proposal(s); or
- (d) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Proposer; or
- (e) an expert proposed to be in the team of one Proposer participates in more than one Proposal received for this solicitation process.

PART III -AWARD/ADJUDICATION OF PROPOSALS

1. Award

1.1 Proposal Evaluation Process. The evaluation is carried out by UNICEF in accordance with UNICEF's regulations, rules and practices and all determinations are made in UNICEF's sole discretion.

After opening the Proposals, UNICEF will carry out the following steps in the following order:

First, each Proposal will be evaluated for compliance with the mandatory requirements of this

RFPS. Proposals deemed not to meet all of the mandatory requirements will be considered non-compliant and rejected at this stage without further consideration. Failure to comply with any of the terms and conditions contained in this RFPS, including, but not limited to, failure to provide all required information, may result in a Proposal being disqualified from further consideration.

Second, UNICEF will evaluate the Technical Proposal part for compliance with the technical requirements stated in this RFPS on the basis of the Proposal evaluation approach set out below.

Third, UNICEF will undertake a commercial evaluation of the Price Proposal part of technically compliant Proposals on the basis of the Proposal evaluation approach set out below.

1.2 Proposal Evaluation Approach.

[NOTE TO UNICEF STAFF - IF USING WEIGHTED SCORING EVALUATION APPROACH INCLUDE THE MATERIAL BELOW AND DELETE THE SECTION FURTHER BELOW NAMED LOWEST-PRICE TECHNICALLY COMPLIANT PROPOSAL APPROACH]

[Weighted scoring evaluation approach

The evaluation criteria will be a split between technical and commercial (price proposal) scores (a [INSERT NUMBER]/ [INSERT NUMBER] split).

Proposals submitted in response to this RFPS should include and will be evaluated against the following:

a) Technical Evaluation

[INSERT TECHNICAL EVALUATION CRITERIA - WHERE RELEVANT, ENSURE YOU STATE WHETHER OR NOT PARTIAL PROPOSALS ARE ACCEPTABLE]

Total Maximum [INSERT NUMBER] Points

Only Proposals which receive a minimum of [INSERT NUMBER] points will be considered further.

b) Price Proposal (commercial evaluation)

The total amount of points allocated for the price component is [INSERT NUMBER]. The maximum number of points will be allotted to the lowest price proposal that is opened and compared among those invited firms/institutions which obtain the threshold points in the evaluation of the technical component. All other price proposals will receive points in inverse proportion to the lowest price; e.g.:

Score for price proposal X = (Max. score for price proposal ([INSERT NUMBER] Points) * Price of lowest priced proposal) / Price of proposal X

Total obtainable Technical and Price points: 100

The Proposer(s) achieving the highest combined technical and price score will (subject to any negotiations and the various other rights of UNICEF detailed in this RFPS) be awarded the

contract(s).]

[NOTE TO UNICEF STAFF - IF USING LOWEST-PRICE TECHNICALLY COMPLIANT PROPOSAL APPROACH USE TEXT BELOW AND DELETE SECTION ABOVE NAMED WEIGHTED SCORING EVALUATION APPROACH]

[Lowest priced technically compliant proposal approach

The Proposals will be evaluated against the following [INSERT TECHNICAL CRITERIA - WHERE RELEVANT, ENSURE YOU STATE WHETHER OR NOT PARTIAL PROPOSALS ARE ACCEPTABLE]. UNICEF will then undertake a commercial evaluation of the Proposals.

UNICEF will (subject to any negotiations and the various other rights of UNICEF detailed in this RFPS) award the contract(s) to the vendor(s) providing the lowest priced technically compliant Proposal(s).]

1.3 Multiple Arrangements. UNICEF reserves the right to make multiple arrangements for any service(s) where UNICEF considers it to be in its best interest to do so.

1.4 Negotiation. UNICEF reserves the right to negotiate with the Proposer(s) that has/have attained the best rating/ranking, i.e. those providing the overall best value Proposal.

1.5 Award Notification. UNICEF will only notify the Proposer(s) that has/have been awarded the contract(s) resulting from this solicitation process; UNICEF may, but is not required to, notify the other Proposers of the outcome of this solicitation process.

2. General Terms And Conditions Of Contract (Services)

2.1 UNICEF's General Terms and Conditions of Contract (Services) will apply to any contract(s) awarded in connection with this RFPS. By signing the Request for Proposal for Services Form, each Proposer is deemed to have confirmed its acceptance of the UNICEF General Terms and Conditions (Services). The Proposer understands that if it proposes any amendments or additional terms to the UNICEF General Terms and Conditions (Services), these must be clearly detailed in the Proposal and may negatively affect the evaluation of the Proposal.

3. Rights of UNICEF

3.1 UNICEF reserves the following rights:

(a) to accept any Proposal, in whole or in part; to reject any or all Proposals; or to cancel this solicitation process in its entirety;

(b) to verify any information contained in Proposer's response (and the Proposer will provide UNICEF with its reasonable cooperation with such verification);

(c) to invalidate any Proposal received from a Proposer that, in UNICEF's sole opinion has previously failed to perform satisfactorily or complete contracts on time, or UNICEF believes is not in a position to perform the contract;

(d) to invalidate any Proposal that, in UNICEF's sole opinion, fails to meet the requirements and instructions stated in this RFPS;

(e) to suspend negotiations or withdraw an award to a Proposer at any time up until a contract has been signed with such Proposer. UNICEF is not required to provide any justification, but will give notice prior to any such suspension of negotiations or withdrawal of award.

3.2 UNICEF is not liable to any Proposer for any costs, expense or loss incurred or suffered by such Proposer in connection with this RFPS or solicitation process, including, but not limited to, any costs, expense or loss incurred as result of UNICEF exercising any of its rights in paragraph 3.1 above.

PART IV - REQUIREMENTS

1. Price and Payment

1.1 Price. The fee for the services and deliverables will be treated as inclusive of all costs, expenses, charges or fees that the Proposer may incur in connection with the performance of the work. The Proposer is invited to offer any unconditional discounts. Further, the Proposer may offer early payment discounts, i.e. payment within a specific period of time faster than UNICEF's standard payment terms of 30 days.

1.2 Payment Terms. Invoices may be issued to UNICEF only after the services (or components of the services) have been provided and the deliverables (or installments of the deliverables) have been delivered (a) in accordance with the contract and (b) to UNICEF's satisfaction. The standard terms of payment are net 30 days, after receipt of invoice. Payment will be effected by bank transfer in the currency of the contract.

The Proposer will suggest a payment schedule for the contract that is linked to clear milestones and/or deliverables identified in the Terms of Reference/Statement of Work.

1.3 Currency.

(a) The currency of the Proposal shall be in ETB (Ethiopian Birr). UNICEF will reject any proposals submitted in another currency.

(b) If the above paragraph (a) explicitly permits two or more specified currencies for the Proposals, then for evaluation purposes only, offers submitted in a currency other than US Dollars will be converted into US Dollars using the United Nations rate of exchange in effect on the submission deadline date.

1.4 Taxes. Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNICEF as a subsidiary organ, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All prices/rates quoted in the Proposal must be net of any direct taxes and any other taxes and duties, unless otherwise specified in the RFPS documents.

2. Implementation

2.1 No Reliance. Except as expressly set out in the RFPS documents, UNICEF will have no obligation to provide any assistance to the contractor and UNICEF makes no representations as to the availability of any facilities, equipment, materials, systems or licenses which may be helpful or useful for the performance of the work. If the Proposer requires any facilities,

equipment, materials, systems or licenses in order to do the work, this must be explicitly detailed in its Proposal.

2.2 Sub-contractors. Proposers must identify in their Proposal, any products which may be offered by themselves, but originate from another supplier and/or country. Further, Proposers must identify in their proposal any planned subcontracting of services. All subcontracting arrangements will be reviewed by UNICEF as part of its evaluation of the Proposal.

2.3 Experts. If so required in the Terms of Reference/Statement of Work each key expert profile requested in the Terms of Reference/Statement of Work must sign an exclusivity and availability statement. The purpose of Exclusivity and Availability Statement is as follows:

(a) The key experts proposed in the Proposal must not be part of any other Proposer's Proposal being submitted for this RFPS process. They must therefore engage themselves exclusively to the Proposer.

(b) Each key expert must also undertake to be available, able and willing to work for all the period foreseen for his/her input during the implementation of the contract as indicated in the Terms of Reference/Statement of Work and the Proposal.

Having selected a Proposal partly on the basis of an evaluation of the key experts presented in the Proposal, UNICEF expects the contract to be executed by these specific experts. As the expected date of mobilization is given in the RFPS, UNICEF will only consider substitutions after the deadline for the submission of offers in cases of unexpected delays in the commencement date beyond the control of the Proposer, or exceptionally because of the incapacity of a key expert for health reasons or due to force majeure or other circumstances which may justify a replacement and which would not have any effect on the selection of the Proposal. The desire of a Proposer to use an expert on another project or a change of mind on the part of an expert about the contract will not be accepted as a reason for substitution of any of the key experts.

2.4 Joint Ventures. The description of the organization of the joint venture/consortium/association must clearly define the expected role of each of the entities in the joint venture in delivering the requirements of this RFPS, both in the Proposal and the Joint Venture Agreement. All entities that comprise the joint venture will be subject to the eligibility and qualification assessment by UNICEF.

Where a joint venture is presenting its track record and experience in a similar undertaking as those required in this RFPS, it should present such information in the following manner:

- (i) Those that were undertaken together by the joint venture; and
- (ii) Those that were undertaken by the individual entities of the joint venture expected to be involved in the performance of the services defined in this RFPS.

Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the joint venture or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.

3. Liquidated Damages

3.1 Liquidated damages. Any contracts awarded in connection with this RFPS will include the

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following clause on liquidated damages:

"In addition to, and without prejudice to any of the other rights and remedies of UNICEF including, but not limited to, those set out in the UNICEF General Terms and Conditions of Contract (Services), if the Contractor fails to provide the Services or the Deliverables in accordance with the time schedule set out in the Contract, or if UNICEF determines that the Services or Deliverables do not conform to the requirements of the Contract, UNICEF may claim liquidated damages from the Contractor and, at UNICEF's option, the Contractor will pay such liquidated damages to UNICEF or UNICEF will deduct such liquidated damages from the Contractor's invoice(s). Such liquidated damages will be calculated as follows: one half of one per cent (0.5%) of the Contract Fee for the delayed Services and Deliverables for each day of delay, or in the case of a Fee calculated on a time-based rate, one half of one per cent (0.5%) of the time-based rate for all the Contractor Personnel required to provide the relevant Services or Deliverables, until performance of conforming Services or delivery of conforming Deliverables, up to a maximum of ten per cent (10%) of the value of the Contract. The payment or deduction of such liquidated damages will not relieve the Contractor from any of its other obligations or liabilities pursuant to the Contract."

PART V - PROPOSER REPRESENTATIONS

1. Price - Most Favoured Customer

1.1 The Proposer confirms that the fees, rates and charges and related pricing terms with respect to the services specified in the Proposal are the most favourable pricing terms available to any customer of the Proposer (or any of the Proposer's affiliates). If at any time during the term of any contract resulting from the Proposal, any other customer of the Proposer (or of any of the Proposer's affiliates) obtains more favourable pricing terms than those provided to UNICEF, the Proposer will retroactively adjust the fee and related pricing terms under the contract to conform to the more favourable terms and the Proposer will promptly pay UNICEF any amounts owing to UNICEF as a result of such retroactive fee adjustment.

2. General Representations

By submitting its Proposal in response to this RFPS, the Proposer confirms to UNICEF as at the Submission Deadline:

2.1 The Proposer has (a) the full authority and power to submit the Proposal and to enter into any resulting contract, and (b) all rights, licenses, authority and resources necessary, as applicable, to develop, source and supply the services and to perform its other obligations under any resulting contract. The Proposer has not and will not enter into any agreement or arrangement that restrains or restricts any person's rights to use, sell, dispose of or otherwise deal with any service, deliverable or outcome that may be acquired under any resulting contract.

2.2 All of the information it has provided to UNICEF concerning the services and the Proposer is true, correct, accurate and not misleading.

2.3 The Proposer is financially solvent and is able to supply the services to UNICEF in accordance with the requirements described in this RFPS.

2.4 The use or supply of the services does not and will not infringe any patent, design, trade-name or trade-mark.

2.5 The development and supply of the services has complied, does comply, and will comply with all applicable laws, rules and regulations.

2.6 The Proposer will fulfill its commitments with the fullest regard to the interests of UNICEF and will refrain from any action which may adversely affect UNICEF or the United Nations.

2.7 It has the personnel, experience, qualifications, facilities, financial resources and all other skills and resources to perform its obligations under any resulting contract.

2.8 The Proposer agrees to be bound by the decisions of UNICEF, including but not limited to, decisions as to whether the Proposer's Proposal meets the requirements and instructions stated in this RFPS and the results of the evaluation process.

3. Ethical Standards

UNICEF requires that all Proposers observe the highest standard of ethics during the entire solicitation process, as well as the duration of any contract that may be awarded as a result of this solicitation process. UNICEF also actively promotes the adoption by its suppliers of robust policies for the protection and safeguarding of children and the prevention and prohibition of sexual exploitation and sexual abuse.

By submitting its Proposal in response to this RFPS, the Proposer makes the following representations and warranties to UNICEF as at the Submission Deadline:

3.1 In respect of all aspects of the solicitation process the Proposer has disclosed to UNICEF any situation that may constitute an actual or potential conflict of interest or could reasonably be perceived as a conflict of interest. In particular, the Proposer has disclosed to UNICEF if it or any of its affiliates is, or has been in the past, engaged by UNICEF to provide services for the preparation of the design, specifications, cost analysis/estimation, and other documents to be used for the procurement of the services requested under this RFPS; or if it or any of its affiliates has been involved in the preparation and/or design of the programme/project related to the services requested under this RFPS.

3.2 The Proposer has not unduly obtained, or attempted to unduly obtain, any confidential information in connection with the solicitation process and any contract that may be awarded as a result of this solicitation process.

3.3 No official of UNICEF or of any United Nations System organisation has received from or on behalf of the Proposer, or will be offered by or on behalf of the Proposer, any direct or indirect benefit in connection with this RFPS including the award of the contract to the Proposer. Such direct or indirect benefit includes, but is not limited to, any gifts, favours or hospitality.

3.4 The following requirements with regard to former UNICEF officials have been complied with and will be complied with:

(a) During the one (1) year period after an official has separated from UNICEF, the Proposer may not make a direct or indirect offer of employment to that former UNICEF official if that former UNICEF official was, during the three years prior to separating from UNICEF, involved in any aspect of a UNICEF procurement process in which the Proposer has participated.

(b) During the two (2) year period after an official has separated from UNICEF, that former

official may not, directly or indirectly on behalf of the Proposer, communicate with UNICEF, or present to UNICEF, about any matters that were within such former official's responsibilities while at UNICEF.

