



Date: February 6<sup>th</sup>, 2023

## REQUEST FOR QUOTATION RFQ N° UNFPA/ALB/RFQ/2023/002

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**"Proposal to develop and implement an awareness raising campaign in Albania aiming to engage youth in countering hate speech, divisive narratives and rhetoric, traditional gender norms and toxic masculinity, and in promoting trust, inclusion and equality."**

UNFPA and UNDP require the services to prepare a **proposal for the development and implementation of an awareness raising campaign in Albania against hate speech and divisive narratives** – the purpose of this is to support development of non-formal education programmes promote constructive inter-group narratives and discuss the impact of gender equality on social cohesion in the public domain, in collaboration with youth, women, teachers, cultural actors, regional public actors, and minorities NGOs, and in partnership with academic institutions and in consultation with public institutions.

This Request for Quotation is open to all legally-constituted companies that can provide the requested services and have legal capacity to perform in the country, or through an authorized representative as specified in the Terms of Reference, **Annex II**.

### **I.About UNFPA**

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every child birth is safe and every young person's potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: [UNFPA about us](#)

UNDP works in about 170 countries and territories, helping to eradicate poverty, reduce inequalities and exclusion, and build resilience so countries can sustain progress. As the UN's development agency, UNDP plays a critical role in helping countries achieve the Sustainable Development Goals. UNDP began its operations in Albania in 1991 based on the Standard Basic Framework Agreement concluded with the Government of Albania. In 2021 UNDP marked its 30 years of presence in the country. UNDP's programme has three key pillars: Human capital development and social inclusion; Sustainable, resilient, and green economic growth and resource management; Effective, people-centered governance, human rights, rule of law, and gender equality.



## Service Requirements/Terms of Reference (ToR) Annex II

### Objectives and scope of the Services

**Background information:** From early 2022, both UN agencies in Albania have become part in implementation of the "Youth 4 Inclusion, Equality & Trust" regional initiative aiming to empower young people to engage in constructive narratives, strengthen intercultural dialogue, inclusion, gender equality and create mutual understanding and trust in the Western Balkans.

In this context, UNFPA and UNDP Albania are seeking to engage a service provider to implement an awareness campaign aiming to engage youth in the country in countering hate speech, divisive narratives and rhetoric, traditional gender norms and toxic masculinity, and in promoting trust and inclusion and equality.

The service provider entity will support the UN implementing agencies in Albania to develop awareness raising, informative and visibility materials, and to boost the visibility of the activities implemented in the framework of this project in the country with financial support of UNFPA and UNDP Albania.

The contractor will work in close cooperation with UNFPA and UNDP Albania respective staff at different stages of this intervention, which will take place in the period of March 2023 - March 2024.

## II. Questions

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

Name of contact person at UNFPA:	<i>Albana Gribo</i>
Tel N°:	355-4-45-00-015/16/17
Fax N°:	+355 4 45 00 018
Email address of contact person:	<a href="mailto:gribo@unfpa.org">gribo@unfpa.org</a>

The deadline for submission of questions is **Thursday, 16 February 2023**. Questions will be answered in writing and shared will parties as soon as possible after this deadline.

## III. Content of quotations

Quotations should be submitted in a single email whenever possible, depending on file size. Quotations must contain:

- a. Technical proposal, in response to the requirements outlined in the service requirements / TORs (Annex II).
- b. Price quotation, to be submitted strictly in accordance with the price quotation form (Annex I).

Both parts of the quotation must be signed by the bidding company's relevant authority and submitted in PDF format.

