



United Nations Population Fund
UN House
Pulchowk, Lalitpur, Nepal
Email: nepal.unfpa@unfpa.org
Website: nepal.unfpa.org

Date: 9 January 2025

REQUEST FOR QUOTATION RFQ N^o UNFPA/NPL/RFQ/25/002

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

“Endline Survey for Comprehensive Sexuality Education Project in Nepal”.

UNFPA requires the provision of service to conduct Endline survey for comprehensive sexuality education project in Nepal.

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](#)

Service Requirements/Terms of Reference (ToR)

A. Background

1. Project background

Comprehensive Sexuality Education (CSE) is the strategic priority of UNFPA and based on the strategic plan 2022 - 2025 UNFPA in Nepal is focusing to strengthen policy advocacy for effective CSE integration in both formal and non-formal education, strengthen teacher’s knowledge and capacity on quality CSE delivery, and improving young people’s access to CSE. The Australian Government Department of Foreign Affairs and Trade (DFAT) funded CSE project since 2016 is being implemented in coordination with the Ministry of Education, Science and Technology (MoEST), Ministry of Health and Population (MoHP) and its respective Division/unit and through various implementing partners.

With the funding support from the Australian Department of Foreign Affairs and Trades (DFAT) the first phase of the project started in 2016 with the aim to ensure young people (in/out of school) have adequate information and knowledge on comprehensive sexuality education (CSE) to empower and enable them to make informed decisions about their own sexual and reproductive health in five UNFPA working districts: Bajhang, Baitadi, Rukum, Sindhuli, and Udayapur. The first phase of the project was based on the recommendation made by the 2014 curriculum review that reported lack of full integration of CSE in the school curriculum, lack of available training package and in-service training to teachers on CSE, thus, the phase 1 project focused on policy advocacy for effective CSE integration, development of



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teacher's training and resource materials, and training of teachers. In addition, Adolescents Friendly Information Corners were also established in the working districts for young people's increased access to CSE information, with linkage with certified Adolescents Friendly Service Sites (AFHS) supported by UNFPA.

The second phase continued until August 2018 in the same districts aiming to adapt to and take advantage of opportunities created by the new federalized governance system in Nepal thus intensifying its approach to include greater advocacy at the provincial level, continued developing a strong cadre of trained teachers on CSE, including the pilot of an on-site mentoring and coaching approach for trained teachers in two districts – Okhaldhunga and Udayapur to assess the applicability of the quality delivery of CSE training. The Adolescent Friendly Information Corners (AFICs) continued to receive the support of Information, Education, and Communication (IEC) materials including the initiation of various edutainment activities in the schools through the mobilization of trained peer educators. Considering the sensitive nature of CSE and existing barriers that are restrictive to CSE teaching and learning, UNFPA also developed its advocacy and communication strategy to strengthen the CSE intervention.

The current Phase III (August 2020 – July 2025) of the CSE project aimed to empower adolescent girls and boys to contribute to decreasing GBV through comprehensive sexuality education. The 3 outcomes of the project are as follows:

- Increase* Comprehensive Sexuality Education -related skills and desirable norms and values on gender and gender-based violence of young people.
- Young people and others increasingly† advocate for change and achieve results related to Comprehensive Sexuality Education and sexuality.
- Supportive policy environment enables schools to implement Comprehensive Sexuality Education effectively.

Under phase III UNFPA continued working in the three existing GEF-funded project districts Bajhang, Baitadi, and East-Rukum as well as two new districts Kapilbastu and Achham for this phase.

UNFPA is overseeing the overall program and financial management including coordination, communication mechanisms, guidance, support, and oversight of all project activities to ensure quality, timeliness, and cost-effectiveness in the program implementation. The project is being implemented through implementing partners that were selected based on a competitive bidding process analyzing their strategic value, comparative advantage, and proven track record while some of the activities are also being implemented directly through UNFPA.

This project is being implemented in close collaboration and coordination with the Ministries of Education, Health, and their respective departments at federal, provincial, and municipal line agencies. To achieve the project goals and activities, UNFPA has also established the Comprehensive Sexuality

* The skills taught in CSE, such as assertiveness, communication, and asking for help when faced with gender-based violence, gender equality, child marriage, and traditional practices, are referred to as "adolescents' CSE related skills".

† Become a peer educator and use CSE skills to advocate for change through youth advocacy networks at the local, provincial, and federal levels on topics like gender equality, child marriage, gender-based violence, and traditional practices.



Education - Technical Working Group (CSETWG) that serves as a multi-sectoral coordination platform and includes the government, other UN agencies and civil society organizations to discuss CSE integration and provide overall guidance and advice on program implementation. Moreover, UNFPA also engages its bilateral and multi-lateral partnership with UNFPA-UNICEF joint program on girls’ empowerment and ending child marriage and the GBV program to complement this work.