3.5 Neither the Proposer nor any of its affiliates, or personnel or directors, is subject to any sanction or temporary suspension imposed by any United Nations System organisation or other international inter-governmental organisation. The Proposer will immediately disclose to UNICEF if it or any of its affiliates, or personnel or directors, becomes subject to any such sanction or temporary suspension during the term of the contract. If the Proposer or any of its affiliates, or personnel or directors becomes subject to any such sanction or temporary suspension during the term of any resulting contract, UNICEF will be entitled to suspend the contract for a period of time up to thirty (30) days or terminate the contract, at its sole choice, with immediate effect upon delivery of a written notice of suspension or termination, as the case may be, to the Proposer. If UNICEF chooses to suspend the contract it will be entitled to terminate the contract at the end of the thirty (30) days' suspension at UNICEF's sole choice.

3.6 The Proposer will (a) observe the highest standard of ethics; (b) use its best efforts to protect UNICEF against fraud, in the solicitation process and in the performance of any resulting contract; and (c) comply with the applicable provisions of UNICEF's Policy Prohibiting and Combatting Fraud and Corruption which can be accessed on the UNICEF website at http://www.unicef.org/supply/index_procurement_policies.html. In particular, the Proposer will not engage, and will ensure that its personnel, agents and sub-contractors do not engage, in any corrupt, fraudulent, coercive, collusive or obstructive conduct as such terms are defined in UNICEF's Policy Prohibiting and Combatting Fraud and Corruption.

3.7 The Proposer will comply with all laws, ordinances, rules and regulations bearing upon its participation in this solicitation and the UN Supplier Code of Conduct (available at the United Nations Global Marketplace website - www.ungm.org).

3.8 Neither the Proposer nor any of its affiliates, is engaged, directly or indirectly, (a) in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32, or the International Labour Organisation's Convention Concerning the Prohibition and Immediate Action for the Elimination of the Worst Forms of Child Labour, No. 182 (1999); or (b) in the manufacture, sale, distribution, or use of anti-personnel mines or components utilised in the manufacture of anti-personnel mines.

3.9 The Proposer has taken and will take all appropriate measures to prevent sexual exploitation or abuse of anyone by its personnel including its employees or any persons engaged by the Proposer to perform any services in the Proposer's participation in this solicitation. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, will constitute the sexual exploitation and abuse of such person. The Proposer has taken and will take all appropriate measures to prohibit its personnel including its employees or other persons engaged by the Proposer, from exchanging any money, goods, services, or other things of value, for sexual favours or activities or from engaging in any sexual activities that are exploitive or degrading to any person.

3.10 The Proposer confirms that it has read UNICEF's Policy on Conduct Promoting the Protection and Safeguarding of Children. The Proposer will ensure that its Personnel understand the notification requirements expected of them and will establish and maintain appropriate measures to promote compliance with such requirements. The Proposer will further cooperate with UNICEF's implementation of this Policy.

3.11 The Proposer will inform UNICEF as soon as it becomes aware of any incident or report that is inconsistent with the undertakings and confirmations provided in this Article 3.

3.12 Each of the provisions in this Article 3 of Part V constitutes an essential condition of participation in this solicitation process. In the event of a breach of any of these provisions, UNICEF is entitled to disqualify the Proposer from this solicitation process and/or any other solicitation process, and to terminate any contract that may have been awarded as a result of this solicitation process, immediately upon notice to the Proposer, without any liability for termination charges or any liability of any kind. In addition, the Proposer may be precluded from doing business with UNICEF and any other entity of the United Nations System in the future.

4. Audit

4.1 From time to time, UNICEF may conduct audits or investigations relating to any aspect of a contract awarded in relation to this RFPS, including but not limited to the award of the contract and the Proposer's compliance with the provisions of Article 3 above. The Proposer will provide its full and timely cooperation with any such audits or investigations, including (but not limited to) making its personnel and any relevant data and documentation available for the purposes of such audits or investigations, at reasonable times and on reasonable conditions, and granting UNICEF and those undertaking such audits or investigations access to the Proposer's premises at reasonable times and on reasonable conditions in connection with making its personnel and any relevant data and documentation available. The Proposer will require its sub-contractors and its agents to provide reasonable cooperation with any audits or investigations carried out by UNICEF.

INSTRUCTION TO PROPOSERS

1. MARKING AND RETURNING PROPOSALS

1.1 Proposals shall be submitted in the manner specified earlier in this solicitation document. Detailed submission guidance at paragraphs 1.7, 1.8 and/or 1.9 should then be followed accordingly.

1.2 The Bid Form/Request for Proposal for Services Form must be signed, and submitted together with the Proposal. The Bid Form/Request for Proposal for Services Form should be signed by the duly authorized representative of the submitting company.

1.3 Proposals must be clearly marked with the RFP(S) number and the name of the company submitting the Proposal.

1.4 Proposers should note that Proposals received in the following manner will be invalidated:

- with incorrect (as applicable) postal address, email address or fax number;
- received after the stipulated closing time and date;
- failure to quote in the currency(ies) stated in the RFP(S);
- in a different form than prescribed in the RFP(S).

1.5 Technical Proposal: The Technical Proposal should address the criteria and requirements outlined in this RFP(S), paying particular attention to its schedules/Terms of Reference/Statement of Work and its evaluation criteria. It is important to note that UNICEF actively welcomes innovative proposals and original solutions to the stated service/goods need.

NO PRICE INFORMATION SHOULD BE CONTAINED IN THE TECHNICAL PROPOSAL.

1.6 Price Proposal: The Price Proposal should be prepared in accordance with the requirements contained in the schedules/Terms of Reference/Statement of Work for this RFP(S).

1.7 Sealed Proposals (as applicable)

1.7.1 See paragraph 1.1 above concerning applicability of this paragraph.

1.7.2 The Proposal must be sent for the attention of unit/team and address as specified in this RFP/RFPS. Proposals not sent in this manner will be disqualified.

1.7.3 They must be clearly marked as follows:

* Outer sealed envelope:

Name of company
[RFP(S) NO.]
[NAME OF UNIT & UNICEF OFFICE ADDRESS]

* Inner sealed envelope - Technical Proposal (1 original and 2 copies): Name of company, RFP(S) number - technical proposal

* Inner sealed envelope - Price Proposal (1 original and 2 copies): Name of company, RFP(S) number - price proposal

No price information should be provided in the Technical Proposal.

Proposals received in any other manner will be invalidated.

1.7.4 In case of any discrepancy between an original and a copy, the original will prevail.

1.7.5 Any delays encountered in the mail delivery will be at the risk of the Proposer.

1.8 Faxed Proposals (as applicable)

1.8.1 See paragraph 1.1 above concerning applicability of this paragraph.

1.8.2 Faxed Proposals must be returned to the ONLY ACCEPTABLE FAX NUMBER for Proposals as specified in this RFP(S) Document. Proposers should note that Proposals received at any other fax number will be invalidated.

No price information should be provided in the Technical Proposal.

1.9 E-mailed Proposals (as applicable)

1.9.1 See paragraph 1.1 above concerning applicability of this paragraph.

1.9.2 All e-mailed Proposals must be submitted to the ONLY ACCEPTABLE E-MAIL ADDRESS as specified in this solicitation document. No other recipient should be "Cc" or "Bcc" in the e-mail submission. Proposals not sent in this manner will be disqualified.

1.9.3 All Proposals submitted by e-mail must be submitted as email attachments. The Technical Proposal and Price Proposal must be sent as separate attachments and clearly indicated as such in the file name (e.g. Company ABC Technical Proposal, Company ABC Price Proposal). Email links (e.g. to documents to be downloaded from cloud based folders) are not acceptable unless otherwise specifically requested. Proposals submitted as a link or through a link will be invalidated.

2. OPENING OF PROPOSALS

2.1 Proposals received prior to the stated closing time and date will be kept unopened. UNICEF will open Proposals when the specified time has arrived and no Proposal received thereafter will be considered.

2.2 UNICEF will accept no responsibility for the premature opening of a Proposal which is not properly addressed or identified.

2.3 In cases when a Public Opening is held, the invited proposers, or their authorized representative, may attend the public Proposal opening at the time, date and location specified in the RFP(S) documents.

3. UNGM REGISTRATION



3.1 UNICEF is part of the United Nations Global Marketplace(UNGM). Accordingly, all proposers are encouraged to become a UNICEF vendor by creating a vendor profile in the UNGM website: www.ungm.org

4. AWARD NOTIFICATION

4.1 UNICEF reserves the right to make a public notification of the outcome on an RFP(S) advising product/service, awarded supplier and total value of award.

ANNEX A GENERAL TERMS AND CONDITIONS

GENERAL TERMS AND CONDITIONS OF CONTRACT (Services)

Definitions and UNICEF Supply Website

1.1 In these General Terms and Conditions (Services), the following terms have the following meaning:

"Affiliates" means, with respect to the Contractor, any of its corporate affiliates or associates, including parent entities, subsidiaries, and other entities in which it owns a substantial interest.

"Confidential Information" means information or data that is designated as confidential at the time of exchange between the Parties or promptly identified as confidential in writing when furnished in intangible form or disclosed orally, and includes information, the confidential or proprietary nature of which, is or should be reasonably apparent from the inherent nature, quality or characteristics of such information.

"Contract" means the services contract that incorporates these General Terms and Conditions of Contract (Services). It includes contracts for services issued by UNICEF, whether or not they are issued under a long-term arrangement or similar contract.

"Contractor" means the contractor named in the Contract.

"Deliverables" means the work product and other output of the Services required to be delivered by Contractor as part of the Services, as specified in the relevant section of the Contract.

"Disabling Code" means any virus, back door, timer or other limiting routine, instruction or design, or other malicious, illicit or similar unrequested code that may have the consequence (whether by design or unintentionally) of disrupting, disabling, harming, circumventing security controls or otherwise impeding in any manner the normal operation or performance of (i) any software or service or (ii) any UNICEF information system or network.

"End User" means, in the event that the Services or Deliverables involve the use of any information systems, any and all UNICEF employees, consultants and other personnel and any other external users collaborating with UNICEF, in each case, authorized by UNICEF to access and use the Services and/or Deliverables.

"Fee" is defined in Article 3.1.

"Host Government" means a Government with which UNICEF has a programme of development cooperation, and includes a Government of a country in which UNICEF provides humanitarian assistance.

Contractor's "Key Personnel" are: (i) Personnel identified in the proposal as key individuals (as a minimum, partners, managers, senior auditors) to be assigned for participation in the performance of the Contract; (ii) Personnel whose resumes were submitted with the proposal; and (iii) individuals who are designated as key personnel by agreement of the Contractor and UNICEF during negotiations.

"Parties" means the Contractor and UNICEF together and a "Party" means each of the Contractor and UNICEF.

Contractor's "Personnel" means the Contractor's officials, employees, agents, individual sub-contractors and other representatives.

"Security Incident" means, with respect to any information system, service or network used in the delivery of the Services or Deliverables, one or more events that (a) indicates that the security of such information system, service, or network may have been breached or compromised and (b) that such breach or compromise could very likely compromise the security of UNICEF's Confidential Information or weaken or impair UNICEF's operations. Security Incident includes any actual, threatened or reasonably suspected unauthorized access to, disclosure of, use of or acquisition of UNICEF Data that compromises the security, confidentiality, or integrity of the UNICEF Data, or the ability of UNICEF or End Users to access the UNICEF Data.

"Services" means the services specified in the relevant section of the Contract.

"UNICEF Data" means any and all information or data in digital form or processed or held in digital form that (a) are provided to the Contractor by, or on behalf of, UNICEF and/or End Users under

the Contract or through UNICEF's and/or End Users' use of the Services or in connection with the Services, or (b) are collected by the Contractor in the performance of the Contract.

"UNICEF Supply Website" means UNICEF's public access webpage available at http://www.unicef.org/supply/index_procurement_policies.html, as may be updated from time to time.

1.2 These General Terms and Conditions of Contract, UNICEF's Policy Prohibiting and Combatting Fraud and Corruption, the UNICEF's Policy on Conduct Promoting the Protection and Safeguarding of Children, the UN Supplier Code of Conduct and UNICEF's Information Disclosure Policy referred to in the Contract, as well as other policies applicable to the Contractor, are publicly available on the UNICEF Supply Website. The Contractor represents that it has reviewed all such policies as of the effective date of the Contract.

2. Provision of Services and Deliverables; Contractor's Personnel; Sub-Contractors

Provision of Services and Deliverables

2.1 The Contractor will provide the Services and deliver the Deliverables in accordance with the scope of work set out in the Contract, including, but not limited to, the time for delivery of the Services and Deliverables, and to UNICEF's satisfaction. Except as expressly provided in the Contract, the Contractor will be responsible at its sole cost for providing all the necessary personnel, equipment, material and supplies and for making all arrangements necessary for the performance and completion of the Services and delivery of the Deliverables under the Contract.

2.2 The Contractor acknowledges that, other than as expressly set out in the Contract, UNICEF will have no obligation to provide any assistance to the Contractor and UNICEF makes no representations as to the availability of any facilities, equipment, materials, systems or licenses which may be helpful or useful for the fulfillment by the Contractor of its obligations under the Contract. If UNICEF provides access to and use of UNICEF premises, facilities or systems (whether on site or remotely) to the Contractor for the purposes of the Contract, the Contractor will ensure that its Personnel or sub-contractors will, at all times (a) use such access exclusively for the specific purpose for which the access has been granted and (b) comply with UNICEF's security and other regulations and instructions for such access and use, including, but not limited to, UNICEF's information security policies. The Contractor will ensure that only those of its Personnel that have been authorized by the Contractor, and approved by UNICEF, have access to UNICEF's premises, facilities or systems.

2.3 The Contractor will use its best efforts to accommodate reasonable requests for changes (if any) to the scope of work of the Services or time for provision of the Services or delivery of the Deliverables. If UNICEF requests any material change to the scope of work or time for delivery, UNICEF and the Contractor will negotiate any necessary changes to the Contract, including as to the Fee and the time schedule under the Contract. Any such agreed changes will become effective only when they are set out in a written amendment to the Contract signed by both UNICEF and the Contractor. Should the Parties fail to agree on any such changes within thirty (30) days, UNICEF will have the option to terminate the Contract without penalty notwithstanding any other provision of the Contract.

2.4 The Contractor will neither seek nor accept instructions from any entity other than UNICEF (or entities authorized by UNICEF to give instructions to the Contractor) in connection with the provision of the Services or development and delivery of the Deliverables.

2.5 Title to any equipment and supplies which may be provided to the Contractor by UNICEF, will remain with UNICEF. Such equipment and supplies will be returned to UNICEF at the conclusion of the Contract or when no longer needed by the Contractor in the same condition as when they were provided to the Contractor, subject to normal wear and tear. The Contractor will pay UNICEF the value of any loss of, damage to, or degradation of, the equipment and supplies beyond normal wear and tear.