## IV. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form, and are to be sent by email to the address indicated below no later than: **27<sup>th</sup> February, 2023 at 12:00 pm hrs.**



UNFPA department:	<i>UNFPA Albania CO procurement department</i>
Official Email address of UNFPA Albania:	<a href="mailto:procurement.alb@unfpa.org">procurement.alb@unfpa.org</a>

Please note the following guidelines for electronic submissions to UNFPAs procurement dedicated email address:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/ALB/RFQ/2023/002; "Proposal to develop and implement an awareness raising campaign in Albania aiming to engage youth in countering hate speech, divisive narratives and rhetoric, traditional gender norms and toxic masculinity, and in promoting trust, inclusion and equality."** Proposals, including both technical and financial proposals, that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total email size may not exceed **20 MB (including email body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.
- When submitting electronic offers, Bidders will receive an auto-reply email acknowledging receipt of the email. Should you offer require to submit more than one email, in the body of this first email, bidders are requested to list the number of messages, which make up their technical offer and the number of messages, which make up their financial offer. The financial offer has to be a password protected document, and the password shall be requested at a second phase by the procurement team **only** if the bidder meets the minimum technical score. If you do not receive any reply for the first email from UNFPA's email system, please inform **Albana Gribo**, Procurement Focal Point at: [gribo@unfpa.org](mailto:gribo@unfpa.org)
- Any quotation submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of any quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

## V. Overview of Evaluation Process

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated and scored first, prior to the evaluation and scoring of price quotations

### Technical Evaluation

Technical proposals will be evaluated based on their responsiveness to the service requirements /TORs listed in Section II and in accordance with the evaluation criteria below.

Criteria	[A] Maximum Points	[B] Points attained by Bidder	[C] Weight (%)	[B] x [C] = [D] Total Points
Technical approach, methodology and level of understanding of the objectives of the project	100		20%	
Work plan/time scales given in the proposal and its adequacy to meet the project objectives	100		15%	
Professional experience of the staff that will be employed to the project proving demonstrated expertise in evaluation and related processes (CVs, etc.)	100		20%	
Specific experience and expertise and understanding of concepts relevant to the assignment	100		25%	
Profile of the company, financial capability and relevance to the Project.	100		20%	
<i>Grand Total All Criteria</i>	500		100%	

The following scoring scale will be used to ensure objective evaluation:

Degree to which the Terms of Reference requirements are met based on evidence included in the Bid submitted	Points out of 100
Significantly exceeds the requirements	90 – 100
Exceeds the requirements	80 – 89
Meets the requirements	70 – 79
Partially meets the requirements	1 – 69
Does not meet the requirements or no information provided to assess compliance with the requirements	0

### Financial Evaluation

Price quotes will be evaluated only for bidders whose technical proposals achieve a **minimum score of 70 points** in the technical evaluation.

Price quotes will be evaluated based on their responsiveness to the price quote form. The maximum number of points for the price quote is 100, which will be allocated to the lowest total price provided in the specific formula indicated below. All other price quotes will receive points in inverse proportion according to the following formula:



$$\text{Financial score} = \frac{\text{Lowest quote (\$)}}{\text{Quote being scored (\$)}} \times 100 \text{ (Maximum score)}$$

#### Total score

The total score for each proposal will be the weighted sum of the technical score and the financial score. The maximum total score is 100 points.

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

#### VI. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Professional Service Contract on a fixed-cost basis with duration of (13) thirteen months to the Bidder(s) that obtain the highest total score.

#### VII. Right to Vary Requirements at Time of Award

UNFPA reserves the right at the time of award of contract to increase or decrease by up to 20% the volume of services specified in this RFQ without any change in unit prices or other terms and conditions.

#### VIII. Payment Terms

UNFPA payment terms are net 30 days upon receipt of invoice and delivery/acceptance of the milestone deliverables linked to payment as specified in the contract.

#### IX. Fraud and Corruption

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA's policy regarding fraud and corruption is available here: [Fraud Policy](#). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives' agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](#).

#### X. Zero Tolerance

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](#).



## **XI. RFQ Protest**

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of Office Manuela Bello at the email address [bello@unfpa.org](mailto:bello@unfpa.org). Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Procurement Services Branch at [procurement@unfpa.org](mailto:procurement@unfpa.org).

## **XII. Disclaimer**

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer at [gribo@unfpa.org](mailto:gribo@unfpa.org) in charge of the procurement to request for them to share a PDF version of such document(s).

