

Terms of Reference (TOR)

Background

UNFPA has been working in Nepal since 1971 and is currently implementing its Ninth Country Programme (CP-9, 2023-2027), which is aligned with the Government's development plan and sectoral strategies. Recognizing the need for a humanitarian programme, UNFPA's 9th CP includes a dedicated output aimed at strengthening national, sub-national, and community capacities to build resilience and reduce vulnerabilities to humanitarian stress. It focuses on three transformative results:

- (a) Ending preventable maternal deaths
- (b) Ending the unmet need for family planning
- (c) Ending gender-based violence and all harmful practices

This approach ensures the continuation of inclusive, lifesaving, high-quality sexual and reproductive health (SRH) and gender-based violence (GBV) services in humanitarian settings while protecting the rights of women, girls, and men to alleviate their suffering.

In alignment with the Nepal Government's National Disaster Response Framework (NDRF) 2019 and as a member of the Inter-Agency Standing Committee (IASC), UNFPA Nepal has been supporting the Ministry of Women, Children, and Senior Citizens (MoWCSC) as a co-lead for the Protection Cluster and the Ministry of Health and Population (MoHP) as a member of the Health Cluster, responsible for coordinating the sexual and reproductive health (SRH) component. As part of these clusters, UNFPA, along with relevant ministries and partners, works to address gender-based violence (GBV) and reproductive health and rights concerns by strengthening national and sub-national systems to respond to GBV and SRH needs in emergencies.

These strengthening efforts mainly focus on policy advocacy, planning, capacity development, and the prepositioning of essential reproductive health and GBV prevention supplies, such as Dignity Kits, Kishori Kits, Winter Kits, and menstrual hygiene management kits, along with other relief materials that address the hygiene, and protection concerns of women and girls. The prepositioning of these kits is crucial for timely emergency responses and has been a key humanitarian response strategy for UNFPA in the past.

Therefore, UNFPA Nepal is seeking proposals to establish a Long-Term Agreement (LTA) with suppliers for the provision of supplying Newborn Baby Items.

Objectives

The main objective of the LTA is to establish a long-term agreement to ensure the timely provision of various supplies in alignment with UNFPA's humanitarian preparedness and response initiatives.

Deliverables

The suppliers will be responsible for the following tasks:

- Supply of specified items as per Annex II

Activities

The supplier will be responsible for the following tasks:

- Individual items must be sealed.
- Delivery of items to UNFPA Nepal's warehouse or other locations inside Kathmandu Valley

Timing

The selected supplier is expected to have the capacity of delivering minimum quantity of 2,000 sets within 10 days from the receipt of UNFPA's purchase order.

Work setting

NO item changes are allowed without prior notification and approval from UNFPA Nepal. The samples submitted during the bidding stage will be retained for benchmarking purposes, and any deviations in items or content must be immediately communicated to UNFPA for approval and review.

Experience and qualifications

A minimum of three years of experience in supplying and delivering related items to INGOs, NGOs, UN agencies, etc.

Samples

UNFPA requires product samples for evaluation at the time of bid submission. **These samples shall be considered part of the offer and may be subject to technical review** and laboratory analysis, where appropriate. Samples of quoted items must be provided.

Bids that pass the preliminary examination will undergo a technical evaluation, consisting of a specifications review (based on the completed Product Item Overview Form), followed by a physical examination of each sample to ensure compliance with the requested technical specifications.

Technical specification and requirement of the products and packaging

S.N.	Category	Item Description	UoM	QTY
1	Cloth	Baby reuseable diaper	Pack of 6	1
2	Cloth	Diaper Cover	Each	1
3	Cloth	Warm baby blanket	Each	1
4	Cloth	3-layer soft Dhaka malmal set	Set	1

General Instructions

Warranties and Claims: Warranty claims or claims of replacements for any damaged or defective products should be available in Country Nepal.

Quality Assurance Inspections: The bidders agree, that UNFPA may conduct pre-delivery quality inspections at the contractor's warehouse. The quality benchmark of 100% defect free items is essential, for the respective batches to be accepted. Defective batches will be rejected, and contractor will be requested to check and re-issue a new defect free product batch.