Non-conforming Services and Consequences of Delay

2.6 If the Contractor determines it will be unable to provide the Services or deliver the Deliverables by the date stipulated in the Contract, the Contractor will (i) immediately consult with UNICEF to determine the most expeditious means for delivery of the Services and/or Deliverables; and (ii) take necessary action to expedite delivery of the Services and/or Deliverables, at the Contractor's cost (unless the delay is due to force majeure as defined in Article 6.8 below), if reasonably so requested by UNICEF.

2.7 The Contractor acknowledges that UNICEF may monitor the Contractor's performance under

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the Contract and may at any time evaluate the quality of the Services provided and the Deliverables to determine whether or not the Services and Deliverables conform to the Contract. The Contractor agrees to provide its full cooperation with such performance monitoring and evaluation, at no additional cost or expense to UNICEF, and will provide relevant information as reasonably requested by UNICEF, including, but not limited to, the date of receipt of the Contract, detailed status updates, costs to be charged and payments made by UNICEF or pending. Neither the evaluation of the Services and Deliverables, nor failure to undertake any such evaluation, will relieve the Contractor of any of its warranty or other obligations under the Contract.

2.8 If the Services or Deliverables provided by the Contractor do not conform to the requirements of the Contract or are delivered late or incomplete, without prejudice to any of its other rights and remedies, UNICEF can, at its option:

(a) by written notice, require the Contractor, at the Contractor's expense, to remedy its performance, including any deficiencies in the Deliverables, to UNICEF's satisfaction within thirty (30) days after receipt of UNICEF's notice (or within such shorter period as UNICEF may determine, in its sole discretion, is necessary as specified in the notice);

(b) require the Contractor to refund all payments (if any) made by UNICEF in respect of such non-conforming or incomplete performance;

(c) procure all or part of the Services and/or Deliverables from other sources, and require the Contractor to pay UNICEF for any additional cost beyond the balance of the Fee for such Services and Deliverables;

(d) give written notice to terminate the Contract for breach, in accordance with Article 6.1 below, if the Contractor fails to remedy the breach within the cure period specified in Article 6.1 or if the breach is not capable of remedy;

(e) require the Contractor to pay liquidated damages as set out in the Contract.

2.9 Further to Article 11.5 below, the Contractor expressly acknowledges that if UNICEF takes delivery of Services or Deliverables that have been delivered late or otherwise not in full compliance with the requirements of the Contract, this does not constitute a waiver of UNICEF's rights in respect of such late or non-compliant performance.

Contractor's Personnel and Sub-Contractors

2.10 The following provisions apply with regard to the Contractor's Personnel:

(a) The provisions of Article 7 (Ethical Standards) will apply to the Contractor's Personnel as expressly stated in Article 7.

(b) The Contractor will be responsible for the professional and technical competence of the Personnel it assigns to perform work under the Contract and will select professionally qualified, reliable and competent individuals who will be able to effectively perform the obligations under the Contract and who, while doing so, will respect the local laws and customs and conform to a high standard of moral and ethical conduct.

(c) The qualifications of any Personnel whom the Contractor may assign or may propose to assign to perform any obligations under the Contract will be substantially the same as, or better than, the qualifications of any personnel originally proposed by the Contractor.

(d) At any time during the term of the Contract, UNICEF can make a written request that the Contractor replace one or more of the assigned Personnel. UNICEF will not be required to give an explanation or justification for this request. Within seven (7) working days of receiving UNICEF's request for replacement the Contractor must replace the Personnel in question with Personnel acceptable to UNICEF. This provision also extends to Personnel of the Contractor who have "account manager" or "relationship manager" type functions.

(e) If one or more of Contractor's Key Personnel become unavailable, for any reason, for work under the Contract, the Contractor will (i) notify the UNICEF contracting authority at least fourteen (14) days in advance; and (ii) obtain the UNICEF contracting authority's approval prior to making any substitution of Key Personnel. In notifying the UNICEF contracting authority, the Contractor will provide an explanation of the circumstances necessitating the proposed replacement(s) and submit justification and qualification of replacement Personnel in sufficient detail to permit evaluation of the impact on the engagement.

(f) The approval of UNICEF of any Personnel assigned by the Contractor (including any replacement Personnel) will not relieve the Contractor of any of its obligations under the Contract. The Contractor's Personnel, including individual sub-contractors, will not be considered in any respect as being the employees or agents of UNICEF.

(g) All expenses of the withdrawal or replacement of the Contractor's Personnel will, in all cases, be borne exclusively by the Contractor.

2.11 The Contractor will obtain the prior written approval and clearance of UNICEF for all institutional sub-contractors it proposes to use in connection with the Contract. The approval of UNICEF of a sub-contractor will not relieve the Contractor of any of its obligations under the Contract. The terms of any sub-contract will be subject to, and will be construed in a manner that is fully in accordance with, all of the terms and conditions of the Contract.

2.12 The Contractor confirms that it has read UNICEF's Policy on Conduct Promoting the Protection and Safeguarding of Children. The Contractor will ensure that its Personnel understand the notification requirements expected of them and will establish and maintain appropriate measures to promote compliance with such requirements. The Contractor will further cooperate with UNICEF's implementation of this policy.

2.13 The Contractor will supervise its Personnel and sub-contractors and will be fully responsible and liable for all Services performed by its Personnel and sub-contractors and for their compliance with the terms and conditions of the Contract.

2.14 The Contractor will comply with all applicable international standards and national labor laws, rules and regulations relating to the employment of national and international staff in connection with the Services, including, but not limited to, laws, rules and regulations associated with the payment of the employer's portions of income tax, insurance, social security, health insurance, worker's compensation, retirement funds, severance or other similar payments. Without limiting the provisions of this Article 2 or Article 4 below, the Contractor will be fully responsible and liable for, and UNICEF will not be liable for (a) all payments due to its Personnel and sub-contractors for their services in relation to the performance of the Contract; (b) any action, omission, negligence or misconduct of the Contractor, its Personnel and sub-contractors; (c) any insurance coverage which may be necessary or desirable for the purpose of the Contract; (d) the safety and security of the Contractor's Personnel and sub-contractors' personnel; or (e) any costs, expenses, or claims associated with any illness, injury, death or disability of the Contractor's Personnel and sub-contractors' personnel, it being understood that UNICEF will have no liability or responsibility with regard to any of the events referred to in this Article 2.14.

3. Fee; Invoicing; Tax Exemption; Payment Terms

3.1 The fee for the Services is the amount in the currency specified in the fee section of the Contract (the "Fee"), it being understood that such amount is specified in United States dollars unless otherwise expressly provided for in the fee section of the Contract. Unless expressly stated otherwise in the Contract, the Fee is inclusive of all costs, expenses, charges or fees that the Contractor may incur in connection with the performance of its obligations under the Contract; provided that, without prejudice to or limiting the provisions of Article 3.3 below, all duties and other taxes imposed by any authority or entity must be separately identified. It is understood and agreed that the Contractor will not request any change to the Fee after the Services or Deliverables have been provided and that the Fee cannot be changed except by written agreement between the Parties before the relevant Service or Deliverable is provided. UNICEF will not agree to changes to the Fee for modifications or interpretations of the scope of work if those modifications or interpretations of the scope of work have already been initiated by the Contractor. UNICEF will not be liable to pay for any work conducted or materials provided by the Contractor that are outside the scope of work or were not authorized in advance by UNICEF.

3.2 The Contractor will issue invoices to UNICEF only after the Contractor has provided the Services (or components of the Services) and delivered the Deliverables (or installments of the Deliverables) in accordance with the Contract and to UNICEF's satisfaction. The Contractor will issue (a) one (1) invoice in respect of the payment being sought, in the currency specified in the Contract and in English, indicating the Contract identification number listed on the front page of the Contract; and (b) provide a clear and specific description of the Services provided and Deliverables delivered, as well as supporting documentation for reimbursable expenses if any, in sufficient detail to permit UNICEF to verify the amounts stated in the invoice.

3.3 The Contractor authorizes UNICEF to deduct from the Contractor's invoices any amount

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representing direct taxes (except charges for utilities services) and customs restrictions, duties and charges of a similar nature in respect of articles imported or exported for UNICEF's official use in accordance with the exemption from tax in Article II, Section 7 of the Convention of the Privileges and Immunities of the United Nations, 1946. In the event any governmental authority refuses to recognize this exemption from taxes, restrictions, duties or charges, the Contractor will immediately consult with UNICEF to determine a mutually acceptable procedure. The Contractor will provide full cooperation to UNICEF with regard to securing UNICEF's exemption from, or refund of amounts paid as, value-added taxes or taxes of a similar nature.

3.4 UNICEF will notify the Contractor of any dispute or discrepancy in the content or form of any invoice. With respect to disputes regarding only a portion of such invoice, UNICEF will pay the Contractor the amount of the undisputed portion in accordance with Article 3.5 below. UNICEF and the Contractor will consult in good faith to promptly resolve any dispute with respect to any invoice. Upon resolution of such dispute, any amounts that have not been charged in accordance with the Contract will be deducted from the invoice(s) in which they appear and UNICEF will pay any agreed remaining items in the invoice(s) in accordance with Article 3.5 within thirty (30) days after the final resolution of such dispute.

3.5 UNICEF will pay the uncontested amount of the Contractor's invoice within thirty (30) days of receiving both the invoice and the required supporting documents, as referred to in Article 3.2 above. The amount paid will reflect any discount(s) shown under the payment terms of the Contract. The Contractor will not be entitled to interest on any late payment or any sums payable under the Contract nor any accrued interest on payments withheld by UNICEF in connection with a dispute. Payment will not relieve the Contractor of its obligations under the Contract and will not be deemed to be acceptance by UNICEF of, or waiver of any of UNICEF's rights with regard to, the Contractor's performance.

3.6 Each invoice will confirm the Contractor's bank account details provided to UNICEF as part of the Contractor's registration process with UNICEF. All payments due to the Contractor under the Contract will be made by electronic funds transfer to that bank account. It is the Contractor's responsibility to ensure that the bank details supplied by it to UNICEF are up-to-date and accurate and notify UNICEF in writing by an authorized representative of the Contractor of any changes in bank details together with supporting documentation satisfactory to UNICEF.

3.7 The Contractor acknowledges and agrees that UNICEF may withhold payment in respect of any invoice if, in UNICEF's opinion, the Contractor has not performed in accordance with the terms and conditions of the Contract, or if the Contractor has not provided sufficient documentation in support of the invoice.

3.8 UNICEF will have the right to set off, against any amount or amounts due and payable by UNICEF to the Contractor under the Contract, any payment, indebtedness or other claim (including, without limitation, any overpayment made by UNICEF to the Contractor) owing by the Contractor to UNICEF under the Contract or under any other contract or agreement between the Parties. UNICEF will not be required to give the Contractor prior notice before exercising this right of set-off (such notice being waived by the Contractor). UNICEF will promptly notify the Contractor after it has exercised such right of set-off, explaining the reasons for such set-off, provided, however, that the failure to give such notification will not affect the validity of such set-off.

3.9 Each of the invoices paid by UNICEF may be subject to a post-payment audit by UNICEF's external and internal auditors or by other authorised agents of UNICEF, at any time during the term of the Contract and for three (3) years after the Contract terminates. UNICEF will be entitled to a refund from the Contractor of amounts such audit or audits determine were not in accordance with the Contract regardless of the reasons for such payments (including but not limited to the actions or inactions of UNICEF staff and other personnel).

4. Representations and Warranties; Indemnification; Insurance

Representations and Warranties

4.1 The Contractor represents and warrants that as of the effective date and throughout the term of the Contract: (a) the Contractor has the full authority and power to enter into the Contract and to perform its obligations under the Contract and the Contract is a legal, valid and binding obligation, enforceable against it in accordance with its terms; (b) all of the information it has previously provided to UNICEF, or that it provides to UNICEF during the term of the Contract, concerning the Contractor and the provision of the Services and the delivering of the Deliverables is true, correct, accurate and not misleading; (c) it is financially solvent and is able to provide the Services to UNICEF in accordance with the terms and conditions of the Contract; (d) it has, and will maintain

throughout the term of the Contract, all rights, licenses, authority and resources necessary, as applicable, to provide the Services and deliver the Deliverables to UNICEF's satisfaction and to perform its obligations under the Contract; (e) the work product is and will be original to the Contractor and does not and will not infringe any copyright, trademark, patent or other proprietary right of any third party; and (f) except as otherwise expressly stated in the Contract, it has not and will not enter into any agreement or arrangement that restrains or restricts any person's rights to use, sell, dispose of or otherwise deal with any Deliverable or other work resulting from the Services. The Contractor will fulfill its commitments with the fullest regard to the interests of UNICEF and will refrain from any action which may adversely affect UNICEF or the United Nations.

4.2 The Contractor further represents and warrants, as of the effective date and throughout the term of the Contract, that it and its Personnel and sub-contractors will perform the Contract and provide the Services and Deliverables (a) in a professional and workmanlike manner; (b) with reasonable care and skill and in accordance with the highest professional standards accorded to professionals providing the same or substantially similar services in a same industry; (c) with priority equal to that given to the same or similar services for the Contractor's other clients; and (d) in accordance with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the Contract and the provision of the Services and Deliverables.

4.3 The representations and warranties made by the Contractor in Articles 4.1 and 4.2 above are made to and are for the benefit of (a) each entity (if any) that makes a direct financial contribution to UNICEF to procure the Services and Deliverables; and (b) each Government or other entity (if any) that receives the direct benefit of the Services and Deliverables.

Indemnification

4.4 The Contractor will indemnify, hold and save harmless and defend, at its own expense, UNICEF, its officials, employees, consultants and agents, each entity that makes a direct financial contribution to UNICEF to procure the Services and Deliverables and each Government or other entity that receives the direct benefit of the Services and Deliverables, from and against all suits, claims, demands, losses and liability of any nature or kind, including their costs and expenses, by any third party and arising out of the acts or omissions of the Contractor or its Personnel or sub-contractors in the performance of the Contract. This provision will extend to but not be limited to (a) claims and liability in the nature of workers' compensation, (b) product liability, and (c) any actions or claims pertaining to the alleged infringement of a copyright or other intellectual property rights or licenses, patent, design, trade-name or trade-mark arising in connection with the Deliverables or other liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property provided or licensed to UNICEF under the terms of the Contract or used by the Contractor, its Personnel or sub-contractors in the performance of the Contract.

4.5 UNICEF will report any such suits, proceedings, claims, demands, losses or liability to the Contractor within a reasonable period of time after having received actual notice. The Contractor will have sole control of the defence, settlement and compromise of any such suit, proceeding, claim or demand, except with respect to the assertion or defence of the privileges and immunities of UNICEF or any matter relating to UNICEF's privileges and immunities (including matters relating to UNICEF's relations with Host Governments), which as between the Contractor and UNICEF only UNICEF itself (or relevant Governmental entities) will assert and maintain. UNICEF will have the right, at its own expense, to be represented in any such suit, proceeding, claim or demand by independent counsel of its own choosing.

