



**REQUEST FOR QUOTATION (RFQ)  
RFQ n° 42009**

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before close of business on **June 22<sup>nd</sup>, 2009 – 05:00pm (Brasilia-Brazil Time)**.

<b>Item</b>	<b>Generic Description</b>
1	The purpose of the evaluation is to examine/analyse the organizational, institutional and programmatic delivery characteristics of the ICTC, and make proposals for consideration by the Brazilian Government, UNAIDS and UNFPA in their decision concerning ICTC focus and operational procedures

<b>CONDITIONS</b>	
<b>Term of Reference</b>	see APENDIX A
<b>Format For Presentation of the Proposed Work (Reference Table)</b>	see APENDIX B
<b>Format For Presentation of the Financial Proposal</b>	see APENDIX C
<b>Payment Terms</b>	1st instalment = Signing of Contract = 40 % Last instalment = After approval of the Final Report = 60 % Supplier's invoice is required
<b>Validity of Quotation</b>	<b>60 DAYS and all pages must be signed.</b>
<b>Preliminary Examination - Completeness of quotation.</b>	<input checked="" type="checkbox"/> Partial bids not permitted

<b>REQUIREMENTS</b>
<b>Language:</b> All documentation, including installation and operating manuals shall be in:  <input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Others

<b>PROCUREMENT UNIT – UNDP/BRAZIL</b>
<b>CONTACT ADDRESS:</b> <u>EQSW 103/104 Lote 1 Bloco D, Setor Sudoeste, Brasília/DF, CEP: 70670-350, Brazil</u>
<b>FAX NO:</b> + 55 61 3038-9010
<b>E-MAIL ADDRESS:</b> <a href="mailto:pnudlicitacoes@undp.org.br">pnudlicitacoes@undp.org.br</a>
<b>PLEASE MAKE REFERENCE TO THE (RFQ): <u>RFQ 42009</u></b>

## **APENDIX A - TERM OF REFERENCE**

### **Independent Evaluation of International Center for Technical Cooperation on HIV/AIDS (ICTC)**

#### **1. TITLE**

**Independent Evaluation of International Center for Technical Cooperation on HIV/AIDS (ICTC)**

#### **2. BACKGROUND INFORMATION**

Based on the knowledge acquired through the Brazilian response to AIDS, the then UNAIDS Executive Director, Peter Piot, proposed to the President of Brazil, Luiz Inácio Lula da Silva, the setting up of an International Centre for Technical Cooperation on HIV/AIDS (ICTC). Immediate political decisions were taken and technical and administrative actions begun towards its implementation. Created by means of an agreement, ICTC was formally inaugurated in 2005, with the mission of promoting horizontal technical cooperation projects, with the aim to strengthen and scale up sustainable national responses to HIV in developing countries.

The establishment of the Centre created opportunities for partnerships and technical and financial support by bilateral cooperation agencies and by the United Nations System itself.

As determined in the Memoranda of Understanding (2005/2008), ICTC was to be managed through a partnership between the Brazilian Government and UNAIDS ([http://www.onu-brasil.org.br/doc/2008\\_Memorando\\_de\\_Entendimento\\_Brasil-UNAIDS-CICT-Portugues.pdf](http://www.onu-brasil.org.br/doc/2008_Memorando_de_Entendimento_Brasil-UNAIDS-CICT-Portugues.pdf) ; [http://www.onu-brasil.org.br/doc/2005\\_MOU\\_ICTC\\_Portugues.pdf](http://www.onu-brasil.org.br/doc/2005_MOU_ICTC_Portugues.pdf) ).

In addition, the agreements provide for the setting up of an International Reference Group (IRG), to function as a consultative board to review the working plans and monitor their implementation.

ICTC, which is based within the facilities of the National STD and AIDS Programme in Brasília (<http://www.aids.gov.br/data/Pages/LUMIS37CD81EAPTBRIE.htm>) has been undertaking cooperation projects especially with Latin American countries and Portuguese-Speaking countries. The focus of the majority of the projects implemented to date has been on capacity-building in the clinical management of HIV infection, logistics, laboratory techniques, human rights and the strengthening of civil society organizations, prevention programmes and M&E Programmes.

ICTC does not execute projects itself, but rather depends on a broad network of accredited institutions which have specialized knowledge in different thematic areas.

