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Date: 12 February 2026

## Request for Quotation No. UNFPA/VNM/RFQ/26/02

Dear Sir/Madam,

We hereby solicit your quotation for the following services:

### PROFESSIONAL SERVICES FOR CONDUCTING A STUDY ON HPV VACCINATION

This Request for Quotation is open to all legally constituted companies that can provide the requested services and have legal capacity to perform in Viet Nam, 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 childbirth 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](#)

Service Requirements/[Annex II-Terms of Reference \(TOR\)](#)

#### II. Questions

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

Name of contact person at UNFPA:	<b>Nguyen Minh Ha</b>
Tel N°:	<b>84-24-38500 328</b>
Email address of contact person:	<a href="mailto:mnguyen@unfpa.org">mnguyen@unfpa.org</a>

The deadline for submission of questions is **17h00 on 26 February 2026 (Ha Noi Time)**. 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 [TOR](#).
- Price quotation**, to be submitted with reference to the price quotation form. Please submit your quotation in **Viet Nam Dong (VND)** currency.

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 UNFPA Viet Nam's secured email address [vbiddtender@unfpa.org](mailto:vbiddtender@unfpa.org) no later than **Monday, 9 March 2026 at 10:00 AM Ha Noi Time**<sup>1</sup>.

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line:  
**RFQ N° UNFPA/VNM/RFQ/26/02 – HPV Study – [Company Name]**.
- 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.

#### 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 [Annex II](#) and in accordance with the evaluation criteria below (see details in [Annex III](#)).

Criteria	[A] Maximum Points	[B] Points attained by Bidder	[C] Weight (%)	[B] x [C] = [D] Total Points
<i>Expertise and Capacity of institution submitting proposal</i>	100		25%	
<i>Adequacy of the proposed approach, methodology, work plan and quality control responding to the TOR</i>	100		50%	
<i>Personnel competencies: Consultant(s)' qualifications and experience required for the services</i>	100		25%	
<i>Grand Total All Criteria</i>	<b>300</b>		<b>100%</b>	

<sup>1</sup> <http://www.timeanddate.com/worldclock/city.html?n=69>

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% 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.

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

## 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 to the Bidder 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 the Business Unit [Mr. Matthew Jackson, UNFPA Viet Nam Representative at [mjackson@unfpa.org](mailto:mjackson@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 in charge of the procurement to request for them to share a PDF version of such document(s).

**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](#)

## **ANNEX II: Terms of Reference**

### **SERVICE PROVIDER TO CONDUCT A STUDY ON HPV VACCINATION**

#### **I. BACKGROUND**

Cervical cancer represents a critical public health challenge in Viet Nam, ranking as the sixth most common cancer among women with 4,177 new cases and 2,420 recorded deaths annually. Data indicates a significant regional variance in disease burden, while long-term projections suggest that without strategic intervention, cumulative mortality could escalate to 218,907 by 2070 and nearly 450,000 by 2120.

Human papillomavirus (HPV) is the primary cause of cervical cancer. A 2018 study estimated that 91% of HPV-related cancers in women are cervical cancers, with HPV16 and HPV18 jointly accounting for approximately 71% of cases. HPV vaccines, available since 2006, are highly effective in preventing HPV infection and cervical cancer.

In 2020, the World Health Organization (WHO) launched a global strategy to eliminate cervical cancer, establishing the "90-70-90" targets for vaccination, screening, and treatment to be met by 2030. Currently, Viet Nam falls significantly short of these benchmarks, with only 28.2% of eligible women screened and 12% of girls and young women (aged 15–24) vaccinated against HPV. Notably, vaccination rates show a marked disparity between urban (15.6%) and rural (9.2%) populations.