Insurance

4.6 The Contractor will comply with the following insurance requirements:

(a) The Contractor will have and maintain in effect with reputable insurers and in sufficient amounts, insurance against all of the Contractor's risks under the Contract (including, but not limited to, the risk of claims arising out of or related to the Contractor's performance of the Contract), including the following:

(i) Insurance against all risks in respect of its property and any equipment used for the performance of the Contract;

(ii) General liability insurance against all risks in respect of the Contract and claims arising out of the Contract in an adequate amount to cover all claims arising from or in connection with the Contractor's performance under the Contract;

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(iii) All appropriate workers' compensation and employer's liability insurance, or its equivalent, with respect to its Personnel and sub-contractors to cover claims for death, bodily injury or damage to property arising from the performance of the Contract; and

(iv) Such other insurance as may be agreed upon in writing between UNICEF and the Contractor;

(b) The Contractor will maintain the insurance coverage referred to in Article 4.6(a) above during the term of the Contract and for a period after the Contract terminates extending to the end of any applicable limitations period with regard to claims against which the insurance is obtained.

(c) The Contractor will be responsible to fund all amounts within any policy deductible or retention.

(d) Except with regard to the insurance referred to in paragraph (a)(iii) above, the insurance policies for the Contractor's insurance required under this Article 4.6 will (i) name UNICEF as an additional insured; (ii) include a waiver by the insurer of any subrogation rights against UNICEF; and (iii) provide that UNICEF will receive thirty (30) days' written notice from the insurer prior to any cancellation or change of coverage.

(e) The Contractor will, upon request, provide UNICEF with satisfactory evidence of the insurance required under this Article 4.6.

(f) Compliance with the insurance requirements of the Contract will not limit the Contractor's liability either under the Contract or otherwise.

Liability

4.7 The Contractor will pay UNICEF promptly for all loss, destruction or damage to UNICEF's property caused by the Contractor's Personnel or sub-contractors in the performance of the Contract.

5. Intellectual Property and Other Proprietary Rights; Data Protection; Confidentiality

Intellectual Property and Other Proprietary Rights

5.1 Unless otherwise expressly provided for in the Contract:

(a) Subject to paragraph (b) of this Article 5.1, UNICEF will be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to products, processes, inventions, ideas, know-how, documents, data and other materials ("Contract Materials") that (i) the Contractor develops for UNICEF under the Contract and which bear a direct relation to the Contract or (ii) are produced, prepared or collected in consequence of, or during the course of, the performance of the Contract. The term "Contract Materials" includes, but is not limited to, all maps, drawings, photographs, plans, reports, recommendations, estimates, documents developed or received by, and all other data compiled by or received by, the Contractor under the Contract. The Contractor acknowledges and agrees that Contract Materials constitute works made for hire for UNICEF. Contract Materials will be treated as UNICEF's Confidential Information and will be delivered only to authorized UNICEF officials on expiry or termination of the Contract.

(b) UNICEF will not be entitled to, and will not claim any ownership interest in, any intellectual property or other proprietary rights of the Contractor that pre-existed the performance by the Contractor of its obligations under the Contract, or that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract. The Contractor grants to UNICEF a perpetual, non-exclusive, royalty-free license to use such intellectual property or other proprietary rights solely for the purposes of and in accordance with the requirements of the Contract.

(c) At UNICEF's request, the Contractor will take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring them (or, in the case, intellectual property referred to in paragraph (b) above, licensing) them to UNICEF in compliance with the requirements of the applicable law and of the Contract.

Confidentiality

5.2 Confidential Information that is considered proprietary by either Party or that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract or in connection with the subject matter of the Contract will be held in confidence by the Recipient. The Recipient will use the same care and discretion to avoid disclosure of the

Discloser's Confidential Information as the Recipient uses for its own Confidential Information and will use the Discloser's Confidential Information solely for the purpose for which it was disclosed to the Recipient. The Recipient will not disclose the Discloser's Confidential Information to any other party:

(a) except to those of its Affiliates, employees, officials, representatives, agents and sub-contractors who have a need to know such Confidential Information for purposes of performing obligations under the Contract; or

(b) unless the Confidential Information (i) is obtained by the Recipient from a third party without restriction; (ii) is disclosed by the Discloser to a third party without any obligation of confidentiality; (iii) is known by the Recipient prior to disclosure by the Discloser; or (iv) at any time is developed by the Recipient completely independently of any disclosures under the Contract.

5.3 If the Contractor receives a request for disclosure of UNICEF's Confidential Information pursuant to any judicial or law enforcement process, before any such disclosure is made, the Contractor (a) will give UNICEF sufficient notice of such request in order to allow UNICEF to have a reasonable opportunity to secure the intervention of the relevant national government to establish protective measures or take such other action as may be appropriate and (b) will so advise the relevant authority that requested disclosure. UNICEF may disclose the Contractor's Confidential Information to the extent required pursuant to resolutions or regulations of its governing bodies.

5.4 The Contractor may not communicate at any time to any other person, Government or authority external to UNICEF, any information known to it by reason of its association with UNICEF that has not been made public, except with the prior written authorization of UNICEF; nor will the Contractor at any time use such information to private advantage.

Data Protection and Security

5.5 The Parties agree that, as between them, all UNICEF Data, together with all rights (including intellectual property and proprietary rights), title and interest to such UNICEF Data, will be the exclusive property of UNICEF, and the Contractor has a limited, nonexclusive license to access and use the UNICEF Data as provided in the Contract solely for the purpose of performing its obligations under the Contract. Except for the foregoing license, the Contractor will have no other rights, whether express or implied, in or to any UNICEF Data or its content.

5.6 The Contractor confirms that it has a data protection policy in place that meets all applicable data protection standards and legal requirements and that it will apply such policy in the collection, storage, use, processing, retention and destruction of UNICEF Data. The Contractor will comply with any guidance or conditions on access and disclosure notified by UNICEF to Contractor in respect of UNICEF Data.

5.7 The Contractor will use its reasonable efforts to ensure the logical segregation of UNICEF Data from other information to the fullest extent possible. The Contractor will use safeguards and controls (such as administrative, technical, physical, procedural and security infrastructures, facilities, tools, technologies, practices and other protective measures) that are necessary and sufficient to meet the Contractor's confidentiality obligations in this Article 5 as they apply to UNICEF Data. At UNICEF's request, the Contractor will provide UNICEF with copies of the applicable policies and a description of the safeguards and controls that the Contractor uses to fulfil its obligations under this Article 5.7; provided that any such policies and description provided by the Contractor will be treated as the Contractor's Confidential Information under the Contract. UNICEF may assess the effectiveness of these safeguards, controls and protective measures and, at UNICEF's request, the Contractor will provide its full cooperation with any such assessment at no additional cost or expense to UNICEF. The Contractor will not, and will ensure that its Personnel will not, transfer, copy, remove or store UNICEF Data from a UNICEF location, network or system without the prior written approval of an authorized official of UNICEF.

5.8 Except as otherwise expressly stated in the Contract or with UNICEF's express prior written consent, the Contractor will not install any application or other software on any UNICEF device, network or system. The Contractor represents and warrants to UNICEF that the Services and Deliverables provided under the Contract will not contain any Disabling Code, and that UNICEF will not otherwise receive from the Contractor any Disabling Code in the performance of the Contract. Without prejudice to UNICEF's other rights and remedies, if a Disabling Code is identified, the Contractor, at its sole cost and expense, will take all steps necessary to: (a) restore and/or reconstruct any and all UNICEF Data lost by UNICEF and/or End Users as a result of Disabling Code; (b) furnish to UNICEF a corrected version of the Services without the presence of Disabling Codes; and (c) as needed, re-implement the Services.

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5.9 In the event of any Security Incident, the Contractor will, as soon as possible following the Contractor's discovery of such Security Incident and at its sole cost and expense: (a) notify UNICEF of such Security Incident and of the Contractor's proposed remedial actions; (b) implement any and all necessary damage mitigation and remedial actions; and (c) as relevant, restore UNICEF's and, as directed by UNICEF, End Users' access to the Services. The Contractor will keep UNICEF reasonably informed of the progress of the Contractor's implementation of such damage mitigation and remedial actions. The Contractor, at its sole cost and expense, will cooperate fully with UNICEF's investigation of, remediation of, and/or response to any Security Incident. If the Contractor fails to resolve, to UNICEF's reasonable satisfaction, any such Security Incident, UNICEF can terminate the Contract with immediate effect.

Service Providers and Sub-Contractors

5.10 The Contractor will impose the same requirements relating to data protection and non-disclosure of Confidential Information, as are imposed upon the Contractor itself by this Article 5 of the Contract, on its service providers, subcontractors and other third parties and will remain responsible for compliance with such requirements by its service providers, subcontractors and other third parties.

End of Contract

5.11 Upon the expiry or earlier termination of the Contract, the Contractor will:

(a) return to UNICEF all of UNICEF's Confidential Information, including, but not limited to, UNICEF Data, or, at UNICEF's option, destroy all copies of such information held by the Contractor or its sub-contractors and confirm such destruction to UNICEF in writing; and

(b) will transfer to UNICEF all intellectual and other proprietary information in accordance with Article 5.1(a).

6. Termination; Force Majeure

Termination by Either Party for Material Breach

6.1 If one Party is in material breach of any of its obligations under the Contract, the other Party can give it written notice that within thirty (30) days of receiving such notice the breach must be remedied (if such breach is capable of remedy). If the breaching Party does not remedy the breach within the thirty (30) days' period or if the breach is not capable of remedy, the non-breaching Party can terminate the Contract. The termination will be effective thirty (30) days after the non-breaching Party gives the breaching Party written notice of termination. The initiation of conciliation or arbitral proceedings in accordance with Article 9 (Privileges and Immunities; Settlement of Disputes) below will not be grounds for termination of the Contract.

Additional Termination Rights of UNICEF

6.2 In addition to the termination rights under Article 6.1 above, UNICEF can terminate the Contract with immediate effect upon delivery of a written notice of termination, without any liability for termination charges or any other liability of any kind:

(a) in the circumstances described in, and in accordance with, Article 7 (Ethical Standards); or

(b) if the Contractor breaches any of the provisions of Articles 5.2-5.11 (Confidentiality; Data Protection and Security); or

(c) if the Contractor (i) is adjudged bankrupt, or is liquidated, or becomes insolvent, or applies for a moratorium or stay on any payment or repayment obligations, or applies to be declared insolvent, (ii) is granted a moratorium or a stay, or is declared insolvent, (iii) makes an assignment for the benefit of one or more of its creditors, (iv) has a receiver appointed on account of the insolvency of the Contractor, (v) offers a settlement in lieu of bankruptcy or receivership or (vi) has become, in UNICEF's reasonable judgment, subject to a materially adverse change in its financial condition that threatens to substantially affect the ability of the Contractor to perform any of its obligations under the Contract.

6.3 In addition to the termination rights under Article 6.1 and Article 6.2 above, UNICEF can terminate the Contract at any time by providing written notice to the Contractor in any case in which UNICEF's mandate applicable to the performance of the Contract or UNICEF's funding applicable to

the Contract is curtailed or terminated, whether in whole or in part. UNICEF can also terminate the Contract on sixty (60) day's written notice to the Contractor without having to provide any justification.

6.4 As soon as it receives a notice of termination from UNICEF, the Contractor will take immediate steps to bring the performance of any obligations under the Contract to a close in a prompt and orderly manner, and in doing so, reduce expenses to a minimum, and will not undertake any further or additional commitments as of and following the date it receives the termination notice. In addition, the Contractor will take any other action that may be necessary, or that UNICEF may direct in writing, in order to minimise losses or protect and preserve any property, whether tangible or intangible, related to the Contract that is in the possession of the Contractor and in which UNICEF has or may be reasonably expected to acquire an interest.

6.5 If the Contract is terminated by either Party, the Contractor will immediately deliver to UNICEF any finished work which has not been delivered and accepted prior to the receipt of a notice of termination, together with any data, materials or work-in-process related specifically to the Contract. If UNICEF obtains the assistance of another party to continue the Services or complete any unfinished work, the Contractor will provide its reasonable cooperation to UNICEF and such party in the orderly migration of Services and transfer of any Contract-related data, materials and work-in-process. The Contractor will at the same time return to UNICEF all of UNICEF's Confidential Information and will transfer to UNICEF all intellectual and other proprietary information in accordance with Article 5.

6.6 If the Contract is terminated by either Party no payment will be due from UNICEF to the Contractor except for Services and Deliverables provided to UNICEF's satisfaction in accordance with the Contract, but only if such Services and Deliverables were required or requested before the Contractor's receipt of the notice of termination or, in the case of termination by the Contractor, the effective date of such termination. The Contractor will have no claim for any further payment beyond payments in accordance with this Article 6.6, but will remain liable to UNICEF for all loss or damages which may be suffered by UNICEF by reason of the Contractor's default (including but not limited to cost of the purchase and delivery of replacement or substitute Services or Deliverables).

6.7 The termination rights in this Article 6 are in addition to all other rights and remedies of UNICEF under the Contract.

Force Majeure

6.8 If one Party is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations under the Contract, the other Party may terminate the Contract on the same terms and conditions as are provided for in Article 6.1 above, except that the period of notice will be seven (7) days instead of thirty (30) days. "Force majeure" means any unforeseeable and irresistible events arising from causes beyond the control of the Parties, including acts of nature, any act of war (whether declared or not), invasion, revolution, insurrection, terrorism or other acts of a similar nature or force. "Force majeure" does not include (a) any event which is caused by the negligence or intentional action of a Party; (b) any event which a diligent party could reasonably have been expected to take into account and plan for at the time the Contract was entered into; (c) the insufficiency of funds, inability to make any payment required under the Contract, or any economic conditions, including but not limited to inflation, price escalations, or labour availability; or (d) any event resulting from harsh conditions or logistical challenges for the Contractor (including civil unrest) associated with locations at which UNICEF is operating or is about to operate or is withdrawing from, or any event resulting from UNICEF's humanitarian, emergency, or similar response operations.

7. Ethical Standards

7.1 Without limiting the generality of Article 2 above, the Contractor will be responsible for the professional and technical competence of its Personnel including its employees and will select, for work under the Contract, reliable individuals who will perform effectively in the implementation of the Contract, respect the local laws and customs, and conform to a high standard of moral and ethical conduct.

7.2 (a) The Contractor represents and warrants that no official of UNICEF or of any United Nations System organisation has received from or on behalf of the Contractor, or will be offered by or on behalf of the Contractor, any direct or indirect benefit in connection with the Contract, including the award of the Contract to the Contractor. Such direct or indirect benefit includes, but is not limited to, any gifts, favours or hospitality.

(b) The Contractor represents and warrants that the following requirements with regard to former

ANNEX A GENERAL TERMS AND CONDITIONS

UNICEF officials have been complied with and will be complied with:

(i) During the one (1) year period after an official has separated from UNICEF, the Contractor may not make a direct or indirect offer of employment to that former UNICEF official if that former UNICEF official was, during the three years prior to separating from UNICEF, involved in any aspect of a UNICEF procurement process in which the Contractor has participated.