One of the main expected benefits of the Centre is to generate opportunities for cooperation between countries – without necessarily including the Brazilian experience – so as to strengthen local capacities and promote a culture of cooperation between developing countries.

ICTC, as a joint Brazilian Government and UNAIDS body, receives the invaluable technical support and partnership from UNAIDS, the German Technical Cooperation Agency (GTZ), the United Kingdom Department for International Development (DFID), the Royal Netherlands Embassy, among others.

#### **3. PURPOSE OF THE EVALUATION**

The purpose of the evaluation is to examine/analyse the organizational, institutional and programmatic delivery characteristics of the ICTC, and make proposals for consideration by the Brazilian Government, UNAIDS and UNFPA in their decision concerning ICTC focus and operational procedures.

The main immediate objectives of the evaluation are:

- a. An examination/analysis of the overall form of presence, as well as organizational, institutional and programme delivery structure of ICTC, and the results achieved since its creation in 2005;
- b. The development of working hypotheses on alternative ways for ICTC to operate, with specific recommendations on possible structure, role and required resources.

The findings of the evaluation will be used to provide insights for decisions on the operation of the ICTC. As such, the primary beneficiary of the evaluation is ICTC itself, which will be able to plan its work based on hard

evidence regarding what works and what does not work. Other beneficiaries include the Brazilian Government, UNAIDS and ICTC partners.

#### 4. EVALUATION APPROACH AND SCOPE

This will be an external evaluation, focusing on the organizational, institutional and programme delivery structure (including results), whereby the ICTC operates through a central office in the capital of the country (Brasília). The evaluation will confine itself to the achievements, challenges and lessons learnt since 2005.

The purpose of this evaluation is to enable UNAIDS, the Brazilian Government and other partners of the ICTC to have up-to-date information with regards to:

1. How the center develops cooperation initiatives related to the priorities established in the agreements between UNAIDS and the Brazilian Government;
2. How the center handles/manages cooperation goals based on partner countries' demand/needs;
3. The long-term sustainability of the initiative and of the results and benefits generated by it;
4. The capacity for implementing cooperation processes in terms of quality, quantity of initiatives/actions and the cost-benefit relation involved;
5. The technical and political aggregated value brought by the initiative to UNAIDS, to the Government of Brazil and to other partners;
6. Areas of the structure and functioning of the ICTC which give room for improvement for better and sustainable results.

The analysis should first and foremost be done by a thorough examination and assessments of the information contained in relevant documentation such as:

- a. Strategic plans;
- b. Annual work plans;
- c. Organizational structures;
- d. Post descriptions;
- e. Progress and annual reports on programmes, projects and activities;
- f. Accounts and financial reports;
- g. Correspondence from stakeholders;
- h. Non-sponsored media reports, etc.;
- i. Relevant statutory documents (MOUs, etc).

#### 5. DELIVERABLES

At the end of the evaluation, the responsible institution shall have delivered:

1. An **Inception Report**, which describes the reference framework to be used in the evaluation. The Inception Report should contain:
  - An **Evaluation Plan**, with detailed evaluation methodology, including proposed data collection methods and data sources to be used for answering each evaluation question.
  - **Questionnaires** for the collection of data, adapted to each target-audience and to the specific criteria to be analyzed.
  - A list of **documents reviewed**.
2. A **Preliminary Evaluation Report** for discussion, containing all parts of the final report, such as results, conclusions, working hypothesis and recommendations. The Preliminary Report should be delivered with adequate time to allow stakeholder discussion of the findings and formulation of recommendations.
3. A **Final Evaluation Report**, with the main conclusions and recommendations. The Final Report should be structured as follows:
  - Executive Summary (maximum 4 pages long)
  - Brief description of ICTC history and partners engaged.
  - Description of ICTC objectives and modus operandi
  - Evaluation purpose
  - Evaluation methodology
  - Findings Part I – Current Situation
  - Lessons Learnt

- Part II – Achievements and Opportunities for Improvement
- Recommendations
- Annexes (including a list of interviewees, instruments used for data collection, list of main documents consulted and Terms of Reference used)

## 6. SCHEDULE

Deliverables shall be concluded within maximum **60 (sixty) days** of work, including the delivery of the final report.