## Annex I. PRICE QUOTATION FORM

<b>Name of Bidder:</b>	
<b>Date of the quotation:</b>	<a href="#">Click here to enter a date.</a>
<b>Request for quotation N°:</b>	UNFPA/ALB/RFQ/2023/002
<b>Currency of quotation :</b>	ALL
<b>Delivery charges based on the following 2010 Incoterm:</b>	Choose an item.
<b>Validity of quotation:</b> <i>(The quotation must be valid for a period of at least 3 months after the submission deadline)</i>	

- Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.
- If needed, kindly **detail as appropriate** for the Specified Items in the table below.

Item	Description	Number of Units	Days	Rate per unit	Total
<b>1. Deliverable. 1</b>					
1.1	Develop an awareness raising campaign on countering hate speech in the country including its work plan with respective description for each activity, identification of audiences, objectives of communicating with each of them, communication tools and channels, messages, monitoring and evaluation tools.	1			
<i>Total Fees</i>					ALL
<b>2. Deliverable 2</b>					
2.1	Work together with UNFPA and UNDP to implement the awareness raising plan as per the project work-plan. Propose the content for the implementation of the awareness raising campaign developed in partnership with youth.	1			
2.2	As products of the awareness campaign the company is expected to produce as minimum (but not limited to): <ul style="list-style-type: none"> <li>- 4 leaflets/factsheets developed during the timeline of the project in digital form.</li> <li>- 500 pieces of rubber bracelets.</li> <li>- 500 pieces of backpacks.</li> <li>- 500 pieces of T-Shirts.</li> <li>- 3 Live Instagram debates/discussion.</li> <li>- 5 two-minute-long videos / stories for use in social media. Boost all 5 for a period of 2 weeks each.</li> <li>- Boost the visibility in social media of 10 stories created by youth, advocating for</li> </ul>				



	<p>respect of cultural diversity, equality and inclusion within the region.</p> <ul style="list-style-type: none"> <li>- 100 social media posts from project activities accompanied with photos, quotes from youth and key messages of the project. All content to be approved by UNDP and UNFPA. Boost 50 posts on Instagram.</li> </ul> <p>Organize 10 meetings with youth across Albania with a focus on hard-to-reach youth in the form of human libraries, and for commemoration of the days of history, traditions, language of minorities across the country.</p>				
2.3	Trainer				
2.4	Coaching and capacity building				
<b>Total Fees</b>					<b>ALL</b>
<b>3. Deliverable 3.</b>					
3.1	<p>Prepare a final report which should have a summary of the work performed including:</p> <ul style="list-style-type: none"> <li>-Highlights of any notable difficulties, challenges or deviations from the original plan;</li> <li>-Any necessary feedback for UNFPA and UNDP that could be considered as lessons learned in future similar assignments;</li> <li>-package of all materials produced and all the products linked/annexed</li> </ul>	1			
<b>Total Expenses</b>					<b>ALL</b>
<b>Total Contract Price</b> <i>(Professional Fees + Deliverables Expenses)</i>					<b>ALL</b>

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/ALB/RFQ/2023/002 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