(ii) During the two (2) year period after an official has separated from UNICEF, that former official may not, directly or indirectly on behalf of the Contractor, communicate with UNICEF, or present to UNICEF, about any matters that were within such former official's responsibilities while at UNICEF.

(c) The Contractor further represents that, in respect of all aspects of the Contract (including the award of the Contract by UNICEF to the Contractor and the selection and awarding of sub-contracts by the Contractor), it has disclosed to UNICEF any situation that may constitute an actual or potential conflict of interest or could reasonably be perceived as a conflict of interest.

7.3 The Contractor further represents and warrants that neither it nor any of its Affiliates, or Personnel or directors, is subject to any sanction or temporary suspension imposed by any United Nations System organisation or other international inter-governmental organisation. The Contractor will immediately disclose to UNICEF if it or any of its Affiliates or Personnel or directors, becomes subject to any such sanction or temporary suspension during the term of the Contract.

7.4 The Contractor will (a) observe the highest standard of ethics; (b) use its best efforts to protect UNICEF against fraud, in the performance of the Contract; and (c) comply with the applicable provisions of UNICEF's Policy Prohibiting and Combatting Fraud and Corruption. In particular, the Contractor will not engage, and will ensure that its Personnel, agents and sub-contractors do not engage, in any corrupt, fraudulent, coercive, collusive or obstructive conduct as such terms are defined in UNICEF's Policy Prohibiting and Combatting Fraud and Corruption.

7.5 The Contractor will, during the term of the Contract, comply with (a) all laws, ordinances, rules and regulations bearing upon the performance of its obligations under the Contract and (b) the standards of conduct required under the UN Supplier Code of Conduct (available at the United Nations Global Marketplace website - www.ungm.org).

7.6 The Contractor further represents and warrants that neither it nor any of its Affiliates is engaged, directly or indirectly, (a) in any practice inconsistent with the rights set out in the Convention on the Rights of the Child, including Article 32, or the International Labour Organisation's Convention Concerning the Prohibition and Immediate Action for the Elimination of the Worst Forms of Child Labour, No. 182 (1999); or (b) in the manufacture, sale, distribution, or use of anti-personnel mines or components utilised in the manufacture of anti-personnel mines.

7.7 The Contractor represents and warrants that it has taken and will take all appropriate measures to prevent sexual exploitation or abuse of anyone by its Personnel including its employees or any persons engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, will constitute the sexual exploitation and abuse of such person. In addition, the Contractor represents and warrants that it has taken and will take all appropriate measures to prohibit its Personnel including its employees or other persons engaged by the Contractor, from exchanging any money, goods, services, or other things of value, for sexual favours or activities or from engaging in any sexual activities that are exploitive or degrading to any person. This provision constitutes an essential term of the Contract and any breach of this representation and warranty will entitle UNICEF to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

7.8 The Contractor will inform UNICEF as soon as it becomes aware of any incident or report that is inconsistent with the undertakings and confirmations provided in this Article 7.

7.9 The Contractor acknowledges and agrees that each of the provisions in this Article 7 constitutes an essential term of the Contract.

(a) UNICEF will be entitled, in its sole discretion and at its sole choice, to suspend or terminate the Contract and any other contract between UNICEF and the Contractor with immediate effect upon written notice to the Contractor if: (i) UNICEF becomes aware of any incident or report that is inconsistent with, or the Contractor breaches any of, the undertakings and confirmations provided in this Article 7 or the equivalent provisions of any contract between UNICEF and the Contractor or any of the Contractor's Affiliates, or (ii) the Contractor or any of its Affiliates, or Personnel or

directors becomes subject to any sanction or temporary suspension described in Article 7.3 during the term of the Contract.

(b) In the case of suspension, if the Contractor takes appropriate action to address the relevant incident or breach to UNICEF's satisfaction within the period stipulated in the notice of suspension, UNICEF may lift the suspension by written notice to the Contractor and the Contract and all other affected contracts will resume in accordance with their terms. If, however, UNICEF is not satisfied that the matters are being adequately addressed by the Contractor, UNICEF may at any time, exercise its right to terminate the Contract and any other contract between UNICEF and the Contractor.

(c) Any suspension or termination under this Article 7 will be without any liability for termination or other charges or any other liability of any kind.

8. Full Cooperation with Audits And Investigations

8.1 From time to time, UNICEF may conduct inspections, post-payment audits or investigations relating to any aspect of the Contract including but not limited to the award of the Contract, the way in which the Contract operates or operated, and the Parties' performance of the Contract generally and including but not limited to the Contractor's compliance with the provisions of Article 7 above. The Contractor will provide its full and timely cooperation with any such inspections, post-payment audits or investigations, including (but not limited to) making its Personnel and any relevant data and documentation available for the purposes of such inspections, post-payment audits or investigations, at reasonable times and on reasonable conditions, and granting UNICEF and those undertaking such inspections, post-payment audits or investigations access to the Contractor's premises at reasonable times and on reasonable conditions in connection with making its Personnel and any relevant data and documentation available. The Contractor will require its sub-contractors and its agents, including, but not limited to, the Contractor's attorneys, accountants or other advisers, to provide reasonable cooperation with any inspections, post-payment audits or investigations carried out by UNICEF.

9. Privileges and Immunities; Settlement of Disputes

9.1 Nothing in or related to the Contract will be deemed a waiver, express or implied, deliberate or inadvertent, of any of the privileges and immunities of the United Nations, including UNICEF and its subsidiary organs, under the Convention on the Privileges and Immunities of the United Nations, 1946, or otherwise.

9.2 The terms of the Contract will be interpreted and applied without application of any system of national or sub-national law.

9.3 The Parties will use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to the Contract. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation will take place in accordance with the UNCITRAL Conciliation Rules then in force, or according to such other procedure as may be agreed between the Parties. Any dispute, controversy or claim between the Parties arising out of the Contract which is not resolved within ninety (90) days after one Party receives a request from the other Party for amicable settlement can be referred by either Party to arbitration. The arbitration will take place in accordance with the UNCITRAL Arbitration Rules then in force. The venue of the arbitration will be New York, NY, USA. The decisions of the arbitral tribunal will be based on general principles of international commercial law. The arbitral tribunal will have no authority to award punitive damages. In addition, the arbitral tribunal will have no authority to award interest in excess of the London Inter-Bank Offered Rate (LIBOR) then prevailing and any such interest will be simple interest only. The Parties will be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

10. Notices

10.1 Any notice, request or consent required or permitted to be given or made pursuant to the Contract will be in writing, and addressed to the persons listed in the Contract for the delivery of notices, requests or consents. Notices, requests or consents will be delivered in person, by registered mail, or by confirmed email transmission. Notices, requests or consents will be deemed received upon delivery (if delivered in person), upon signature of receipt (if delivered by registered mail) or twenty-four (24) hours after confirmation of receipt is sent from the addressee's email address (if delivered by confirmed email transmission).

10.2 Any notice, document or receipt issued in connection with the Contract must be consistent with the terms and conditions of the Contract and, in case of any ambiguity, discrepancy or inconsistency, the terms and conditions of the Contract will prevail.

ANNEX A
GENERAL TERMS AND CONDITIONS

10.3 All documents that comprise the Contract, and all documents, notices and receipts issued or provided pursuant to or in connection with the Contract, will be deemed to include, and will be interpreted and applied consistently with, the provisions of Article 9 (Privileges and Immunities; Settlement of Disputes).

11. Other Provisions

11.1 The Contractor acknowledges UNICEF's commitment to transparency as outlined in UNICEF's Information Disclosure Policy and confirms that it consents to UNICEF's public disclosure of the terms of the Contract should UNICEF so determine and by whatever means UNICEF determines.

11.2 The failure of one Party to object to or take affirmative action with respect to any conduct of the other Party which is in violation of the terms of the Contract will not constitute and will not be construed to be a waiver of the violation or breach, or of any future violation, breach or wrongful conduct.

11.3 The Contractor will be considered as having the legal status of an independent contractor as regards UNICEF. Nothing contained in the Contract will be construed as making the Parties principal and agent or joint venturers.

11.4 The Contractor will not, without the prior written consent of UNICEF, assign, transfer, pledge or make other disposition of the Contract, or of any part of the Contract, or of any of the Contractor's rights or obligations under the Contract.

11.5 No grant of time to the Contractor to cure a default under the Contract, nor any delay or failure by UNICEF to exercise any other right or remedy available to UNICEF under the Contract, will be deemed to prejudice any rights or remedies available to UNICEF under the Contract or constitute a waiver of any rights or remedies available to UNICEF under the Contract.

11.6 The Contractor will not seek or file any lien, attachment or other encumbrance against any monies due or to become due under the Contract, and will not permit any other person to do so. It will immediately remove or obtain the removal of any lien, attachment or other encumbrance that is secured against any monies due or to become due under the Contract.

11.7 The Contractor will not advertise or otherwise make public for purposes of commercial advantage or goodwill that it has a contractual relationship with UNICEF or the United Nations. Except as regards references to the name of UNICEF for the purposes of annual reports or communication between the Parties and between the Contractor and its Personnel and sub-contractors, the Contractor will not, in any manner whatsoever use the name, emblem or official seal of UNICEF or the United Nations, or any abbreviation of the name of the United Nations, in connection with its business or otherwise without the prior written permission of UNICEF.

11.8 The Contract may be translated into languages other than English. The translated version of the Contract is for convenience only, and the English language version will govern in all circumstances.

11.9 No modification or change in the Contract, and no waiver of any of its provisions, nor any additional contractual relationship of any kind with the Contractor will be valid and enforceable against UNICEF unless set out in a written amendment to the Contract signed by an authorised official of UNICEF.

11.10 The provisions of Articles 2.14, 3.8, 3.9, 4, 5, 7, 8, 9, 11.1, 11.2 and 11.7 will survive provision of the Services and delivery of the Deliverables and the expiry or earlier termination of the Contract.

ANNEX-A

DECLARATION FORM

To be attached with both the **technical and financial** proposals
To be submitted in the letter head of the company/firm submitting the proposal

To: UNICEF,

[Location, Date]

We offer to provide the consulting services for [Insert name of the assignment] in accordance with the terms of reference, the general and specific terms and conditions specified in your Request for Proposal No. [Insert number] dated [Insert date] and our technical and financial proposals submitted to you separately under a sealed envelope.

We understand that any contract resulting from this bid will contain the terms of reference, the general and specific terms and conditions specified in the request for proposal and is non-negotiable.

We herewith confirm that all the information and statements made in the technical and financial proposal are true and accept that any misinterpretation contained in it may lead to our disqualification. Our technical and financial proposal is binding upon us and subject to the modifications resulting from contract negotiations. Our technical and financial proposal is valid for a period of 90 days from the bid opening date.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment within [***] days/week of signing of the contract.

We understand you are not bound to accept any Proposal you receive.

Name of authorized representative:

Title:

Signature:

Date:

Organization Name:

Postal Address:

Telephone/Mobile No.:

Fax No.:

Email Address:

Terms of Reference

Impact Evaluation: Quantitative Surveys – Baseline and Follow-up

Summary

Type of Contract (tick the appropriate box)	Consultant Contract International	Individual - Contractor	<u>Institutional Contract</u>	TA
Title	Impacts of PSNP and CBHI linkages on client households			
Purpose	to assess the impacts of PSNP and CBHI linkages on client households			
Location	Amhara Region			
Duration	36 months			
Reporting to	Chief of SPESI / Social Policy (Protection) Specialist			
Project and activity codes	SPESI WBS Social Protection Output			
Type	<input checked="" type="checkbox"/> Study (an investigation designed to improve knowledge on a particular topic) <input type="checkbox"/> Survey (an assessment of the conditions of a particular group at a point in time) <input checked="" type="checkbox"/> Evaluation (an assessment of an on-going or completed project, programme or policy)			

1 Background

Despite the impressive economic growth and the social development Ethiopia has experienced in the last decade, the country is still in the transitional stage of establishing a comprehensive and integrated child-sensitive¹ social protection system. The development of an effective, efficient and sustainable social protection system is a major priority to achieve sustainable child poverty reduction in multiple dimensions over the next years. This is key if the country aims to become a middle-income country by 2025.

Integrated social protection systems have been shown very efficient to reduce the depth of monetary poverty and address children's multiple deprivations in a systematic way and during humanitarian response (UNICEF, 2012)². Tailored child-sensitive social protection measures are key to ensure the reliable eradication of child poverty. Furthermore, they contribute to fill supply and demand side gaps between the delivery of essential services for children in the areas of basic health and nutrition services in regular context and in presence of shocks.

Ethiopia's social protection landscape is constituted of a large number of diverse interventions including a national scale rural Productive Safety Net Programme (PSNP), a formal social security scheme for civil servants and private sector organization employee, a Community Based Health

¹ The concept of child-sensitive Social Protection is being defined in the UNICEF Social Protection Strategic Framework. Child-sensitive social protection considers different dimensions of children's well-being and addresses "the inherent social disadvantages, risks and vulnerabilities children may be born into, as well as those acquired later in childhood". For further information please refer to https://www.unicef.org/socialpolicy/files/UNICEF_Social_Protection_Strategic_Framework_full_doc_std.pdf.

² UNICEF, UNICEF Social Protection Strategic Framework, 2012

Insurance (CBHI) scheme, health and education fee waiver schemes. Most recently the Government has added an urban safety nets programme (UPSNP) which is being implemented in major urban centres of the country. The major challenge with these interventions is that they remain fragmented and are not always efficiently reaching the most vulnerable parts of the society affecting the achievement of development outcomes. To address these challenges of policy, institutional and budgetary fragmentation, the Government of Ethiopia in the recent years has focused on establishing a comprehensive and integrated social protection system. At the heart of this effort lays the transition from a fragmented programme-oriented approach towards an integrated systems approach, with the effective establishment of a coordinated multi-sectoral collaboration and the effective integration of basic social services to address multidimensional poverty and vulnerability.

UNICEF Ethiopia's past involvement in the area of social protection significantly contributed to the establishment of the National Social Protection Platform, which – hosted at the Ministry of Labour and Social Affairs (MoLSA) – supported the finalization and endorsement of the National Social Protection Policy and Strategy in early 2016. UNICEF supported the Tigray Social Cash Transfer Pilot Programme (TSCTPP) in two *woredas* from 2011 to 2014, which informed and influenced the national policy dialogue related to several key national programmes (e.g. establishment of Community Care Coalitions and Social Welfare Workforce Development). Furthermore, the *Improved Nutrition through integrated Basic Social Services and Social Cash Transfer* (IN SCT) pilot has been implemented in two regions of Oromiya and SNNPR since 2015. The IN SCT pilot embraces a multi-sectoral integrated system's approach and operationalizes existing *Gender and Social Development* (GSD) and *Nutrition* provisions of the *Productive Safety Net Programme* (PSNP) in its fourth phase. The comprehensive case management system, which allocates certain co-responsibilities related to basic health and nutrition services for *Temporary Direct Support* (TDS) clients of the PSNP, e.g. Pregnant and Lactating Women (PLW) and caretakers of malnourished children, is being implemented by dedicated social workers, which are building the crucial link between frontline workers and clients at community level. The case management system is being replicated in a digital Management Information System (MIS), which allows for day-to-day data production and monitoring. The IN SCT resulted in an increased uptake of basic social services by the target group as well as improved coordination mechanisms between different relevant sectors part of the PSNP and hence maximized the overall impact of the national programme (Roelen et al. 2017³). Based on the promising experience in recent pilot projects as mentioned above, UNICEF will continue to support MoLSA and its decentralized structures in the regions in building an integrated safety system for the most vulnerable women children in rural and urban Ethiopia through the *Integrated Safety Net programme* (ISNP).