UNFPA will conduct post-delivery quality inspections at the UNFPA warehouse and before or after the distribution of goods. The quality benchmark of 100% defect free items is essential, for the respective batches to be accepted. Defective batches will be rejected, and contractor will be requested to check and re-issue a new defect free product batch.

Rectification of products with issues will be done at the contractors' own cost (transport, warehouse, etc.).

1. Baby reuseable diaper

Product Description: eco-friendly, reuseable, naturally antibacterial, and super absorbent fabric.

Specification: Made of organic cotton or bamboo fiber, woven. Approximate size not less than 28 X 29 inches.

Colour: White

The dimensions should not vary beyond 3%, No colour bleeding; should have adequate dimensional stability while washing, Edges of the fabrics should be sewn by appropriate methods; No visual defects such as loose threads, stains, and no objectionable odour.

Packaging: All Clothing Items as applicable to each kit, should be packed together in the bio-degradable bag, or a re-usable plastic bag, as the secondary packing. If the clothing items have their original individual packing, they should be packed without removing the original packing. The secondary packing bag should ensure the chemical odors of soap or other disinfectants do not transfer to the clothing items. Once packed, the secondary bag should be sealed with clear cello-tape.



2. Diaper Cover

Product Description: A diaper cover is a waterproof outer layer used over cloth diapers to prevent leaks and keep moisture in.

Material specification:

Outer layer: Polyurethane laminate cover, made from breathable waterproof fabric.

Inner layer: stay dry polyester.

Hems made of fluffy fleece that softly hugs baby's tiny legs.

Size: Adjustable by two rows of snaps on the front side of the cover and Velcro fastening of superior quality.

Color: Printed multi colour.

Visual Appearance: Product surface shall have no stains from perspiration, oils, rust, blood, colour, mildew etc. Final product should be free of any sewing defects such as loose stitches or loose threads. Product should be free from odour such as sweat, alcohol, kerosene, any aromatic smell etc.

Packaging: All Clothing Items as applicable to each kit, should be packed together in the bio-degradable bag, or a re-usable plastic bag, as the secondary packing. If the clothing items have their original individual packing, they should be packed without removing the original packing. The secondary packing bag should ensure the chemical odors of soap or other disinfectants do not transfer to the clothing items. Once packed, the secondary bag should be sealed with clear cello-tape.



3. Warm baby blanket

Product Description: A soft insulated covering designed to keep newborns and infants cozy, especially in cold weather. Made from materials that provide warmth while ensuring breathability and comfort for the baby.

Specification:

Cover: Teri cotton

Inside: Fiber sheet of approximately 200 GSM

Size: Approximately 40 X 40 inches

Colour: Assorted colour (not white or black including light colours)

The dimensions should not vary beyond 3%, No colour bleeding; should have adequate dimensional stability while washing, Edges of the fabrics should be sewn by appropriate methods; No visual defects such as loose threads, stains, and no objectionable odour.

Packaging: All Clothing Items as applicable to each kit, should be packed together in the bio-degradable bag, or a re-usable plastic bag, as the secondary packing. If the clothing items have their original individual packing, they should be packed without removing the original packing. The secondary packing bag should ensure the chemical odors of soap or other disinfectants do not transfer to the clothing items. Once packed, the secondary bag should be sealed with clear cello-tape.



4. 3 Layer soft dhaka malmal set

Product Description: Set of dhaka peti bhoto, bhoto, topi and suruwal for newborn baby.

Material specification: Made of soft pure cotton, 3 layers of fabrics.

Bhoto and trouser with string closure for adjustable fit.

Color: Solid Colour, fixed dye. NOT White

Visual Appearance: Product surface shall have no stains from perspiration, oils, rust, blood, colour, mildew etc. All the units coming under one product code should be uniform in colour. Final product should be free of any sewing defects such as loose stitches or loose threads. Product should be free from odour such as sweat, alcohol, kerosene, any aromatic smell etc.

Packaging: All Clothing Items as applicable to each kit, should be packed together in the bio-degradable bag, or a re-usable plastic bag, as the secondary packing. If the clothing items have their original individual packing, they should be packed without removing the original packing. The secondary packing bag should ensure the chemical odors of soap or other disinfectants do not transfer to the clothing items. Once packed, the secondary bag should be sealed with clear cello-tape.