Among 194 countries reporting to WHO in 2025, 159 have integrated HPV vaccination into their national immunization schedules, while three countries have partially implemented HPV vaccination, and 32 countries—including Viet Nam—have not yet introduced HPV vaccines into their national immunization programs (NIP) (8). Given the high benefits of the HPV vaccine, WHO is now encouraging all countries, particularly LMICs, to introduce HPV vaccines into their routine immunization programs.

To address these gaps and implement Government Resolution 104, the Ministry of Health (MOH) will integrate HPV vaccination into the National Expanded Programme on Immunization (NEPI) starting in 2026. This initiative will begin with a pilot phase in four provinces: Tuyen Quang, Quang Ngai, Dac Lak, and Vinh Long. To ensure this rollout is evidence-based and aligned with the National Action Plan on Cervical Cancer Prevention 2026–2030, UNFPA and the MOH are commissioning a comprehensive study which aims to assess the readiness and capacity of provincial health networks for vaccine delivery, while simultaneously evaluating the knowledge, attitudes, and behaviors of key stakeholders, including adolescents, parents, and teachers regarding cervical cancer prevention in general and HPV vaccination in particular. UNFPA is seeking an independent research institution to conduct this pivotal study following the research design recommended by UNFPA and NIHE/MOH (see the research design in this [link](#)). The findings of which will guide the pilot implementation and inform the national rollout.

## II. OBJECTIVES OF THE STUDY

1. Conduct the assessment on capacity of provincial health network on delivering HPV vaccination services in the 4 pilot provinces, namely Tuyen Quang, Quang Ngai, Dac Lak, and Vinh Long using six building blocks recommended by WHO, including the following areas (Research Component 1):
  - 1) Governance of immunization services
  - 2) Human resources
  - 3) Financing
  - 4) Immunization and health information system
  - 5) Facilities/equipment for HPV vaccination
  - 6) HPV vaccination service delivery

It is recommended that qualitative research methods will be applied for this study, including observation, in-depth interviews and focus group discussion of key informants and analysis of the existing secondary data at commune, regional and provincial levels using research methods including data collection instruments in [Annex 1](#) (including check list for observations, guide for in-depth-interview and focus group discussion (with research questions), and forms/check lists for reviewing and validation of existing secondary relevant data on immunization).

2. To conduct a quantitative survey to measure knowledge, attitudes, and behaviors of adolescent girls in 6 provinces/city (Tuyen Quang, Quang Ngai, Dac Lak, Vinh Long, Hung Yen and Hochiminh City) on cervical cancer prevention including HPV vaccination, including the following thematic topics (Research Component 2):
  - Demographics variables of subjects
  - Socio-economic variables including access to information including access to smartphones, internets, social media; health insurance coverage.
  - Basic knowledge, attitude and practices to sexual and reproductive health
  - Knowledge, attitude and practices on cervical cancer prevention and HPV vaccinations.
  - Current health seeking behaviors/practices
  - Perceived quality of vaccination/immunization services and satisfactions of services provided at Commune Health Centres.
  - Any other relevant factors that may affect the use of HPV vaccination by adolescent girls.
  - It is recommended that the research methods in [Annex 2](#) will be used for this quantitative study, including:
    - o Research location (6 above-mentioned provinces/city)
    - o Research questions and hypotheses
    - o Sampling methods and sample size
    - o Data collection methods
    - o Questionnaire
    - o Key variable/data analysis including statistical tests to be executed
3. Conduct a rapid qualitative assessment on strength, weakness, opportunity and threat of the school environment in four provinces for HPV vaccination (Research Component 3).