This evaluation will assess the impacts of PSNP and CBHI linkages on client households. This research activity is a key activity of the new Swedish International Development Agency (SIDA)-funded and UNICEF-led pilot programme to support MoLSA regarding the establishment of a comprehensive integrated safety net in urban and rural settings, which promotes key strategies of the integrated systems approach in social protection as well as strengthens the effective

³ Roelen K, Devereux S, Abdulai AG, Martorano B, Palermo T, Ragno LP. (August 2017). "How to make 'cash plus' work in social protection: linking services and sectors." UNICEF Office of Research – Innocenti Working Paper WP-2017-10. Florence, Italy. <https://www.unicef-irc.org/publications/915/>.

linkages creation to complementary social services⁴. A further unique element of this project is a solid knowledge and evidence creation component, which will inform future advocacy work and programme design in the area of integrated and child-sensitive social protection.

1 Rationale for the Research Activity/Justification

A recent UNICEF study (Bossuyt, 2017)⁵ revealed that while in many Woredas the PSNP is implemented concurrently with the CBHI, potential synergies are not yet being effectively explored. This results in the fact that both programmes use similar committees and processes, but not in a harmonized and/or aligned way. In addition, the research showed that in many Woredas, PSNP clients - which are supposed to be the most vulnerable parts of a chronically food-insecure Woreda - are not yet effectively accessing the CBHI premium waiver, which targets the 10 percent most vulnerable part of each community.

Based on the existing evidence from this study, the planned longitudinal research assessment will examine the potential impact of an integrated implementation of the PSNP and the CBHI, aiming at providing access for PSNP clients to the CBHI premium waiver as well as fostering a harmonized approach towards targeting and general programme implementation. A recent IFPRI research paper (Hoddinott & Mekasha, 2017)⁶ presents suggestive evidence that the PSNP causes households to delay marrying out adolescent females. Therefore, using data collected from the household surveys, this study will also aim to understand dynamics around early marriage and ways in which the PSNP may delay child marriage.

A recent UNICEF study (Bossuyt 2017⁷) revealed that while in many Woredas the PSNP is implemented concurrently with the CBHI, potential synergies are not yet being effectively explored. This results in the fact that both programmes use similar committees and processes, but not in a harmonized and/or aligned way. In addition, the research showed that in many of the selected Woredas, PSNP clients – which are supposed to be the most vulnerable parts of a chronically food-insecure Woreda -, are not yet effectively accessing the CBHI premium waiver, which targets the 10 percent most vulnerable part of each community.

Based on the existing evidence from this study, the planned longitudinal research assessment will examine the potential impact of an integrated implementation of the PSNP and the CBHI, aiming at providing access for PSNP clients to the CBHI premium waiver as well as fostering a harmonized approach towards targeting and general programme implementation.

A recent IFPRI research paper (Social protection, household size and its determinants: Evidence from Ethiopia, John Hoddinott and Tseday J. Mekasha, June 2017) presented suggestive evidence that the PSNP causes households to delay marrying out adolescent females.

Therefore, using additional data collected from the household surveys, the study will also aim to understand dynamics around early marriage and ways in which the PSNP may delay child

⁴ Besides promoting GSD provisions of both the PSNP and the UPSNP as well as strengthening the general PSNP and UPSNP systems agenda, a main focus will be on the effective linkages creation to the Community Based Health Insurance (CBHI) programme.

⁵ Anne Bossuyt, Reaching the Poor Synergies and Complementarities of the Productive Safety Net Programme and the Community Based Health Insurance, 2017.

⁶ John Hoddinott and Tseday J. Mekasha, Social protection, household size and its determinants: Evidence from Ethiopia, June 2017

⁷ Anne Bossuyt, Reaching the Poor Synergies and Complementarities of the Productive Safety Net Programme and the Community Based Health Insurance, 2017

marriage, but these will not be causal impact estimates, rather a descriptive, mixed-method analysis. The findings generated through this study will support the programme implementers in ensuring that the programme is on track with respect to the agreed targets and programme indicators and in undertaking timely corrective actions if required. UNICEF, SIDA and respective government and NGO implementers of the programme will review and assess the progress of the programme on a regular basis. The research findings will further be used for policy advocacy and to inform future and better programming.

3 Owners of the Research

- UNICEF and the Swedish International Development Agency (SIDA) as well as relevant partners from the Government of Ethiopia (e.g. Ministry of Labour and Social Affairs and the Ministry of Agriculture and Natural Resources) will be the owners of this research.
- Concerning the evidence on the dynamics around child marriage and the ways in which PSNP may help delay it, other owners will be the Ministry of Women and Children Affairs.
- These ToR will be shared with the relevant GOE counterparts as well as with selected Development Partners, which are considered as relevant for successful programme implementation.

4 Scope of the Research Activity

The main guiding research question is:

- How do activities aimed at integrating **implementation of the PSNP and the CBHI** affect well-being of PSNP clients, with a particular focus on enrolment in CBHI among PSNP participants and knowledge of and uptake of basic services?

The research sub-questions are:

- What are the **main barriers to CBHI enrolment and access to other available services among PSNP beneficiaries?**
- How do the integrated implementation activities mitigate **barriers to accessing CBHI among PSNP beneficiaries?**
- To what extent does an integrated implementation of PSNP and CBHI **positively impact the health and nutrition status of PSNP clients?** What are the main determinants and pathways?
- How does an integrated implementation of PSNP and CBHI affect the **health-seeking behaviour** as well as the **ability and willingness-to-pay for health insurance** of PSNP clients?
- What are supply side barriers to accessing services for PSNP beneficiary households?
- How does an integrated implementation of PSNP and CBHI affect the **use of the monthly PSNP cash transfer** of client's households?
- How do PSNP linkages to CBHI mitigate impacts of health shocks for the PSNP beneficiaries?
- What are some potential pathways through which PSNP may affect child marriage?

The detailed research questions address the commonly used five OECD-DAC criteria of efficiency, effectiveness, sustainability, relevance and impact. In general, the objective of this research is to answer the following questions:

Relevance

- To what extent are the objectives of an increased overall impact of both interventions (CBHI and PSNP) being reached through an integrated/harmonized implementation?
- Are the impacts of the ISNP related to a harmonized implementation of the PSNP and CBHI consistent with the intended impacts and effects?

Effectiveness

- To what extent have the set objectives of the ISNP towards effective linkages creation to the CBHI been achieved?
- What are the major factors influencing the achievement or non-achievement of the objectives of the ISNP towards effective linkages creation to the CBHI?

Impact

- What has happened as a result of the ISNP components related to effective linkages creation to the CBHI?
- What real difference has the activity made to the target group of PSNP clients?

Sustainability

- What are the major factors which influence the achievement or non-achievement of sustainability of the expected impact of the interventions related to the effective linkages creation to the CBHI?
- How do ISNP linkages facilitate the sustainability of the CBHI programme, particularly its risk-pooling mechanism and public health goals?

5 Methods

It is envisaged to have a 3-year research study entailing two rounds of quantitative (baseline and endline) and three rounds of qualitative (baseline, midline, endline) data collection.

5.1 Design

The evaluation will follow a quasi-experimental matching design with the following study arms: 1) a comparison arm with PSNP only and 2) a treatment arm with PSNP plus integrated PSNP/CBHI implementation activities. The two arms (woreda) will be geographically close and culturally and economically as similar as possible. Care will also be taken to choose control and treatment woredas with similar availability and quality of health services, given that the quality of health services is linked to ultimate health outcomes as well as to households' interest in enrolling in CBHI.

This design aims to estimate the impact of the integrated CBHI/PSNP implementation on well-being and mitigation of impacts of health shocks, among PSNP households. Furthermore, the study design aims to determine the implications of such linkages and of the expansion of the

number of poor, non-contributing health insurance clients on the programmes as a whole, with a focus on sustainability.

5.2 Sample

The **intervention** to be evaluated consists of integrated implementation activities and aims to reach a total of 30,000 PSNP households in 46 kebeles across two woredas. The expected sample for the **impact evaluation** is to be cover the following groups (all participating in PSNP):

	Households with pregnant and lactating women (PLW) (1)	Households with children under 5 years (2)	Other households (3)
Permanent Direct Support	Sample from treatment woredas (Dewa Chefa and Libo Kemkem)	Sample from treatment woredas (Dewa Chefa and Libo Kemkem)	Sample from treatment woredas (Dewa Chefa and Libo Kemkem)
	Sample from comparison woredas (Artuma Fursi and Ebinat)	Sample from comparison woredas (Artuma Fursi and Ebinat)	Sample from comparison woredas (Artuma Fursi and Ebinat)
Temporary Direct Support	Sample from treatment woredas (Dewa Chefa and Libo Kemkem)	Sample from treatment woredas (Dewa Chefa and Libo Kemkem)	Sample from treatment woredas (Dewa Chefa and Libo Kemkem)
	Sample from comparison woredas (Artuma Fursi and Ebinat)	Sample from comparison woredas (Artuma Fursi and Ebinat)	Sample from comparison woredas (Artuma Fursi and Ebinat)
Public Works Beneficiaries	Sample from treatment woredas (Dewa Chefa and Libo Kemkem)	Sample from treatment woredas (Dewa Chefa and Libo Kemkem)	Sample from treatment woredas (Dewa Chefa and Libo Kemkem)
	Sample from comparison woredas (Artuma Fursi and Ebinat)	Sample from comparison woredas (Artuma Fursi and Ebinat)	Sample from comparison woredas (Artuma Fursi and Ebinat)

The budget proposal should include estimates for the following three scenarios (sample size N per cell in table above):

- 1) N=200 per cell in columns 1 and 2; N=100 per cell in Column 3 (total evaluation N=3,000 households)
- 2) N=300 per cell in columns 1 and 2; N=100 per cell in Column 3 (total evaluation N=4,200 households)
- 3) N=400 per cell in columns 1 and 2; N=100 per cell in Column 3 (total evaluation N=5,400 households)

5.3 Location

Impact evaluation data collection activities are to be conducted across 4 woredas (2 treatment, 2 comparison) in the Amhara region.

5.4 Timing

Three waves of data collection will be implemented, namely:

- Quantitative and qualitative baseline pre-intervention implementation – scheduled to be fielded in August-September 2018 and estimated to take approximately 6-8 weeks to complete
- Qualitative midline 12 months after the intervention begins (September-October 2019)
- Quantitative and qualitative endline 24 months post-intervention (2020; months TBC)

5.5 Quantitative Questionnaires

The evaluation outlined will be multi-topical and follow from the program's theory of change.

First, interviews will be conducted with a caregiver or knowledgeable member of the household (households head or primary PSNP recipient) in treatment and comparison arms. Key outcomes to be measured will include economic productivity; consumption and expenditures, health and nutrition; knowledge of and access to health, child protection (including help seeking behaviour around violence such as health, social welfare and justice), and other services; violence victimization and perpetration; school attendance, hope, future aspirations; mental health; risk preferences; women's empowerment and intra-household distribution and bargaining. There will also be a module on marriage regarding women <25 years, including those who have lived in the household within the past 5 years (even if no longer currently living in household), answered by the main respondent/household head.

Furthermore, data will be collected on potential moderators of programme impacts, including perceived social support. Wherever possible survey items will be pulled from existing national surveys such as HCES/WMS, LSMS, DHS or MICS as well as modules previously implemented in Ethiopia and sub-Saharan Africa as part of the Transfer Project. Data collection will also include anthropometric status of children aged 6-59 months. Interviews are expected to last approximately 1-1.5 hours per household. Enumerators will use electronic tablets to input data, and questionnaires will be administered in local language. Tablets should be equipped to take GPS coordinates.

Second, data collection supervisors are to administer one community questionnaire to a knowledgeable individual/group of individuals (e.g., a community leader, teacher, etc.) in each community to assess topics such as access to markets, health facilities, schools; prices; kebele customs surrounding marriage (matrilineal, patrilineal, etc.) and caregiving (who would be expected to take in a child if the parent dies); and shocks. Interviews are expected to last approximately 15-20 minutes per respondent. Enumerators will use electronic tablets to input data, and questionnaires will be administered in local language.

Third, data will be collected from all government dispensaries and primary health care facilities in treatment and comparison areas bi-annually as follows:

- September 2018

- March 2019
- September 2019
- March 2020
- September 2020

Data to be collected from official logbooks and via face-to-face interviews with health care workers including information around child preventive and sick visits, nutrition-related services, and family planning.

Fourth, key informant interviews will be periodically carried out with the Board and managers of the CBHI Agency in each woreda with the intent of tracking changes to the CBHI overall client composition and contribution amounts, sources of contribution (subsidized or not), and overall pool risk.

5.6 Selection and training

Selection

Field teams are to be staffed so that enumerators and participants are matched based on sex (e.g. female enumerators will interview females). Each field team should consist of 3-4 female enumerators, one data checker (male/female), and one supervisor (male/female).

Expected qualifications and experience for field supervisors:

- At least a secondary education
- Experience overseeing the fieldwork implementation of large household surveys
- Experience working with electronic tablets for data collection
- Professional, respectful and fully committed to maintaining the survey protocol and ethical procedures
- Does not subscribe to harmful gender attitudes
- Field supervisors should not supervise in areas where they know the community members because this would jeopardize the confidentiality of respondents

Expected qualifications and experience for enumerators:

- At least a secondary education;
- Experience conducting surveys in the past;
- Experience working with electronic tablets for data collection;
- Where possible, a background in health, social science, social work or counselling is preferred;
- Familiarity of at least one team member with health insurance mechanisms;
- Friendly, respectful attitude and able to establish a supportive interview environment;
- Professional, respectful and fully committed to maintaining the survey protocol and ethical procedures;

- Does not subscribe to harmful gender attitudes.

Survey teams are requested to dress appropriately during fieldwork to help establish rapport with the respondent. This will include dressing in clean/appropriate clothing, but ‘dressing down” to put respondents at ease.

Pre-test

Prior to training, electronic tablets should be programmed with questionnaires (SurveyBe, CSPro, or similar programme), and supervisors should pre-test questionnaires in the field over a 2-day period to test for programme bugs or issues prior to training.

Training

Supervisors are expected to be trained for a minimum of 2 days on responsibilities of supervisors and community questionnaire administration. Consequently, enumerators are expected to be trained for a minimum of 10 days, and supervisors are expected to fully participate in the training of enumerators. Supervisors and enumerators with less than an 85 percent participation rate are exempted from fieldwork. All supervisors and enumerators are requested to participate in a pilot to facilitate field practice (location close to training facilities, and to be selected in consultation with the UNICEF Office of Research-Innocenti and UNICEF Ethiopia).