	Click here to enter a date.	
Name and title	Date and place	





## ANNEX II:

### TERMS OF REFERENCE

<p><b>TERMS OF REFERENCE:</b> Proposal to develop and implement an awareness raising campaign in Albania aiming to engage youth in countering hate speech, divisive narratives and rhetoric, traditional gender norms and toxic masculinity, and in promoting trust, inclusion and equality.</p>	
<p><b>Hiring Office:</b></p>	<p>UNFPA Albania Country Office</p>
<p><b>Context and Purpose of consultancy:</b></p>	<p>UNFPA - the United Nations Population Fund is the lead United Nations sexual and reproductive health agency for ensuring rights and choices of all. The strategic goal of UNFPA is to achieve the three transformative results: ending unmet need for family planning, ending maternal death, and ending violence and harmful practices against women and girls. In pursuing its goal, UNFPA has been guided by the International Conference on Population and Development (ICPD) Programme of Action (1994), the Millennium Development Goals (2000) and the 2030 Agenda for Sustainable Development (2015).</p> <p>For more than 30 years in Albania, UNFPA has advocated for women and girls, promoting legal and policy reforms and gender-sensitive data collection, and supporting initiatives that improve women's and girls' health and expand their choices in life. The UNFPA office in Albania has been actively working to promote reproductive health and rights, supporting youth-oriented policies and programs, programs promoting gender equality and women's empowerment, and activities targeting population dynamics and trends.</p> <p>UNDP works in about 170 countries and territories, helping to eradicate poverty, reduce inequalities and exclusion, and build resilience so countries can sustain progress. As the UN's development agency, UNDP plays a critical role in helping countries achieve the Sustainable Development Goals. UNDP began its operations in Albania in 1991 based on the Standard Basic Framework Agreement concluded with the Government of Albania. In 2021 UNDP marked its 30 years of presence in the country. UNDP's programme has three key pillars: Human capital development and social inclusion; Sustainable, resilient, and green economic growth and resource management; Effective, people-centered governance, human rights, rule of law, and gender equality.</p> <p>From early 2022, both UN agencies in Albania have become part in implementation of the "Youth 4 Inclusion, Equality &amp; Trust" regional initiative aiming to empower young people to engage in constructive narratives, strengthen intercultural dialogue, inclusion, gender equality and create mutual understanding and trust in the Western Balkans.</p> <p>Under this regional initiative, UNFPA and UNDP Albania are working to:</p>

	<ul style="list-style-type: none"> <li>• Support development of non-formal education programmes and social actors to promote constructive inter-group narratives and discuss the impact of gender equality on social cohesion in the public domain, in collaboration with youth, women, teachers, cultural actors, regional public actors, and minorities NGOs, and in partnership with academic institutions and in consultation with public institutions.</li> <li>• Through Municipal Youth Councils and youth groups of political parties, build a network of young ambassadors of peace from different ethnicities, and introduce youth dialogue platforms enabling dialogue with policymakers to reduce hate speech and advocate for the establishment of no hate speech pledges and their inclusion in youth policies.</li> <li>• Create innovative, design-informed in-person or virtual spaces for young men and women from different communities (across the wider region) to discuss common areas of interest and valuing diversity to build trust and respect.</li> <li>• Enhance cooperation between regional, public media and local youth media networks and engage with young social media influencers on developing and promoting youth content to address divisive narratives, hate speech, masculinities and gender norms and equality, including through internship opportunities for young journalists placed in media outlets and partnerships with social media influencers and public actors.</li> <li>• Enhance the skills and capacities of young people on media literacy and critical thinking, reporting on toxic masculinities and online hate speech, mediation, dialogue and violence prevention, in collaboration with educational stakeholders (formal and non-formal), youth organizations, youth community leaders, journalists and influencers and social media platforms to elaborate community guidelines on negative narratives and advocate for positive social change.</li> <li>• Support the organization of divided community, cross-border/boundary or multi-ethnic participant sporting events and positive narrative messaging for girls/women and men/boys.</li> </ul> <p>In this context, UNFPA and UNDP Albania are seeking to engage a company to implement an awareness campaign aiming to engage youth in the country in countering hate speech, divisive narratives and rhetoric, traditional gender norms and toxic masculinity, and in promoting trust and inclusion and equality.</p> <p>The company will support the UN implementing agencies in Albania to develop awareness raising, informative and visibility materials, and to boost the visibility of the activities implemented in the framework of this project in the country with financial support of UNFPA and UNDP Albania.</p> <p>The contractor will work in close cooperation with UNFPA and UNDP Albania respective staff at different stages of this intervention, which will take place in the period of March 2023 -March 2024.</p>
<p><b>Scope of work:        (Description of services, activities, or outputs)</b></p>	<p>Specific objectives of the assignment will include:</p> <ol style="list-style-type: none"> <li>1. Conceptualizing and implementing an awareness raising campaign plan on countering hate speech with active engagement of youth from different groups in the country by making use of the traditional and social media through which youth are mostly reached out (in line with the already developed regional communications strategy of the project and its workplan); and</li> </ol>