- It is recommended the qualitative research methods (in depth interviews and focus group discussions) in [Annex 3](#) will be used for this study, including:
  - Sampling methods for in-depth interviews and focus group discussions
  - Research questions and hypotheses
  - Interview guide
  - Recommendations for data analysis
- 4. Conduct a rapid qualitative assessment on knowledge, attitudes, and behaviors of mothers on cervical cancer and HPV vaccination (Research Component 4).
  - It is recommended the qualitative research methods (in depth interviews and focus group discussions) in [Annex 4](#) will be used for this study, including:
    - Sampling methods for in-depth interviews and focus group discussions
    - Research questions and hypotheses
    - Interview guide
    - Recommendations for data analysis

### **III.SCOPE OF WORK**

#### **1. DEVELOPMENT OF A TECHNICAL BIDDING PROPOSAL**

As part of the bidding process mandated by UNFPA, interested institutions are required to submit a comprehensive technical and financial proposal (Please refer to Annex 5 for the suggested outline of the technical proposal).

#### **2. PREPARE AND PRESENT AN INCEPTION REPORT FOR COMMENTS AND FEEDBACK**

Upon contract award by UNFPA, the selected institution will develop an inception report using the template provided in Annex 6. This report will detail the implementation plan, including

- Plan for pretesting and revising (if necessary) data collection tools and the training manual for data collectors.
- Plan for training data collectors and field supervisors on data collection tools and procedures, ensuring they possess the necessary skills and knowledge.
- Specific timelines and a detailed travel plan for fieldwork, data collection, data analysis and draft preparation, consultation and report finalization.
- A quality control procedure for the entire research process (from data collection to the final report).
- A risk management plan outlining strategies to address potential challenges, including respondent identification and interviewing.
- It notes that a comprehensive data collection plan with revised data collection tools, is required to be submitted to UNFPA for approval prior to fieldwork and data collection.

The research institution will present the inception report at a consultation meeting with UNFPA, NIHE/MOH and other relevant stakeholders for feedback and input. The final inception report must be approved by UNFPA and NIHE/MOH before the commencement of data collection.



### **3. CONDUCT FIELD WORK AND DATA COLLECTION**

The research team will conduct data collection as required in the Objectives section based on the approved research protocol, data collection tools, and implementation plan. The research team will provide comprehensive training for data collectors and field supervisors, covering essential areas such as sampling methods, participant recruitment, informed consent procedures, and data collection guidelines. The research team may consult with relevant staff at UNFPA and NIHE/MOH during the data collection process as needed. The conduct of fieldwork, data collection, and the entire study must strictly comply with the Ethical Codes of Conduct for UNEG/UNFPA (Annex 6). The research team is required to obtain an official approval of a local ethical review committee for the research proposal before data collection.

### **4. CONDUCT DATA ANALYSIS**

- For the quantitative survey, data analysis will be conducted in three sequential steps: exploratory analysis, descriptive analysis, and inferential analysis to respond to key issues outlined in Objective 1.
- For qualitative data (in-depth interviews and focus group discussions), it requires a systematic process of identifying, analyzing, and reporting patterns or themes within the data. Researchers typically begin by transcribing recordings and utilizing thematic analysis or content analysis to transform raw narratives into structured insights. This process requires a critical analysis of the context and the underlying reasons behind participant responses to ensure the findings are evidence-based. By categorizing recurring ideas and divergent perspectives, the analysis generates deep insight into participant experiences, allowing for a nuanced understanding of successes, failures, and complex human behaviors.
- For secondary data collected from health facilities in the provinces, conduct descriptive analysis of the existing database.

### **5. PRESENT KEY FINDINGS AND PRODUCE A RESEARCH REPORT**

The research team will present key findings and prepare a draft report for review and feedback from UNFPA, NIHE/MOH, and relevant stakeholders. Following this, a comprehensive final report (see the outline in Annex 7) will be completed and submitted to UNFPA and NIHE/MOH. It requires the research team to prepare the consolidated report covering all the requirements in Objectives 1-4 including recommendations on key factors that contributed to or hindered project success, including implementation strategies, community participation, partnerships, and contextual factors and practical and prioritized recommendations for the introduction of HPV vaccination in 4 pilot provinces and for its national roll out.