Training sessions should at a minimum cover the following topics:

- Informed consent and assent
- Ethical practices for research
- Survey module topics, including schooling, productive activities, knowledge and attitudes, nutrition; health seeking; morbidity; mental health; social support; among others
- Tablet use and practice

While the consultancy requires the management of the technical sessions as outlined above in close collaboration with the UNICEF Office of Research-Innocenti, UNICEF Ethiopia and the UNICEF Office of Research-Innocenti (with possible support from partner NGOs) will co-facilitate sessions on such topics as sensitivity towards study subjects, procedures for and importance of maintaining privacy and confidentiality, obtaining informed consent, methods for and importance of establishing and maintaining enumerator-respondent rapport, talking with respondents about sensitive topics, referral services and procedures.

UNICEF Office of Research-Innocenti and UNICEF Ethiopia can request the replacement of supervisors and/or enumerators who do not sufficiently meet the above discussed standards, particularly those related to attitudes and work ethics, as well as those unable to master the technical aspects required for quality survey implementation, during selection, training and fieldwork stages. This entails the number of supervisors and enumerators trained should exceed the number of supervisors and enumerators needed to implement fieldwork.

5.7 Qualitative Questionnaires

As quantitative data is being collected, approximately 30 caregivers will be selected for further in-depth, semi-structured interviews. Firm selected through this Request For Proposal (RFP) to implement quantitative surveys will be required to work closely with the firm selective to conduct

qualitative surveys, including giving them access to study household identifying information, communicating regarding training and fieldwork schedules, etc.

6 Specific Tasks with timeline

6.1 Data security

All data is to be collected in electronic format via portable tablets. Tablets need to have passwords so that information will be kept confidential. Once data collection is completed, all quantitative data should be compiled in one dataset system and data files are to be deleted on the tablets. Qualitative voice data should be transcribed into word files and the voices are to be deleted. Electronic data will be shared among the research team on a shared Dropbox folder accessible only by study personnel and using Secure Sockets Layer/Transport Layer Security and AES-256 file encryption.

6.2 Ethical requirements

Ethical clearance is to be obtained from the appropriate agency (e.g., National Research Ethics Review Committee) prior to training and fieldwork implementation (estimates for ethical approval process is of 2-3 months).

6.3 Field procedures

Informed consent should be obtained from all respondents. Consent forms will be provided through the UNICEF Office of Research-Innocenti and are to be revised and translated by the firm/university selected through this RFP. All informed consent includes ethical components regarding: i) objectives and content of the study, ii) privacy and data security, iii) voluntary participation, iv) the right to refuse or skip any questions without consequences, and v) source to follow-up regarding complaints or further information on the study.

A response plan will be developed and implemented to ensure that those respondents who need it receive timely and appropriate referrals and support. The consultancy requires full collaboration and support from management and the research teams as to the successful implementation of this response plan. A list of local and national services should be provided to all survey respondents at the end of the interview and enumerators will be instructed to introduce this list in an appropriate and sensitive manner. Additionally, enumerator will be trained to offer the response plan to respondents who become upset during the interview, disclose an experience of violence, or indicate they are unsafe in their current living environment, as well as how to offer and implement the response plan in collaboration with the local authorities, local implementing partners and with NGO partner.

6.4 Summary parameters

The following parameters refer to surveys to be implemented at baseline and endline (and midline in case of qualitative instruments).

	Instrument	Total to be administered	Duration per instrument	Key Respondent
1.	Quantitative survey (household	3,000-5,400 across 4 woredas	60-90 minutes	Female caregiver. Fieldwork is estimated to take approximately 6-8 weeks to complete.

	head or caregiver)			
2.	In-depth, semi-structured interviews	30	1-1.5 hours	Caregivers purposively selected in treatment arms
3.	Community (kebele) surveys	Up to 100 surveys (1 per kebele)	30 minutes	Community leaders (e.g., teacher or other community leader)
4.	Health centre data collection	Available Health Centers in the 4 study Kebeles; Libo Kemkem: 9 Dawa Chefa: 7 Artuma Fursi: 6 Ebinat: 7	45-60 minutes	Health centre staff and records (primary and secondary data sources). Data collection follows a standardized format.

7 Tasks and deliverables with timeframe

	Task	Deliverable	Deadline
1.	Input to questionnaires and study instruments (baseline) <i>Provide feedback and quality assurance in design of survey instruments for baseline. This entails ensuring that items are consistent with national data collection instruments and are appropriate for the local context.</i>	Questionnaires are consistent with national data collection instruments and are appropriate to the local context	30 June 2018
2.	Translate (baseline) research tools (incl. questionnaires, consent forms, confidentiality agreements, etc.) into local language (including back translation of questionnaires)	Final local language translations of: • Quantitative questionnaire • Community questionnaire • Consent forms	15 June 2018
3.	Obtain Ethics Approval within Ethiopia	Letter of Approval from ethics review committee (needed prior to household listing in #4)	27 July 2018
4.	Perform household listing. In PSNP communities, liaise with PSNP administration to obtain PSNP household lists including household member names and ages (UNICEF can facilitate this	List of PSNP households in electronic format (excel or Stata)	10 August 2018

	step) – firm will need to visit kebeles and input electronically PSNP household lists into excel or other software format		
5.	Select households for impact evaluation interviews; from the list of all PSNP households	Households selected for impact evaluation interviews as per eligibility criteria	17 August 2018
6.	Program instruments into CSPRO	CSPRO program provided to OoR Innocenti for Review	10 August 2018
7.	Prepare supervisor and enumerator manuals (baseline)	<ul style="list-style-type: none"> • Final approved supervisor manual • Final approved enumerator manual 	10 August 2018
8.	Finalize data collection plan (baseline) and procedures, including, but not limited to, recruitment of all field work personnel, training, renting of training facilities, procurement of all field work equipment and supplies including vehicles, use of tablets, and other supplies, pilot and data collection (household quantitative surveys, qualitative interviews, and community surveys), and support to the implementation of the response plan	<ul style="list-style-type: none"> • Final approved data collection plan and procedures 	15 August 2018
9.	Pre-load roster and basic characteristics into data collection tables	<ul style="list-style-type: none"> • Data collection tables with pre-loaded basic characteristics 	24 August 2018
10.	Recruitment of field staff as per the requirements outlined in sections 5.5.1 and 5.5.2 of this RFP	<ul style="list-style-type: none"> • List and details (name, background, experience, etc.) of supervisors recruited • List and details of enumerators recruited 	15 August 2018
11.	Liaise with PSNP administration to obtain a community introduction letter for fieldwork	<ul style="list-style-type: none"> • Community introduction letter introducing the survey 	31 August 2018
12.	Training of research teams as per the requirements outlined in 5.5 and 5.6 of this RFP, including rental of training facilities and supplies.	<ul style="list-style-type: none"> • Supervisors participated in at least 85% of the total number of training days for supervisors and enumerators • Enumerators participated in at least 85% of the total number of trainings days • All supervisors and enumerators fully participated in field practice • Final approved report on the training of supervisors and 	31 August 2018

		enumerators, and field practice, including feedback on required revisions for the questionnaire	
13.	Update and finalize all (baseline) questionnaires (quantitative and qualitative) following feedback from the training and field practice in English and local language, and program questionnaires into tablets for data collection	<ul style="list-style-type: none"> • Final approved questionnaires (quantitative and qualitative) in English and local language • Updates to CSPRo and tablets so they are ready for data collection 	31 August 2018
14.	Implement (baseline) fieldwork as per the approved data collection plan, including procurement of vehicles, fieldwork equipment and other supplies	<ul style="list-style-type: none"> • Weekly reports (max. 4 pages) submitted to UNICEF Office of Research-Innocenti on progress and challenges encountered in the field • Final approved fieldwork report submitted to UNICEF Office of Research-Innocenti <p><i>Final report to include field work logistics plan, team set-up, dates and locations of interviews, experiences and challenges in the field, response rates, and any other information to allow for an assessment of the success of the field work and the quality of the data, including recommendations for the follow-up.</i></p>	31 October 2018
15.	Provide raw (baseline) data (CSPRo files for individual, community quantitative) to UNICEF Office of Research-Innocenti as fieldwork is progressing	<ul style="list-style-type: none"> • Raw CSPRo files, community quantitative data and qualitative transcripts (in English and Swahili) shared with UNICEF Office of Research-Innocenti, and updated following queries on data collection errors 	31 October 2018
	<i>Promptly respond to queries on potential data collection errors</i>		
16.	Provide cleaned, document (baseline) data from quantitative surveys (household, youth and community) in Stata format	<ul style="list-style-type: none"> • High quality cleaned quantitative data files in Stata format 	15 November 2018
	<i>Promptly respond to queries on potential data collection errors</i>		
17.	Participate in interpretation of (baseline) findings under the leadership of UNICEF Office of Research-Innocenti and provide	<ul style="list-style-type: none"> • Support to data analysis, interpretation of results and writing of the baseline report 	15 February 2019

	input and comments on preliminary interpretation of results for the baseline report (breakdown of tasks to be coordinated with UNICEF Office of Research-Innocenti)	provided (activity led by UNICEF Office of Research-Innocenti)	
18.	Participate in presenting the baseline results at a national workshop and interfacing with government and other stakeholders	<ul style="list-style-type: none"> PI participated in presenting the baseline results at a national workshop (date to be confirmed) 	30 April 2019
19.	Input to questionnaires and study instruments (endline) <i>Provide feedback and quality assurance in design of survey instruments for baseline. This entails ensuring that items are consistent with national data collection instruments and are appropriate for the local context.</i>	<ul style="list-style-type: none"> Questionnaires are consistent with national data collection instruments and are appropriate to the local context 	30 June 2020
20.	Translate (endline) research tools (incl. questionnaires, consent forms, confidentiality agreements, etc.) into local language (including back translation of questionnaires)	Final local language translations of: <ul style="list-style-type: none"> Quantitative questionnaire Community questionnaire Consent forms 	15 June 2020
21.	Obtain Ethics Approval renewal within Ethiopia	<ul style="list-style-type: none"> Letter of Approval from ethics review committee (needed prior to household listing in #4) 	27 July 2020
22.	Perform household listing to identify new households with pregnant/lactating women and children under 5. In PSNP communities, liaise with PSNP administration to obtain PSNP household lists including household member names and ages (UNICEF can facilitate this step) – firm will need to visit kebeles and input electronically PSNP household lists into excel or other software format	<ul style="list-style-type: none"> List of PSNP households in electronic format (excel or Stata) 	10 August 2020
23.	Select households for impact evaluation interviews; from the list of all PSNP households	<ul style="list-style-type: none"> Households selected for impact evaluation interviews as per eligibility criteria 	17 August 2020
24.	Program instruments into CSPRO	<ul style="list-style-type: none"> CSPRO program provided to OoR Innocenti for Review 	10 August 2020
25.	Prepare supervisor and enumerator manuals (endline)	<ul style="list-style-type: none"> Final approved supervisor manual Final approved enumerator manual 	10 August 2020

26.	Finalize data collection plan (endline) and procedures, including, but not limited to, recruitment of all field work personnel, training, renting of training facilities, procurement of all field work equipment and supplies including vehicles, use of tablets, and other supplies, pilot and data collection (household quantitative surveys, qualitative interviews, and community surveys), and support to the implementation of the response plan	<ul style="list-style-type: none"> • Final approved data collection plan and procedures 	15 August 2020
27.	Pre-load roster and basic characteristics into data collection tables	<ul style="list-style-type: none"> • Data collection tables with pre-loaded basic characteristics 	24 August 2020
28.	Recruitment of field staff as per the requirements outlined in sections 5.5.1 and 5.5.2 of this RFP	<ul style="list-style-type: none"> • List and details (name, background, experience, etc.) of supervisors recruited • List and details of enumerators recruited 	15 August 2020
29.	Liaise with PSNP administration to obtain a community introduction letter for fieldwork	Community introduction letter introducing the survey	31 August 2020
30.	Training of research teams as per the requirements outlined in 5.5 and 5.6 of this RFP, including rental of training facilities and supplies.	<ul style="list-style-type: none"> • Supervisors participated in at least 85% of the total number of training days for supervisors and enumerators • Enumerators participated in at least 85% of the total number of trainings days • All supervisors and enumerators fully participated in field practice • Final approved report on the training of supervisors and enumerators, and field practice, including feedback on required revisions for the questionnaire 	31 August 2020
31.	Update and finalize all (endline) questionnaires (quantitative and qualitative) following feedback from the training and field practice in English and local language, and program questionnaires into tablets for data collection	<ul style="list-style-type: none"> • Final approved questionnaires (quantitative and qualitative) in English and local language • Updates to CSPRo and tablets so they are ready for data collection 	31 August 2020
32.	Implement (endline) fieldwork as per the approved data collection plan, including procurement of vehicles, fieldwork equipment and other supplies	<ul style="list-style-type: none"> • Weekly reports (max. 4 pages) submitted to UNICEF Office of Research-Innocenti on 	31 October 2020

		<p>progress and challenges encountered in the field</p> <ul style="list-style-type: none"> • Final approved fieldwork report submitted to UNICEF Office of Research-Innocenti <p><i>Final report to include field work logistics plan, team set-up, dates and locations of interviews, experiences and challenges in the field, response rates, and any other information to allow for an assessment of the success of the field work and the quality of the data, including recommendations for the follow-up.</i></p>	
33.	<p>Provide raw (endline) data (CSPRo files for individual, community quantitative) to UNICEF Office of Research-Innocenti as fieldwork is progressing</p> <p><i>Promptly respond to queries on potential data collection errors</i></p>	<ul style="list-style-type: none"> • Raw CSPRo files, community quantitative data and qualitative transcripts (in English and Swahili) shared with UNICEF Office of Research-Innocenti, and updated following queries on data collection errors 	31 October 2020
34.	<p>Provide cleaned, document (baseline) data from quantitative surveys (household, youth and community) in Stata format</p> <p><i>Promptly respond to queries on potential data collection errors</i></p>	<ul style="list-style-type: none"> • High quality cleaned quantitative data files in Stata format 	15 November 2020
35.	<p>Participate in interpretation of (endline) findings under the leadership of UNICEF Office of Research-Innocenti and provide input and comments on preliminary interpretation of results for the baseline report (breakdown of tasks to be coordinated with UNICEF Office of Research-Innocenti)</p>	<ul style="list-style-type: none"> • Support to data analysis, interpretation of results and writing of the baseline report provided (activity led by UNICEF Office of Research-Innocenti) 	15 February 2021
36.	<p>Participate in presenting the endline results at a national workshop and interfacing with government and other stakeholders</p>	<ul style="list-style-type: none"> • PI participated in presenting the endline results at a national workshop (date to be confirmed) 	30 April 2021

The consultancy involves and requires:

- Mapping and listing of households in selected enumeration areas in comparison arm;
- Obtaining ethical approval for the study;

- The design, implementation and quality assurance of all data collection plans, including recruitment of fieldwork personnel, training, renting of training facilities, procurement of all fieldwork equipment and supplies including vehicles, use of tablets, and other supplies, piloting and data collection (individual quantitative surveys, community surveys and health facility data collection efforts) and data cleaning;
- Participation in needed meetings (in-person or via tele-conferencing) with the UNICEF Office of Research-Innocenti and UNICEF Ethiopia prior, during and after fieldwork to present and discuss such things as the supervisor and enumerator manuals, training tools and plans, ethical procedures, study instruments, research tools and data collection plans.
- Regulatory consultation with PSNP stakeholders;
- PI to participate in an in-county workshops to present the findings to key stakeholders at the regional and national levels.
- All working documents and the final fieldwork report shall be submitted in English.
- The firm/university is responsible for organizing and managing high-quality translation of materials and documents in local language as indicated.
- Study working documents, including hard-copies of consent forms, and master lists of household and study participants shall be submitted to UNICEF Ethiopia prior to the final payment.
- All raw data files should be submitted to the UNICEF Office of Research-Innocenti, and shall be securely stored as per ethical review committee regulations.
- Manuscripts developed for peer-reviewed publication are not included as deliverables under this contract. However, proposals for manuscripts can be submitted to UNICEF Ethiopia and UNICEF Office of Research-Innocenti and may be co-developed, with prior approval from UNICEF Office of Research-Innocenti and UNICEF Ethiopia, without payment or reimbursement for related staff and other costs.