## 7. LOGISTICS AND OTHER DETAILS

7.1. UNAIDS and UNFPA Brazil shall provide all background documentation, as well as arranging contacts with ICTC partners and staff based in Brasilia, including organizing the meetings of the Evaluation Reference Group<sup>1</sup> to be established for validation of findings of this evaluation.

7.2. The Evaluators shall be responsible for all administrative and secretarial support, telecommunications, translation and interpretation costs, photocopying and printing of documentation, including extra copies, if necessary. Whenever possible, office space will be available within the UNAIDS Office in Brazil. But while on field visits the Evaluators shall book and pay for their own transport, food and accommodation costs. The Evaluators are also responsible for the distribution of all methodological tools such as questionnaires, but UNAIDS and UNFPA shall facilitate this process to the extent possible by providing contact information such as email addresses and telephone numbers.

In order to generate the final Evaluation Report, the Evaluators shall be responsible for carrying out the following activities:

7.3. Participate, at the beginning of the process, in a joint meeting with the Evaluation Reference Group at the UNFPA Brasilia Office, in order to collect and systematise information on institutional and programmatic guidelines that will steer the evaluation;

7.4. Prepare the Inception Report in English, soon after the meeting in Brasilia, detailing the evaluation framework which will be used. Hence it should describe the context of the evaluation object; the evaluation's purpose and scope; questions to be used in the evaluation, including indicators; risks and limitations which may influence the validity and reliability of the evaluation's results; main data collection and analysis methods; information sources to be used; sampling methodology (if necessary); schedule for the execution of all of the work's stages; description (CVs) of everyone responsible for each step of the work; logistics and any non-financial assistance agreed with UNAIDS and UNFPA. The Inception Report shall contain an Evaluation Plan. The Inception Report shall be circulated to the Evaluation Reference Group. In case the Inception Report is not approved the first time, the evaluators shall re-draft it, ensuring that the time devoted to redrafting does not interfere with other deadlines established by the Terms of Reference. In case it is not approved a second time, the contract may be terminated without further payment beyond what was already paid.

7.5. Organise visits to 3 ICTC partner countries: (1) one in the South Cone; (2) one in a Portuguese Speaking Country in Africa and (3) one in Central America. The visits shall enable a thorough examination and assessments of the information contained in relevant documentation. The foregoing should then be followed by selected interviews to seek clarification on the documentation, and to be informed of developments which occurred after the completion of given documentation. The bidder should include estimated costs for these field visits at the financial proposal. Countries to be visited will be defined at the meeting of the Evaluation Reference Group in Brasilia.

7.9. Draft a Preliminary Report followed by a Final Evaluation report, both in English. Both reports shall be submitted within the deadlines established by UNAIDS and UNFPA. The Preliminary Report shall have all the constituent elements of the final report; it necessarily shall have: i) answers to the asked questions; ii) recommendations for action, iii) details of the evaluation's results, as well as general conclusions; iv) content presented according to model described in the present Terms of Reference (item 5.4). The preliminary report will be analysed based on the following criteria: scope of data and information collected; text clarity and the organisation of ideas; logical relation between the data and conclusions reached; evidence presented for interpretations and conclusions; depth and feasibility of the conclusions and recommendations made. In case it is not approved, the evaluators should redo it, ensuring that the time devoted to it does not delay the delivery of the final report. In case it is not approved a second time, the contract is subject to termination without further payment beyond what was already paid.

*Under no circumstances will UNAIDS, UNFPA or any other partner involved in the process interfere with Evaluator's views that are anchored on evidence. Evaluators are free to reach any conclusion, contrary or not to UNAIDS or UNFPA's current forms of actions or its vision for the future. UNAIDS and UNFPA reserves the right to accept or not the recommendations made.*

<sup>1</sup> The Evaluation Reference Group shall include the Members of the Sub-IRG (minus the ICTC): UNAIDS Brazil Office, the National STD/AIDS of the Ministry of Health, GTZ, DFID and UNFPA.

7.10. Seek approval by UNAIDS and UNFPA for each of the deliverables under item 5 above. Approval of documents shall take a minimum of 3 working days, hence the Evaluators should provide drafts well in advance to be analysed and approved, without delaying the overall process. Regarding the Preliminary and Final Reports, at least five working days are necessary for UNAIDS and UNFPA's approval of each report. UNAIDS and UNFPA will be rigorous in verifying services delivered/rendered, reserving the right to authorise payment conditioned to the quality of the product/service delivered/rendered.

