



Date: October, 7, 2021

REQUEST FOR QUOTATION RFQ N° UNFPA/HTI/RFQ/21/022

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

“production of a user-friendly interactive dashboard to map gang dynamics and facilitate monitoring and evaluation of CVR in Port-au-Prince”.

UNFPA requires the provision of :

Background

Haiti's security environment has deteriorated in 2021 and threatens to unravel dramatically owing to chronic political uncertainty. A string of coordinated attacks in June 2021 led by rival gangs in the Port-au-Prince neighborhoods of Cite Soleil, Bel Air and Martissant resulted in significant casualties and over 8,500 displaced people. Gang-led raids on police stations in Cite Soleil - notably Duvivier, Drouillard, Sierra 2 and Station des Gonaives - resulted in the killing of several police officers and the acquisition of a range of firearms (including semi-automatic weapons) and munitions.

Notwithstanding growing concern with instability and the existence of a project to reduce community violence, there is comparatively limited awareness across the UN and wider donor community about the character, motives and threat posed by gangs and the dynamics of victimization at the local scale. According to some observers there are over 160 active gangs in the country, with the highest concentration in Port-au-Prince. Most of the territories in the metropolitan area are under the control or influence of gangs. Kidnapping cases are likewise on the rise. The weakening state presence is undermining democracy.

Organized and interpersonal violence in Haiti is dynamic and fluid. The rapid expansion of a federation of gangs and emergence of new ones (e.g. 400 Marozo) are presenting real challenges to the UN. Efforts to roll-out Community Violence Reduction (CVR) activities in Haiti are operating without adequate situational awareness. UNFPA, as a partner of a PBF-funded CVR project in Martissant and La Saline (Port-au-Prince) with UNDP and UNOPS, is committed to supporting the development of a tool to better map the reality of gang and victimization dynamics. UNFPA co-leads Benchmark II charged with advancing a UN approach to CVR in Haiti. Developing a more data-driven tool to support strategic decision making process will add value to the wider CVR community and related activities in Haiti.

Objectives

UNFPA is proposing the development of an analytical tool to improve overall situational awareness of gang dynamics in Haiti. The platform will (1) map the geospatial and temporal dynamics of gangs in Port-au-Prince, initially. It will also (2) track the networks linking gangs and gang leaders to each other, as well as to key political and economic actors. The digital platform will be available to UN partners as a way of enhancing situational awareness. It will be used to inform planning with implementing partners involved in community violence reduction (CVR) activities on the ground, as well as to help improve overall safety and security and more effective targeting. The goal is to develop off-the-shelf tools to rapidly customize an accessible, interactive and high resolution experience for users.

There are several reasons why UNFPA is well placed to initiate the development of an online interactive dashboard for the wider UN team. For one, UNFPA is a key contributor to wider CVR efforts recently launched in the country.

As the co-lead of Benchmark 2 with the BINUH, UNFPA is supporting the monitoring and evaluation of CVR as well as working with partner agencies and organizations such as UNDP, UNOPS, Viva Rio, LKLP and Gheskio to promote demonstrable reductions of multiple forms of violence in selected neighborhoods of Port-au-Prince. UNFPA is also supporting the development of “community platforms” in Martissant and La Saline (among other places) and requires a high degree of granularity in its assessments of violence dynamics.

UNFPA is seeking a firm with experience in the field of security analytics, information management, date-driven mapping and monitoring and evaluation. The firm should have the capacity to also design network mapping systems. UNFPA is looking to build a decision-support system that to assist UN agencies, international organizations and donors as well as the relevant public authorities in designing appropriate strategies and programs capable of tackling the issue of gang related violence in Haiti. This interactive platform will help in (i) improving situational awareness, (ii) strengthening planning and (iii) measuring outcomes of CVR projects/programs and related activities in Haiti. The system will be hosted by the UNFPA office in Port au Prince (Haiti).

The frontend of the dashboard will consist of an interactive geospatial platform with multiple filters. The backend will be made-up of a system to process multiple data feeds related to gang dynamics. The platform must be capable of being operated by UNFPA and be easily upgradable/adapted.

The main objective of the project

To production of a user-friendly interactive dashboard to map gang dynamics and facilitate monitoring and evaluation of CVR in Port-au-Prince. This tool will visualize time-series metrics related gang distribution and influence as well as selected metrics of victimization.