## **IV. EXPECTED OUTPUTS/PRODUCTS**

The selected research institution will submit the following outputs:

1. Approved inception report, including data collection tools and implementation plan.
2. Validated research tools and training package for data collectors
3. Draft report, presenting key evaluation findings, implications, and recommendations, in both Vietnamese and English, for presentation at consultative meetings.
4. Final, clear, and concise full report (maximum 40 pages, 1.5 line spacing) in both English and Vietnamese (hardcopy and electronic files required), including an executive summary of key findings and recommendations (excluding appendices).
5. Electronic copy of clean quantitative and qualitative data collected for the study.

The main deliverables and tentative timelines for this consultancy service are outlined below:

	Tasks	Timelines
1	Submission of technical and financial proposals as required for bidding	9 March 2026
2	Review and selection of a research institution based on technical and financial proposals	15 March 2026
3	Development and presentation of an inception report to UNFPA and NIHE/MOH for feedback.	30 March 2026
4	Refinement of the inception report, including data collection tools and the data collection plan	15 April 2026
5	Conduct of qualitative and quantitative data collection	16-30 April 2026
6	Data analysis and draft report preparation	1-28 May 2026
6	Presentation of key findings and submission of a draft report in English	30 May 2026
7	Submission of the final report in both Vietnamese and English (including clean collected database).	15 June 2026

Note: Timelines for this consultancy are subject to be discussed and agreed with the MOH and UNFPA

## V. INTENDED USES AND USERS.

Findings and recommendations from this study will be utilized by UNFPA, Gavi, national partners including MOH, NGOs, Provincial Departments of Health and CDCs, service providers, schoolteachers, and communities. These insights will inform the development of appropriate policies and programs aimed at improving the coverage of HPV vaccination services in Vietnam.

## VI. REQUIREMENTS FOR THE RESEARCH INSTITUTION AND RESEARCH TEAM

### 1. Requirements for the research institution

- Clearly defined governance structure, including an organizational chart and sufficient staff capacity to undertake the consultancy.
- Demonstrated project management capacity, including a sound financial management system.
- Proven staff skills and expertise in conducting large-scale, high-quality scientific and research in sexual and reproductive health and/or health system in Vietnam.
- Prior experience in conducting research to inform policy development in Vietnam, particularly in maternal health and family planning and/or immunization.
- Demonstrated experience in disseminating research findings to policymakers and decision-makers in developing countries, preferably in Vietnam.
- A strong and established network with local research institutions in Vietnam (for international institutions).
- Extensive experience working with UN agencies and/or other international development agencies. Prior work experience with UN agencies in Vietnam is an advantage.

## **2. Requirements for the research team**

The research institution will nominate a research team comprising a team leader, at least one senior researcher, and a team of data collectors and field supervisors.

**The research team leader** should possess the following qualifications and experience:

- A PhD in population and health, sexual and reproductive health, epidemiology, or social sciences, with advanced training in health research methods.
- A minimum of 10 years of professional experience in sexual and reproductive health research, including team leader of evaluation and assessment.
- Advanced quantitative and qualitative data analysis skills, with demonstrated experience in applying multiple analytical techniques.
- Advanced statistical skills and experience working with large, nationally representative datasets.
- Demonstrated knowledge of sexual and reproductive health, particularly among adolescents in Vietnam.
- Demonstrated excellent English writing skills, evidenced by first authorship of peer-reviewed publications in international journals and technical reports.
- Excellent English communication skills.

**Research team members** should possess the following qualifications and experience:

- A postgraduate degree in population health, epidemiology, or social sciences.
- At least 5 years of professional experience in sexual and reproductive health research, including participation in large community-based studies.
- Demonstrated experience in the collection, collation, and quality assessment of available data sources and multiple data files.
- Advanced statistical skills and experience working with large, nationally representative datasets.
- Demonstrated knowledge of sexual and reproductive health, particularly among adolescents in Vietnam.
- Excellent written and spoken English and Vietnamese language skills.
- A publication record in international peer-reviewed journals and technical reports

**Research data collectors/field supervisors** should possess the following qualifications and experience:

- At least an undergraduate degree in anthropology, population health, reproductive health, or social sciences.
- Demonstrated strong communication and facilitation skills.
- Experience working with ethnic minority groups.
- Demonstrated knowledge of maternal health and family planning issues in Vietnam, particularly among adolescents.
- Fluency in written and spoken Vietnamese, with knowledge of ethnic minority languages being an asset.