7.11 All approved documents and reports by the evaluators should be provided to UNAIDS and UNFPA **in electronic format (MS Word and/or MS Excel) and in hard copy. Documents must be sent in the official institution paper and all pages signed.** Secondary attached information (annexes), such as questionnaires and reference documentation, do not need to be translated.

7.12 The consultancy and professionals engaged in the evaluation should have **NO** direct involvement in the design and/or implementation of any activity conducted by the ICTC.

## **8. LANGUAGE OF THE PROPOSAL**

8.1 The Technical and Financial Proposals and the Documentation must be submitted in English.

## **09. PRICE OF THE PROPOSAL**

9.1 In the event of a discrepancy between the unit values and the total, the unit values will prevail, and, if there is a discrepancy between the written out values and their counterparts in algorithms, the written out values will prevail.

9.2 Prices quoted by the Bidder must be fixed throughout the duration of the execution of the contract and must not be subject to variations of any nature. Proposals received with adjustable price quotes will be treated as inadequate and rejected.

9.3 Foreign companies must present proposals in USD. Brazilian companies must present proposals in REAIS.

## **10. SUBMISSION OF PROPOSALS**

10.1 Proposals shall be submitted in **English by e-mail ([pnudlicitacoes@undp.org.br](mailto:pnudlicitacoes@undp.org.br))**

10.2 Proposals and their annexes must be sent in the official paper of the institution **and all pages must be signed.**

10.3 To establish price, the bidder shall observe the following guidelines:

- a) The bidder will be liable for any travel and per diem expenses of the technical team and any other personnel involved;
- b) The financial proposal shall be submitted in a detailed cost spreadsheet, informing the unit, quantity and total costs.

10.4 The companies shall present the evaluation methodology (as per Appendix B), i.e. how each evaluation question will be answered by way of data collection methods, data sources, sampling and indicators. The document must also contain a work plan, which indicates the phases in the evaluation with their key deliverables and milestones, as well as a detailed budget for the activities to be carried out.

10.5. The companies shall present its technical team qualification (academic and professional).

10.6 The companies shall present the financial proposal detailing activities and its respective costs, as well as expenses related to administrative and secretariat aspects, translation and interpreting services, telecommunications services, photocopies and printing, travel expenses and all other expenses related to the rendering of these services.

## **11. DOCUMENTS PROVING QUALIFICATION OF THE BIDDER**

The following documentation shall be presented obeying the items described below:

### **BRAZILIAN COMPANIES**

11.1 Relative to the legal status:

- a) Business registration, in the case of an individual company;
- d) Submission of a declaration of the inexistence of night, hazardous or unsanitary work for anyone under the age of eighteen years and of any work for minors under the age of sixteen years, except as apprentices, from the age of fourteen years.

11.2 Relative to tax status:

- a) Proof of registration and cadastral situation in the National Directory of Legal Entities (CNPJ);

- b) Proof of good standing with respect to the Government Social Security (INSS) and Severance Indemnity Fund for Employees (FGTS);

### **FOREIGN COMPANIES**

- 11.3 The foreign companies not set up in Brazil will have to gather:
- a) proof of their legal/fiscal good standing through the usual means in the bidder's country of origin;
  - b) proof of legal capacity of the representative that signs the proposal on behalf of the bidder;

### **12. VALIDITY OF PROPOSAL**

The proposal should be valid for at least 60 (sixty) days from the date of submission.

### **13. EVALUATION CRITERIA**

13.1 The criteria for evaluation will be responsiveness to the Term of Reference and **Lowest Price**.

### **14. PAYMENT CONDITIONS**

14.1 Payment will be made in 2 instalments, up to 10 days after the submission of a Fiscal Invoice corresponding to the services executed and confirmation by UNFPA and UNAIDS that the products were delivered with the required level of detail and quality, according to the following schedule:

<b>Instalments</b>	<b>Conditions</b>	<b>Disbursement</b>
1 <sup>st</sup> instalment	Signing of Contract	40 %
Last instalment	After approval of the Report	60 %
<b>Total</b>		<b>100%</b>

### **15. CONTRACT RESPONSIBILITIES**

It will be the contracted company's responsibility:

15.1 The rendering of services with the specifications present in this Terms of Reference.

15.2 Supplying the products according to the requirements present in this document.

15.3 Start the services provided for in the present Terms of Reference from the signing of the Contract, according to the proposed stages and deadlines in the present document.