8 Estimated duration of contract

The expected duration of the contract is **36 months**, from June 2018 to July 2021.

9 Reporting and Supervisor

- UNICEF Ethiopia's Chief Social Policy and Social Policy (Protection) Specialist (SPESI).
- Monthly written updates and virtual meetings/phone calls conducted once a month or as need arises.

10 Expected background and Experience

This longitudinal research will be conducted by a registered institution. It is proposed that the research team consist of one or two experts in undertaking similar research and/or evaluations and experienced in quantitative household surveys in Ethiopia. The international team leader will have the responsibility for all negotiations, decisions, and deliverables. The technical work is to be divided between the team leader and the team members.

Therefore, bidders for this contract are expected to provide:

One team leader:

- PhD in economics, public policy, social science or related degree;

- Extensive and demonstrated longitudinal, quantitative data collection of household surveys and evaluation expertise and (at least 8 years) and a strong commitment to undertake this research;
- Comprehensive knowledge and expertise around evaluating integrated social protection programmes and the global universal health coverage agenda, demonstrated experience in the area of evaluating integrated programmes related to social cash transfers and social health insurance would be an asset;
- High level of knowledge around social protection programmes in Ethiopia, e.g. the PNSP and the CBHI;
- High level of familiarity with UNICEF programmes of interventions with a focus on programmes on social health insurance and integrated social protection;
- High level of familiarity of political context of Ethiopia and related sensitivities;
- Excellent team leadership and management as well as interpersonal/communication skills;
- Excellent analytical, writing and presentation skills.

National Firm

- Strong and demonstrated research and evaluation expertise and experience (at least 5 years), including excellent methodological and data collection skills (quantitative and qualitative);
- Demonstrated skills in conducting longitudinal research and evaluations in the area of integrated Social Protection, Social Health Insurance and integrated programming, including familiarity with actuarial science and with comparative household surveys in Ethiopia;
- Excellent team work and inter-personal/communication and presentation skills;
- Excellent English language skills;
- Extensive experience conducting large, multi-topic field surveys using electronic tablets, including the deployment, oversight and management of research teams;
- Demonstrated experience in ethical research practices;
- Demonstrated experience conducting social science or public health research;
- Years of experience, organizations structure, areas of expertise, and financial capacity;
- Proven record in delivering timely, quality results;
- Demonstrated ability to produce high quality datasets;
- Demonstrated ability to produce high quality reports in English and manage quality translations from English to local language;

All members of the team should be established experts in their respective fields and have an excellent knowledge of common research and evaluation norms, standards and approaches.

The UNEG Norms and Standards and UNICEF's standard for evaluation will be applied in the course of this evaluation.

The institution will be responsible for the administrative management of the evaluators taking part in field work. UNICEF will have no liabilities in terms of provision of transport or insurance.

11 Structure of Technical Proposal

The technical proposal will count for 80% of the final score and should be no more than 20 pages, 12 point font and 1.5 line spacing excluding Appendixes. It should address the following areas:

- Experience of firm in this area including past performance, especially as related to longitudinal, qualitative studies on social protection such as the PSNP, health, nutrition, and child well-being;
- Principal Investigator experience and qualifications (include CV as Appendix);
- Description of other key personnel if necessary (include CVs as appendix);
- Description of proposed field work operations plan;
- Quality control measures in data collection;
- Transcription and coding of quantitative data;
- Ethics review experience and proposal;
- Strategy for minimizing attrition including tracking protocols if necessary;
- Any other issues relevant to the TORs.

12 Structure of Financial Proposal

The financial proposal will count for 20% of the final score and must be submitted in a separate sealed envelope from the Technical Proposal.

There is no length limit to the financial proposal. It should contain the following:

- Separate cost table for each survey round (baseline, midline, endline) containing unit costs and number of units;
- The budget narrative must explain the assumptions behind all cost estimates including number of interviews per day per qualitative interviewer, number of travel days, number of field days (with due allowance for travel days). It should also explain the data transcription and translation assumptions, as well as the time line for data collection and other items relevant to the TOR.

13 Evaluation criteria of proposals is the following:

Technical – 80 percent

<u>Technical Evaluation Criteria*</u>	<u>Score</u>
1.1 .Proposed Methodology and Approach	30
1.2. Experience of Company and Key Personnel	50
- Company profile indicating major work	20
- Experience of PI	25
- Level of expertise with conducting longitudinal quantitative surveys	5
Total	80

**Only proposals which receive a minimum of [65] points will be considered further*

Financial – 20 percent

14 PIDB CODE

Please select one of the following Generic Intervention Codes:

- 60: Analysis, research, and studies
- 61: Data, data bases, surveys and statistics
- 63: Evaluations

15 General Conditions: Procedures and Logistics

- The consultant will not be provided lodging and/or meals.
- The consultant will not work from UNICEF office.
- Consultants are not entitled to DSA.
- The consultants should provide his/her own materials, i.e. computer, office supplies, etc.
- The consultants are not authorized to have access to UNICEF transport.
- Consultants will be paid only upon submission of deliverables.
- Flight costs will not be covered by UNICEF.

16 Policy both parties should be aware of:

- Under the consultancy agreements, a month is defined as 21 working days, and fees are prorated accordingly. Consultants are not paid for weekends or public holidays.
- Consultants are not entitled to payment of overtime. All remuneration must be within the contract agreement.
- No contract may commence unless the contract is signed by both UNICEF and the consultant or Contractor.

- For international consultants outside the duty station, signed contracts must be sent by fax or email. Signed contract copy or written agreement must be received by the office **before Travel Authorisation is issued.**
- No consultant may travel without a signed travel authorisation prior to the commencement of the journey to the duty station.
- Unless authorised, UNICEF will buy the tickets of the consultant. In exceptional cases, the consultant may be authorised to buy their travel tickets and shall be reimbursed at the “most economical and direct route” but this must be agreed to beforehand.
- Consultants will not have supervisory responsibilities or authority on UNICEF budget.
- Consultant will be required to sign the Health statement for consultants/Individual contractor prior to taking up the assignment, and to document that they have appropriate health insurance, including Medical Evacuation.
- The Form 'Designation, change or revocation of beneficiary' must be completed by the consultant upon arrival, at the HR Section.
- ****** Please consult with HR on entitlements as many are set by UNICEF rules.**

17 Intellectual property rights.

All intellectual property rights in the work to be performed under this agreement shall be vested in the (Ministry of Labour and Social Affairs, UNICEF and other key partners here), including without limitations, the right to use, publish, translate, sell or distribute, privately or publicly, any item or part thereof. The UNICEF hereby grant to the Recipient Organization a non-exclusive royalty-free license to use, publish, translate and distribute, privately or publicly, any item or part of the work to be performed under this Agreement for non-commercial purposes. Neither the Recipient Organization nor its personnel shall communicate to any other person or entity any confidential information made known to it by UNICEF in the course of the performance of its obligations under the terms of this Agreement nor shall it use this information to private or company advantage. This provision shall survive the expiration or termination of this Agreement.

The core reports will be issued by the steering committee for the research noting in the acknowledgements sections institutions and persons who have made major contributions to their authorship. Further analysis of data collected in the evaluation will first appear as (enter name of reports the research steering committee will issue). Once the official report is cleared consultants will be free to work further on those papers for publication in peer reviewed journals. Consultants will provide the steering committee members with raw data, corrected/verified data once cleaned and programming files that permit replication of results from core evaluation reports.

Data collected for the research is the property of the Government of Ethiopia/UNICEF country programme). Master versions of the data, coding protocols and programming code permitting replication of results of core evaluation reports will be kept by the programme in accordance with the Data Management policy. Copies of the data will be distributed to researchers with the permission of the evaluation steering committee (based on clear criteria which will be developed in due course) with a view to helping to disseminate learning derived from the data sets.

Annex - C

EVALUATION CRITERIA OF PROPOSAL

1 Technical – 80 percent

<u>Technical Evaluation Criteria*</u>	<u>Score</u>
1.1 .Proposed Methodology and Approach	30
1.2. Experience of Company and Key Personnel	50
- Company profile indicating major work	20
- Experience of PI	25
- Level of expertise with conducting longitudinal quantitative surveys	5
Total	80

**Only proposals which receive a minimum of [65] points will be considered further*

Financial – 20 percent

ANNEX-D

TECHNICAL PROPOSAL - CONTENT & FORMAT

Please note that the format presented in Annex D is a guiding format. Bidders are allowed to use their own format during proposal preparation and are not limited to with this format.

The Technical Proposal

The technical proposal of the bidders should contain the following minimum information. The Technical proposal comprises of four (4) key components background, technical approach, methodology and business plan /work plan and economic capacity. Bidders are urged to present their proposals using the suggested subtitles. UNICEF welcomes new ideas and innovative approaches therefore Bidders are also free to provide, any other information that they deem fit and relevant in support of their bid or solution.

1. Background

1.1 Contractor's company/firm

In this section the contractor should highlight about their company, how it is organised (organisation structure), its capability and a brief about its key personnel.

1.2 Contractor's Experience

a) In this section, list maximum 10 names of the clients for whom the contractor has undertaken similar assignments along with the name of the contact person and contact details of its clients.

b) Out of the above list, provide information of 3-5 assignments for which your company and your company's personnel were legally contracted as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment. You can either use the format specified in Annex-C or provide all the information in your own format with accompanying CD for sample work.

2. Description of the Approach, Methodology and Work Plan

2.1 Technical Approach and Methodology.

In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

2.2 Quality Assurance.

The proposal should include the bidder's plan or program for the systematic monitoring and evaluation of the various aspects of the project to ensure that standards of quality are being met.

3. Business Plan or Work plan

3.1 Business Plan or Work plan

In this chapter the bidder produce a comprehensive Business Plan /Work plan to deliver the overall requirement (ToR). This will include the main activities of the assignment, their content and duration, phasing and interrelations, milestones, key performance indicators (including interim approvals by the Client), and a list of deliverables (reports, drawings, activities) with the estimated delivery dates.

The proposed business plan or work plan should be consistent with the technical approach and methodology, showing understanding of the ToR. This should also be inclusive of the level of effort for each team member and explicitly lay out staff input throughout various stages/components.

The plan MUST identify and present specific steps, components activities in a chronological manner ensuring that quantity is presented clearly, and MUST have attached, a flow chart/ Critical Path Analysis/, Activity Plans etc.

3.2 Organization and staffing of the team for this assignment.

In this chapter you should propose the structure and composition of your team which will be deployed for this assignment. You should list the main disciplines of the assignment, the key expert responsible and proposed technical and support staff along with their curriculum vitae (CVs). It is desirable that the majority of the key professional staff are permanent employees of the bidder or have an extended and stable working relationship with the bidder. You should also list all the main equipment to be used in the production and post production stages of an assignment located in your organization.

Team composition and tasks assigned. Please provide the details as per the following:

Name of Expert	Area of expertise / Qualification	Position Assigned	No. of days of Input	Firm	Task Assigned

4. Economic and Financial Capacity

Bidders must also provide proof of their economic and financial capacity by enclosing with their bid the one or more of the following documents:-

- i) Appropriate statements from banks;
- ii) Most recent audited financial statement;
- iii) Balance sheets or extracts from balance sheets for at least the last two years for which accounts have been closed;
- iv) A statement of overall turnover concerning the services covered by the contract during the last three financial years.

The Technical Proposal should not contain any price / cost information

ANNEX-E

CONTRACTOR'S EXPERIENCE – FORMAT

Please note that the format presented in Annex C is a guiding format. Bidders are allowed to use their own format during proposal preparation and are not limited to with this format.

Assignment name:	Country: Location within country:
Name of Client:	Address:
Duration of assignment (months): Start date (month/year): Completion date (month/year):	Total N ^o of staff-months of the assignment:
Approx. value of the contract (in current US\$):	Approx. value of the services provided by your firm under the contract (in current US\$):
Name of associated Contractors, if any:	N ^o of professional staff-months provided by associated Contractors:
Name of associated Contractors, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader etc):
Narrative description of Project:	
Online link to the assignment (if available) :	
Description of actual services provided by your staff within the assignment:	

ANNEX-E

CONTRACTOR'S EXPERIENCE – FORMAT

Please note that the format presented in Annex E is a guiding format. Bidders are allowed to use their own format during proposal preparation and are not limited to with this format.

Assignment name:	Country: Location within country:
Name of Client:	Address:
Duration of assignment (months): Start date (month/year): Completion date (month/year):	Total N ^o of staff-months of the assignment:
Approx. value of the contract (in current US\$):	Approx. value of the services provided by your firm under the contract (in current US\$):
Name of associated Contractors, if any:	N ^o of professional staff-months provided by associated Contractors:
Name of associated Contractors, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader etc):
Narrative description of Project:	
Online link to the assignment (if available) :	
Description of actual services provided by your staff within the assignment:	

ANNEX-F

CHECK LIST

Checklist for submission of proposals

- Bid form filled in and signed

- Envelope for technical proposal
 - Technical proposal
 - Technical proposal does not contain prices
 - Envelope is sealed
 - Envelope is marked as follows:
 - Name of company, RFP number - technical proposal

- Envelope for price proposal
 - Price proposal
 - Envelope is sealed
 - Envelope is marked as follows:
 - Name of company, RFP number - price proposal

- 1 outer enveloped
 - Containing bid form, envelope for technical proposal, and envelope for price proposal
 - Envelope is sealed
 - Envelope is marked as follows
 - Name of company
 - RFP number
 - UNICEF XXX
 - Address