## VII. ADMINISTRATION AND LOGISTICS SUPPORT

To facilitate the execution of these tasks, the selected research team will collaborate closely with designated staff from UNFPA, NIHE/MOH, and provincial CDCs, ensuring administrative/logistic support, the quality of data collection and reporting aligns with the requirements of UNFPA and MOH.

**UNFPA:** To support the research team in conducting fieldwork and data collection, UNFPA will:

- Assign a program officer to serve as the focal point for collaboration with the selected research institution.
- Facilitate collaboration between the research institution and NIHE/MOH, as well as other government partners.
- Monitor the study's progress and quality, providing technical input and feedback as necessary.
- Provide the selected research institution with relevant background documents, research proposal templates, technical report templates, and other related materials.

**NIHE/MOH:** To support the research team in conducting fieldwork and data collection, NIHE/MOH will:

- Assign a program officer to serve as the focal point for collaboration with the selected research institution.
- Facilitate collaboration between the research institution and MOH, as well as other provincial Departments of Health (DOHs) and CDCs.
- Monitor the study's progress and quality, providing technical input and feedback as necessary.
- Provide the selected research institution with relevant background documents and other related materials.

**Provincial CDCs:** To support the research team in conducting fieldwork and data collection, provincial CDCs in each selected province will:

- Assign a staff member to serve as the focal point for collaboration with the selected research institution.
- Facilitate data collection in the selected communes, particularly the administration of commune and women questionnaires, and the conduct of key informant interviews.
- Provide technical input and feedback as necessary.

## VIII. ESTIMATED BUDGET

The maximum budget for this study is **USD45,000**. This amount covers all costs associated with the study as defined in this Terms of Reference.

## IX. PAYMENT TERMS

A service contract will be established between UNFPA Vietnam and the selected research institution. Payments will be made based on the institution's proposed amount, as approved by UNFPA. Payments will be disbursed in three installments as follows:

- **First Installment:** A maximum of 20% of the total contract value will be transferred upon submission and approval of the final inception report.
- **Second Installment:** 30% of the total contract value will be transferred upon receipt of the report of the completion of fieldwork and data collection.
- **Final Installment:** The remaining 50% of the total contract value will be disbursed upon the delivery and acceptance of all final products by both UNFPA and MOH.

## **X. ANNEXES**

### **RECOMMENDED STUDY DESIGN AND RESEARCH METHODS INCLUDING RESEARCH INSTRUMENTS**

Overall study design: [link](#)

**ANNEX 1: Research Methods for Objective 1:**

Link: [Annex 1](#)

**ANNEX 2: Research Methods for Objective 2**

Link: [Annex 2](#)

**ANNEX 3: Research Methods for Objective 3**

Link: [Annex 3](#)

**ANNEX 4: Research Methods for Objective 4**

Link: [Annex 4](#)

## **ANNEX 5: ETHICAL CODE OF CONDUCT FOR STUDY/RESEARCH**

Study/Research of UNFPA-supported activities need to be independent, impartial and rigorous. Each study/research should clearly contribute to learning and accountability. Hence researchers/evaluators must have personal and professional integrity and be guided by propriety in the conduct of their business.