	<p>2. Collaborate with UNFPA, UNDP and youth engaged by the project to create the content of the awareness raising, visibility and informative content and products.</p> <p>3. Support UNFPA and UNDP to increase visibility of the project using the already developed and agreed project brand, by utilizing multiple and diverse communication channels, by cooperating with distinctive personalities and influencers in the country from art, politics, sport and other domains of life, who will act as good will ambassadors of no-hate speech campaign. (in line with the already developed regional communications strategy of the project and its workplan).</p> <p>Under the guidance and in cooperation with the UNFPA and UNDP agencies, the company should target the general public aiming to bring positive change as regards countering hate speech by promoting instead the use of constructive narratives while addressing divisive narratives, hate speech, toxic masculinities, gender norms and inequality.</p> <p>To do so, the company will focus on stories and inspiration from the project target youth groups of different backgrounds, including but not limited to youth engaged in politics, in sports, youth municipal councillors, youth journalists, and those interested in journalism and active in social media (photographers, film makers, bloggers, influencers, writers, etc.). Vulnerable and hard to reach youth shall also be in the focus of the campaign.</p> <p>The campaign will raise awareness through informative visuals, infographics, videos, and posts on social media channels. Channels for dissemination of information material will include social media (including bloggers and influencers pages, platforms and applications used mostly by youth at the age of 15- 29 years old), UNFPA and UNDP Albania websites and social media, as well as traditional media. Preferred/suggested activities that can be part of the campaign could include working with public media and local media networks and engage with young social media influencers on developing and promoting youth content to address divisive narratives, hate speech, masculinities and gender norms and equality; monitoring media for the stereotypes and narratives it promotes; creating and making use of partnerships with social media influencers and public actors; creating and making use of human libraries as a model that envisions a person telling the audience his / her personal story and encourages debates to address the issue; commemorating days from history, traditions, language of minorities; working with media on chronicles / story telling that show the positive life experiences of couples with mixed ethnicity (e.g. Albanian-Bosnian, Serb-Albanian, Macedonian- Albanian etc.); working with bloggers to convey messages against hate speech, promoting culture and tourism; considering involvement of religious communities and their media (radio channels) for a high outreach; organizing and facilitating for UNFPA and UNDP, talk shows in traditional media about countering hate speech with participation of no-hate speech experts; producing and publishing in social media short films/documentaries, short videos, social experiments, vox-populi with no-hate speech topic; producing visuals for UNFPA and UNDP websites and social media such as photos, positive messages coming from youth, youth quotes etc.</p>
<p><b>Duration and working schedule:</b></p>	<p>The activities under this assignment will commence in <b>March 2023</b> and conclude by <b>March 2024</b>. <i>The successful provision of envisaged deliverables approved by UNFPA</i></p>

	<i>will be the only criteria for the Contractor's work being considered completed and eligible for payment/s.</i>
<b>Place where services are to be delivered:</b>	The project activities are organized across Albania. The company shall ensure to be present in project activities in order to collect information, photos, quotes and other necessary materials for the campaign. Cities and towns will be discussed and decided in cooperation with UNFPA and UNDP Albania.
<b>Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):</b>	As a minimum, the contractor is expected to provide the following deliverables: <b><u>Deliverable no. 1:</u></b> Develop an awareness raising campaign on countering hate speech in the country including its workplan with respective description for each activity, identification of audiences, objectives of communicating with each of them, communication tools and channels, messages, monitoring and evaluation tools. <i>(Estimated timeline: Propose the awareness raising methodology in the application phase and fine tune it in consultation with UNFPA and UNDP Albania one week upon contract signature).</i> <b><u>Deliverable no. 2:</u></b> Work together with UNFPA and UNDP to implement the awareness raising plan as per the project workplan. Propose the content for the implementation of the awareness raising campaign developed in partnership with youth. The content should be consulted and approved by UNFPA and UNDP. As products of the awareness campaign the company is expected to produce as minimum (but not limited to): <ul style="list-style-type: none"> <li>- 4 leaflets/factsheets developed during the timeline of the project in digital form.</li> <li>- 500 pieces of rubber bracelets.</li> <li>- 500 pieces of backpacks.</li> <li>- 500 pieces of T-Shirts.</li> <li>- 3 Live Instagram debates/discussion.</li> <li>- 5 two-minute-long videos / stories for use in social media. Boost all 5 for a period of 2 weeks each.</li> <li>- Boost the visibility in social media of 10 stories created by youth, advocating for respect of cultural diversity, equality and inclusion within the region.</li> <li>- 100 social media posts from project activities accompanied with photos, quotes from youth and key messages of the project. All content to be approved by UNDP and UNFPA. Boost 50 posts on Instagram.</li> <li>- Organize 10 meetings with youth across Albania with a focus on hard-to-reach youth in the form of human libraries, and for commemoration of the days of history, traditions, language of minorities across the country. Events shall be shared on social media.</li> </ul> <i>(Estimated timeline: From March 2023 until March 2024)</i> <b><u>Deliverable no. 3:</u></b> Prepare a final report which should have a summary of the work performed including: <ul style="list-style-type: none"> <li>- Highlights of any notable difficulties, challenges or deviations from the original plan;</li> <li>- any necessary feedback for UNFPA and UNDP that could be considered as lessons learned in future similar assignments;</li> <li>- package of all materials produced and all the products linked/annexed</li> </ul> <i>(Estimated timeline: March 2024).</i>
<b>Monitoring and progress control, including</b>	Format of the reporting will be agreed with UNFPA respective manager.