15.4 At the end of the event, issue a Fiscal Invoice to:

UNFPA – United Nations Population Fund  
(Referring to process 004/2009)

Address: EQSW 103/104, Bloco C, Lote 1, 2<sup>o</sup>andar - SETOR SUDOESTE, Brasília, DF  
CEP: 70670-350

15.5 The company's (legal enterprise) current bank account should be included in the Fiscal Invoice for payment.

## APENDIX B – FORMAT FOR PRESENTATION OF THE PROPOSED WORK (REFERENCE TABLE)

### DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

*You should present the information requested below as part of your Technical Proposal:*

#### FORMAT FOR PRESENTATION OF THE PROPOSED WORK

Institution:	
<b>EVALUATION FRAMEWORK</b>	
<p><b>Briefly describe the overall approach</b> of the evaluation, highlighting the conceptual model(s) that might be adopted.</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	
<b>QUESTIONS</b>	
<p>List a <b>basic set of evaluation questions or criteria</b> that could be used, and elaborate on them as necessary</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	
<b>INDICATORS</b>	
<p>Specify some of the <b>key indicators for each of the main questions</b> that might be used as a guide in answering the question.</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	
<b>DATA COLLECTION</b>	
<p><b>Discuss the data collection and data analysis methods</b> that might be used for answering the main questions.</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>	
<b>SAMPLING</b>	
<p><b>Discuss the sampling methods</b> that might be required (population to be represented, rationale for selection, mechanics of selection, sample size as applicable)</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	
<b>WORKPLAN</b>	
<p><b>Develop a basic timeline</b> listing what could be the main activities in each evaluation phases (data collection, data analysis and reporting), with indication of the persons responsible for each activity.</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	
<b>LOGISTICS</b>	
<p><b>Discuss some of the logistics of carrying out the evaluation.</b> Include specific assistance required from UNESCO such as providing arrangements for visiting particular field offices or sites.</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	
<b>SIGNATURE</b>	<b>SUPERVISOR SIGNATURE</b>
Name:	Name:
Date:	Date:



## APENDIX C- FORMAT FOR PRESENTATION OF THE FINANCIAL PROPOSAL

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[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Quotation dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures<sup>1</sup>]. This amount is exclusive of the local taxes, which shall be identified during negotiations and shall be added to the above amount.

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

We remain,

Yours sincerely,

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

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

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

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

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<sup>1</sup> Amounts must coincide with the ones indicated under Total Cost of Financial proposal in Form APENDIX C - SUMMARY OF COSTS.

**APENDIX C- WORK SCHEDULE**

N°	Activity <sup>1</sup>	Weeks <sup>2</sup>							
		1	2	3	4	5	6	7	8
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
...									

1 Indicate all main activities of the assignment, including delivery of reports (e.g.: inception and final reports), and other benchmarks such as Client approvals. For phased assignments indicate activities, delivery of reports, and benchmarks separately for each phase.

2 Duration of activities shall be indicated in the form of a bar chart.

**APENDIX C- BREAKDOWN OF COSTS BY ACTIVITY<sup>1</sup>**

\_\_\_\_\_

<b>Group of Activities (Phase):<sup>2</sup></b> _____ _____	<b>Description:<sup>3</sup></b> _____ _____
<i>Cost component</i>	<b>Costs</b>
	<i>[Indicate USD Currency]</i>
Remuneration	
xxxx	
Subtotals	

- 1 This Form shall be filled at least for the whole assignment.
- 2 Names of activities (phase) should be the same as, or correspond to the ones indicated in the second column of APENDIX C- WORK SCHEDULE.
- 3 Short description of the activities whose cost breakdown is provided in this Form.

**APENDIX C - SUMMARY OF COSTS**

<i>Item</i>	<b>Costs</b>
	<i>[Indicate Foreign Currency # 1]</i> <sup>1</sup>
Total Costs of Financial Proposal <sup>2</sup>	

- 1 Indicate between brackets the name of the foreign currency. Maximum of three currencies; use as many columns as needed, and delete the others.
- 2 Indicate the total costs, net of local taxes, to be paid by the Client in each currency. Such total costs must coincide with the sum of the relevant Subtotals indicated in all Forms FIN-3 provided with the Proposal.