Study/research team:

1. To avoid conflict of interest and undue pressure, researchers need to be independent, implying that members of a study/research team must not have been directly responsible for the policy setting/programming, design, or overall management of the subject of study/research, nor expect to be in the near future. Researchers must have no vested interests and have the full freedom to conduct impartially their study/research work, without potential negative effects on their career development. They must be able to express their opinion in a free manner.
2. Should protect the anonymity and confidentiality of individual informants. They should provide maximum notice, minimize demands on time and respect people's right not to engage. Researchers must respect people's right to provide information in confidence and must ensure that sensitive information cannot be traced to its source. Researchers are not expected to evaluate individuals and must balance an evaluation of management functions with this general principle.
3. Studies/research sometimes uncover evidence of wrongdoing. Such cases must be reported discreetly to the appropriate investigative body.
4. Should be sensitive to beliefs, manners and customs and act with integrity and honesty in their relations with all stakeholders. In line with the UN Universal Declaration of Human Rights, researchers must be sensitive to and address issues of discrimination and gender equality. They should avoid offending the dignity and self-respect of those people with whom they come in contact within the course of the study/research. Knowing that study/research may negatively affect the interests of some stakeholders, researchers should conduct the study/research and communicate its purpose and results in a way that clearly respects the stakeholders' dignity and self-worth.
5. Are responsible for the clear, accurate and fair written and/or oral presentation of study limitations, evidence-based findings, conclusions and recommendations.

## **ANNEX 6. SUGGESTED OUTLINE OF THE RESEARCH REPORT**

1. Title page
2. Table of Contents
3. Acknowledgements
4. List of acronyms
5. Lists of Tables and Figures
6. Executive summary: maximum 2 pages
7. Introduction
8. Methods
9. Findings
10. Discussion
11. Recommendations
12. Annexes (if any)

## **ANNEX 7: SUGGESTED OUTLINE OF THE TECHNICAL BID TO BE SUBMITTED BY INSTITUTIONS/FIRMS**

### **A. Introduction of research organization (maximum 4 pages)**

- Historical development including organizational mission
- Staff structure
- Technical capacity
- Financial capacity
- Relevant previous research experiences relevant to the consultancy
- List of key publications in the recent 10 years
- Any other relevant information can be added in the Appendix section of the technical proposal

### **B. Technical proposal: (maximum 10 pages)**

Please respond to the following requirements:

#### **1. Overview/introduction**

- A brief background including a literature review of published and unpublished reports on the barriers in accessing maternal and FP services in ethnic minority and remote communes in Vietnam.
- An overview of what and how to conduct the study/research by the institution.

#### **2. Objectives and key questions of study/research**

- Overall objective.
- Specific objectives.
- Key study questions/indicators.
- Note: Clear, realistic and specific research objectives, formulated and answerable research questions, and hypotheses (if any).

#### **3. Design and methodology**

The research team is recommended to use the research design and methodology outlined in the Annexes of this term of reference. It includes the following sections:

- Scope and focus.
- A conceptual framework that guides the study design, data collection, and analytical strategies
- Study population, study sites, sample size, sampling methods, and participant recruitment
- Key variables and measurements
- Ideas for developing data collection tools (secondary data checklist/form, assessment questionnaire, and key informant interviews).
- Plan to develop and pre-test data collection tools
- Data management and data analysis plan
- Techniques and tools for data collection and data analysis.
- Participatory stakeholders' consultation process.
- Ethical issues.



#### **4. Data analysis and report preparation**

- Proposed data analysis methods and indicators/variables presentation following the requirement outlined in the TOR, particularly comparison between baseline and endline data
- Data reporting plan including the realistic timeline and the final product to be submitted to
- MOH and UNFPA.

#### **5. Organization and implementation of study/research**

- Detailed workplan for training data collectors, planned data collection, data analysis, and report preparation.
- How to organize/implement and manage this study/research.
- Quality control.
- Accountabilities of study/research team/consultants.