<b>reporting requirements, periodicity format and deadline:</b>	
<b>Supervisory arrangements:</b>	<p>The company will work under direct supervision and in cooperation with the UNFPA and UNDP Albania, i.e.</p> <ul style="list-style-type: none"> <li>- UNFPA Advocacy &amp; Communications Analyst</li> <li>- UN Project Coordinator</li> </ul>
<b>Expected travel:</b>	<p>Travels are expected in different cities and towns of Albania.</p>
<b>Required expertise, qualifications and competencies, including language requirements:</b>	<p>A potential bidder should be a legal service provider company/ organization/ consortium with the following characteristics:</p> <p>(a) The potential bidders (service provider company/organization/consortium) shall provide a team of at least 3 (three) experts with the competencies as listed below. Proposed experts shall be personally involved and responsible for the due implementation of the assignment.</p> <p>(b) The potential bidders can be given the opportunity to propose more experts (i.e. bigger team), based on knowledge and experience. The rationale for such approach should be clearly elaborated in the proposal of the bidder.</p> <p><b>Requirements for the bidders:</b></p> <ol style="list-style-type: none"> <li>1) At least 7 years of proven experience in conducting communication work, including public awareness campaigns in the domain of human rights and in addressing youth related issues.</li> <li>2) Availability of human resources to ensure high-quality and timely completion of the assignment is required.</li> <li>3) Previous experiences working in awareness campaigns by engaging youth is required.</li> <li>4) Previous work in the Western Balkan region on cross-border/regional projects is an asset.</li> <li>5) Experience in working with the UN agencies or other similar international organizations and donor agencies will be an asset.</li> </ol> <p><b>Requirements for the Key Personnel:</b></p> <p><b>1) Expert no.1 – the Team Leader</b></p> <p>The Team Leader will be the responsible person for overall coordination of the assignment. S/he will be the responsible person for the quality of the deliverables and act as the counterpart of UNFPA and UNDP for this assignment. The team leader will also coordinate and assure the quality of work of all the team members for the completion of the assignment. The team leader competences, qualification and experience should include:</p> <ul style="list-style-type: none"> <li>• Master’s degree in Communications, Advocacy, Journalism, Media, Public relations, marketing or relevant area is required.</li> <li>• Minimum 5 years’ experience in project management or leading teams is required.</li> <li>• Minimum 7 years of previous professional experience in the area public relations/communications/marketing/media specialist or related area is required.</li> </ul>