It is expected from the firm that we be selected to undertake the following activities:

1. **Undertake a rapid inventory of gang demographics in Port-au-Prince.** This includes generating a taxonomy of all relevant gangs and gang leaders, their micro-locations and territorial control, their approximate size and specific activities, and their relationships with other gangs and political/economic entities. Data will be updated weekly on deployment, and then adjusted depending on need by relevant UNFPA partners.
2. **Rapidly design and develop a dashboard for decision-maker/practitioner use.** The firm will apply software to allow for spatial and temporal mapping. Filters will be provided to allow for examining specific categories, as well as a time-slider to show changes. The platform will also include “features” to allow users to enter relevant information for planning purposes.
3. **Design and develop network analytics.** The firm will apply a network mapping software to examine relationships and weak/strong ties between gangs and relevant political and economic entities. The intention is to allow for both descriptive analysis of gang relationships over time, but also to quantify the intensity of partnerships. The network analytics will be integrated into the aforementioned platform as a layer of functionality.
4. **Train UNFPA team to harvest and process the dashboard.** The firm will provide a very basic protocol for managing the dashboard and data collection, in partnership with relevant agencies and non-governmental organizations. One of the goal will be to amplify the map to include a wider subset of cities over time.

Profile of the firm

The firm needs:

1. At least 10 years of experience in managing similar contracts.
2. A team of qualified data specialists with the experience and skills to rapidly design dynamic data visualization tools.
3. A solid track record of developing data-driven navigational instruments including dashboards, apps and widgets to super-charge client capabilities in complex/fragile settings.
4. Capacity to develop light-weight/low costs geospatial platforms as well as methods to extract insight from multiple datasets.

Deliverables

- a. A lightweight system to improve situational awareness across UN agencies, implementing partners and donors in Haiti and also support planning and M&E processes.
- b. A tool with a front-end map and filterable metrics and a back-end made up of multiple data streams using "open" data sourced by UNFPA and other partners.
- c. A system that is scalable meaning it will start with a focus on Port-au-Prince CVR communities/adjacent areas but with potential for national application (subject to separate contract).
- d. A system pulling from multiple data sources including, possibly, administrative, social media, and user-generated data, while being mindful of privacy and data protection issues.
- e. At least 1 seminar organized in partnership with UNFPA in Port-au-Prince targeting the international and the national community working in the field of CVR and security on data driven strategy and programming.

Timeline

Technical proposal to be submitted by October 20th 2021 at the latest

After review a decision will be taken by October the 25th 2021.

The contract is intended to started upon signature of the contract by October 28th 2021.

This Request for Quotation is open to all legally-constituted companies that can provide the requested services and have legal capacity to deliver in the country, or through an authorized representative.

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](http://unfpa.org/about-us)

II. Questions

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

Name of contact person at UNFPA:	Catia Dupreville
Tel N°:	509 3 701 4340
Email address of contact person:	dupreville@unfpa.org

The deadline for submission of questions is **October 14th, 2021**. Questions will be answered in writing and shared with 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:

- Technical proposal, in response to the requirements outlined in the service requirements / TORs.
- Price quotation, to be submitted strictly in accordance with the price quotation form.

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 contact person indicated below no later than : **Wednesday, October 20th, 2021 at 10:00 AM Haiti Time.**

Name of contact person at UNFPA	Catia Dupreville
Official Email address of Haiti	procurement.haiti@unfpa.org

Please note the following guidelines for electronic submissions:

The following reference must be included in the email subject line: **RFQ N° UNFPA/HTI/RFQ/21/022**

- 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.
- 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.
- When submitting electronic offers, Bidders will receive an auto-reply acknowledging receipt of the **first** 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. If you do not receive any auto-reply for the first email from UNFPA's email system, please inform **Catia Dupreville at: [dupreville@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		20%	
Professional experience of the staff that will be employed to the project proving demonstrated expertise in evaluation and related processes (CVs, etc.)	100		15%	
Specific experience and expertise relevant to the assignment	100		30%	
Profile of the company and relevance to the Project.	100		15%	
Grand Total All Criteria	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 [50-70] 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 quotation. 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.

$$\text{Total score} = [50 - 70\%] \text{ Technical score} + [50 - 30\%] \text{ Financial score}$$

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 to the Bidder(s) that obtain the highest total score.

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.

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.

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.

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](#).

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 the Business Unit Yves Sassenrath at sassenrath@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.

Disclaimer

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).

PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation N°:	RFQ N° UNFPA/HTI/RFQ/21/022
Currency of quotation :	USD
Delivery charges based on the following 2010 Incoterm:	Choose an item.
Validity of quotation: <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.

Item	Description	Number & Description of Staff by Level	Hourly Rate	Hours to be Committed	Total
1. Professional Fees					
<i>Total Professional Fees</i>					\$\$
2. Out-of-Pocket expenses					
<i>Total Out of Pocket Expenses</i>					\$\$
Total Contract Price <i>(Professional Fees + Out of Pocket Expenses)</i>					\$\$

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/HTI/RFQ/21/022 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	



United Nations Population Fund
Adresse : 352 Ave John Brown
Mail: procurement.haiti@unfpa.org
Téléphone : 509 2815 6000
Site Web : Haiti.unfpa.org

ANNEX I:
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](#)