#### **6. Study/research team**

- Present the composition of the study/research team (e.g., number of team members, team leader with key tasks in conducting this study/research).
- Brief CVs of research team members are included in Annexes

#### **7. References:** Using author-date format

## **ANNEX 8: SUGGESTED OUTLINE OF THE INCEPTION REPORT**

### **1. Overview/introduction**

An overview of what and how to conduct the study/research by the institution.

### **2. Objectives and key questions of study/research overall objective.**

- Specific objectives.
- Key study questions/indicators.

### **3. Design and methodology**

- Scope and focus.
- Study/research design (explanation of methodological choice, including the constraints and limitations), study sites, and sampling design.
- Techniques and tools for data collection and data analysis.
- Participatory stakeholders' consultation process.
- Ethical issues including the approval of a local ethnical review committee for this study.

### **4. Data analysis and report preparation**

- Proposed data analysis methods and indicators/variables presentation following the requirement outlined in the TOR
- Data reporting plan including the realistic timeline and the final product to be submitted to
- MOH and UNFPA.

### **5. Organization and implementation of study/research**

- Specific timelines with a detailed travel plan for field work and data collection, data analysis, and report preparation.
- Plan for a pretest and revision (if required) of the data collection tools, and data collector training manual
- A quality control procedure to closely monitor the data collection process
- Plan to provide training for data collectors and field supervisors on the data collection tools and procedures to ensure that they are equipped with essential skills and knowledge to conduct the study.
- A risk management plan that presents a clear strategy to cope with possible challenges including identifying and interviewing respondents among others
- A detailed data collection plan together with the revised data collection tools will be submitted to UNFPA for approval before the commencement of field work and data collection

### **6. Study/research team**

- Present the composition of the study/research team (e.g., number of team members, team leader with key tasks in conducting this study/research).
- Accountabilities of study/research team/consultants.

**ANNEX III:**  
**Technical bid evaluation criteria**

Criteria	[A] Maximum Points	[B] Points attained by the bidder	[C] Weighting %	[B] x [C] = [D] Total Points
<b>A. Expertise and capacity of institution</b>	<b>100</b>		<b>25%</b>	
<p><i>Points to assess:</i></p> <ul style="list-style-type: none"> <li>• Have clear governing bodies, and appropriate project management capacity including financial management system. <b>(10 points)</b></li> <li>• Have appropriate staff skills and expertise as specified in the TORs. <b>(20 points)</b></li> <li>• Have prior experience in conducting large-scaled studies in sexual reproductive health and rights (SRHR) in Vietnam, preferably experiences in studies on adolescents and youth. <b>(30 points)</b></li> <li>• Experience in conducting health facility assessment <b>(10 points)</b></li> <li>• Experience in qualitative studies <b>(10 points)</b></li> <li>• Have strong experience in disseminating research findings to policy and decision makers in developing countries, preferably in Vietnam <b>(10 points)</b></li> <li>• Have extensive experience in working with UN agencies or development partners in the past 10 years <b>(10 points)</b></li> </ul>				
<b>B. Adequacy of the proposed approach, methodology, work plan and quality control responding to the TOR</b>	<b>100</b>		<b>50%</b>	
<p>The technical proposal that addresses all requirements of this TOR with budget estimation, included a clear presentation/discussion of:</p> <ul style="list-style-type: none"> <li>• <i>Comprehensiveness and appropriateness of the plan to accomplish the proposed objectives</i> <b>(20 points)</b></li> <li>• <i>Clear and strong conceptual or theoretical framework that guides the study design, data collection plan, and analytical strategies</i> <b>(5 points)</b></li> <li>• <i>Clear and appropriate sampling procedures</i> <b>(5 points)</b></li> <li>• <i>Clear methods to develop research instruments, adaptive to the local culture and contexts</i> <b>(5 points)</b></li> <li>• <i>Clear approach and plan for pretesting and adapting data collection tools to local culture and contexts</i> <b>(15 points)</b></li> <li>• <i>Appropriate data collection plan including criteria for recruiting and training data collectors, and quality assurance of data collection and data entry</i> <b>(15 points)</b></li> <li>• <i>Clear and comprehensive data analysis framework</i> <b>(25 points)</b></li> <li>• <i>Clear plan for reporting and presenting preliminary and final findings at meetings/workshops</i> <b>(10 points)</b></li> </ul>				