	<ul style="list-style-type: none"> <li>• Proven experience of having worked on /led at least 5 national level campaigns and on at least 2 regional level campaigns and/or events focused on youth related/no-hate speech issues, including delivery of substantive communications, content development and production.</li> <li>• Previous work in the Western Balkan context is an asset.</li> <li>• Previous experience working for the UN or other international agencies and donors is an asset.</li> <li>• Excellent writing and oral communication skills in Albanian and English languages is required.</li> </ul> <p><b>The Expert No.2 - Designer</b></p> <ul style="list-style-type: none"> <li>• At least Bachelor's degree in applied arts/Graphic design/Arts or related area is required.</li> <li>• At least 5 years of professional experience in the area of public relations/communications/marketing or related area is required.</li> <li>• At least 3 years of professional experience in the area design for public awareness campaigns is required.</li> <li>• Previous working experiences in awareness campaigns related to youth issues is an asset.</li> </ul> <p><b>The Expert No.3 - Social Media consultant</b></p> <ul style="list-style-type: none"> <li>• At least Bachelor's degree in public relations/communications/marketing or related area is required.</li> <li>• At least 5 years of professional experience in social media/public relations/communications/marketing or related area is required.</li> <li>• At least 5 years of professional experience in social media and public awareness campaigns (content production, addressing different target audiences, etc) is required.</li> <li>• Previous working experiences in awareness campaigns related to youth issues or by engaging with youth in conducting campaigns is an asset.</li> </ul>
<p><b>Documents to be Submitted:</b></p>	<ol style="list-style-type: none"> <li>1. Duly Accomplished Forms.       <ul style="list-style-type: none"> <li>• Technical proposal, in response to the requirements outlined in the service requirements (no specific format).</li> <li>• Price quotation, to be submitted strictly in accordance with the price quotation form (Annex 1)</li> </ul> </li> <li>2. CV of company and portfolio of works, with links to previous similar works/experiences.</li> <li>3. CVs of key personnel, including Team Leader, consultants, experts, trainers.</li> <li>4. Copy of QKB extract (for registered businesses) or court extract (in case of organisations).</li> <li>5. Copy of certification that they have not pending unpaid obligations to tax authorities, such as social security taxes, not paid VAT or other obligations.</li> <li>6. Copy of the balance sheet, year 2021.</li> <li>7. Turnover of the last 3 years, 2020-2022; specifying the contracts for similar works by years.</li> <li>8. References from previous or current contractors on similar tasks.</li> </ol>



<b>Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:</b>	UNFPA and UNDP Albania will provide the contracted supplier with the necessary information and materials for the fulfilment of tasks and will closely support the work during its implementation.
<b>Other relevant information or special conditions, if any:</b>	<p>Basis of payment – The payment will be made by UNFPA Albania based on successful deliverables, in three instalments:</p> <ol style="list-style-type: none"><li>1. <b>First instalment:</b> 20% of total amount, will be paid upon completion of Deliverables 1, upon certification of work by the UNFPA Country Office appointed staff. – by April 2023.</li><li>2. <b>Second instalment:</b> 50 % of total amount, will be paid upon completion of Deliverable 2 and upon certification by the UNFPA Country Office appointed staff on successful completion of specified Deliverables. – by December 2023.</li><li>3. <b>Third / final instalment:</b> 30% of total amount, will be paid by UNFPA, upon completion of Deliverable 3 upon certification by the UNFPA Country Office appointed staff on successful completion of specified Deliverables. – by March 2024.</li></ol> <p>Premises for signing the Contract with IC: Before signing the Contracts with UNFPA, the company is required to pass the following mandatory courses and submit the graduation Certificates to UNFPA:</p> <ul style="list-style-type: none"><li>• Protection from Sexual Exploitation and Sexual Abuse <a href="https://extranet.unfpa.org/Apps/PSEA2017/">https://extranet.unfpa.org/Apps/PSEA2017/</a></li><li>• Fraud and Corruption Awareness and Prevention <a href="https://extranet.unfpa.org/Apps/Antifraud/English/story_html5.html">https://extranet.unfpa.org/Apps/Antifraud/English/story_html5.html</a></li></ul>



## **ANNEX III:**

### **General Conditions of Contracts: De Minimis Contracts**

This Request for Quotation is subject to UNFPA's General Conditions of Contract: De Minimis Contracts, which are available in: [English](#), [Spanish](#) and [French](#)