<b>C. Personnel competencies: Consultant(s)' qualifications and experiences required for the services</b>	<b>100</b>		<b>25%</b>	
<ul style="list-style-type: none"> <li>• <b>Team leader/principal researcher (50 points):</b> <ul style="list-style-type: none"> <li>- A PhD degree in medical, public health, reproductive health, epidemiology, or social science, with advanced training in health research methods;</li> <li>- At least 10 years of work experience in SRHR research;</li> <li>- Advanced quantitative and qualitative data analysis skills, and demonstrated experience in applying multiple analytical techniques;</li> <li>- Advanced statistical skills and experience in working with large nationally representative datasets;</li> <li>- Demonstrated knowledge on SRHR issues, especially among adolescents and youth in Vietnam;</li> <li>- Demonstrated excellent writing skills in English, evidenced in being the first author of peer-reviewed publications in international journals and technical reports;</li> <li>- Excellent verbal communication skills in English.</li> </ul> </li> <li>• <b>Research team members (30 points):</b> <ul style="list-style-type: none"> <li>- A postgraduate degree in medical, public health related disciplines, epidemiology, or social sciences;</li> <li>- At least 5 years of work experience in SRHR research, including experience in participating in a large community-based study;</li> <li>- Demonstrated experience in collection, collation, and quality assessment of available data sources and multiple data files;</li> <li>- Advanced statistical skills and experience in working with large nationally representative datasets;</li> <li>- Experience in qualitative studies</li> <li>- Demonstrated knowledge on SRHR issues, particularly among adolescents and youth in Vietnam;</li> <li>- Excellent skills in written and spoken English and Vietnamese;</li> <li>- A track record of publications in international peer-reviewed journals and technical reports.</li> </ul> </li> <li>• <b>Data collectors/field supervisors (20 points):</b> <ul style="list-style-type: none"> <li>- At least an undergraduate degree in anthropology, population health, reproductive health, or social science;</li> <li>- Demonstrated good communication and facilitation skills;</li> <li>- Experience in working with adolescents and youth;</li> <li>- Demonstrated knowledge on SRHR issues in Vietnam, particularly among ethnic minority groups;</li> <li>- Fluency in written and spoken Vietnamese with knowledge on ethnic minority languages being an asset.</li> </ul> </li> </ul>				
<b>GRAND TOTAL ALL CRITERIA</b>	<b>300</b>		<b>100%</b>	

## PRICE QUOTATION FORM

<b>Name of Bidder:</b>	
<b>Date of the quotation:</b>	Click here to enter a date.
<b>Request for quotation N°:</b>	<b>UNFPA/VNM/RFQ/26/02</b>
<b>Currency of quotation :</b>	<b>VND</b>
<b>Validity of quotation:</b> (The quotation must be valid for a period of at least 90 days after the submission deadline)	

- Quoted bid prices/rates must be **inclusive of all taxes**.

**Example Price Schedule below:** *[You can use an Excel spreadsheet instead of this format. The table columns should be modified as appropriate for specific requirements]*

Item	Description	Number & Description of Staff by Level	Daily Rate	Days to be Committed	Total Amount (VND)
<b>1. Professional Fees</b>					
<i>Total Professional Fees</i>					VND
<b>2. Out-of-Pocket expenses</b>					
<i>Total Out of Pocket Expenses</i>					VND
<b>Total</b> (Professional Fees + Out of Pocket Expenses)					VND
<b>VAT</b>					VND
<b>Total Contract Price (including VAT)</b>					VND

*Vendor's Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/VNM/RFQ/26/02 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 [Annex I-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