2. Purpose of the endline survey

The object of the endline survey is to:

- design, collect, and analyze endline data in comparison to the baseline for Phase III of the project.
- measure the status of the Outcome 1 and Outcome 3 project indicators.
- identify the information of the indicators /milestones disaggregated by age, education, gender, ethnicity, disability, location etc.

While there are three outcomes, the survey will focus on establishing endline data for indicators across two of the outcomes, as outlined in the table below:

	Indicator	
Outcome 1: Young people have increased CSE-related skills and desirable norms and values on gender and gender-based violence.	1. Percent of adolescents having comprehensive knowledge on sexuality education	Survey, FGD
	2. Percent of adolescents who have positive attitudes and skills for health and well-being.	
	3. Percent of adolescents who have desirable attitudes related to CSE	
	4. Percent of students in project schools with AFICs who have ever visited it	
	5. Percent of adolescents in project schools who have accessed information and materials on CSE topics	
Outcome 2: Young people and others increasingly advocate for change and achieve results related to CSE and sexuality.		
Outcome 3: Supportive policy environment enables schools to implement CSE effectively	1. Number of government policies, plans, curricula, and/or budget documents reflect prioritization of CSE in project areas (cumulative)	KII, Desk review
	2. Percent of School Management Committee (SMCs) and Parents Teacher Association (PTA) members at project schools who have a highly favorable view of CSE	Survey

3. Scope of Work

The survey will produce reliable and representative endline data on the below indicators for 2 age groups among adolescents (11 to 14 years old and 15 to 19 years old) also disaggregated by gender using a robust and transparent methodological survey framework including sampling and enumeration.



The indicators include, but are not limited to:

Percent of adolescents having comprehensive SRH knowledge from sexuality education

1. Percent of adolescents who have positive attitudes and skills for health, well-being and informed decision-making.
2. Percent of adolescents who have desirable attitudes related to CSE
3. Percent of students disaggregated by grade level and gender in project schools with AFICs who have ever visited it
4. Percent of adolescents in project schools who have accessed information and materials on CSE topics
5. Number of government policies, plans, curricula, and/or budget documents reflect prioritization of CSE in project areas (cumulative)
6. Percent of School Management Committee (SMCs) and Parents Teacher Association (PTA) members at project schools who have a highly favorable view of CSE

The research agency is expected to review existing tools/questionnaires from Baseline survey and develop additional survey questionnaires including KII and FGD to collect required Endline data deploying both quantitative and qualitative methods. The agency will make necessary adjustments to the tools as required and the tools will be developed in both Nepali and English (and local language as necessary). The questionnaires should be designed in line with the M&E framework. The survey will be conducted in the project working areas, focusing on the working palikas of the project districts. Currently, each municipality has about five schools covered by the project.

DFAT CSE Programme working areas

Districts	Palikas
Achham	Sanfebagar Municipality
	Mangalsen Municipality
	Kamalbazar Municipality
Bajhang	Jayprithivi Municipality
	Kedarshyue Rural Municipality
	Bitthadchir Rural Municipality
	Masta Rural Municipality
Baitadi	Patan Municipality
	Dasharathchand Municipality
	Surnaya Rural Municipality
	Melauli Municipality
Rukum-East	Bhume Rural Municipality
	Sisne Rural Municipality
Kapilvastu	Kapilvastu Municipality
	Shivraj Municipality
	Vijaynagar RM
	Sudhodhan Rural Municipality



4. Methodology

Survey design: Mixed method including qualitative and quantitative approaches and desk review of secondary data.

Survey Population: Primary study population will be adolescents aged 11 to 14 years old and 15 to 19 years old. The study population will also consist of School Management Committees (SMC) and Parents Teacher Association (PTA).

Sampling and sample size: The research agency needs to propose an appropriate sampling design to produce a representative sample of students from each municipality. The sample size should have enough power and should use a 95% confidence level as well as non-response rate. The research agency should propose an acceptable margin of error which is not higher than 5%.

Data Analysis: The research agency should clearly and comprehensively outline the approach to data analysis including the use of statistical software. The outcome indicators should have adequate disaggregation.

Quality Assurance: The research agency is expected to employ all necessary mechanisms to ensure quality of data collection, collation and analysis at all stages of the assignment. This will include pre-testing of study tools, adequate training of enumerators and supervisors, robust backstopping and monitoring during field work, and following industry standards during data cleaning, analysis and report writing.

Ethical considerations: The following ethical considerations should guide the study, encompassing design, data collection, analysis, reporting, and dissemination:

1. Informed consent: Participants should receive clear information about the study's purpose, procedures, risks, and benefits. Their voluntary consent, free from coercion or undue influence, is necessary.
2. Voluntary participation and withdrawal: Participants should have the right to freely participate or withdraw from the study without negative consequences.
3. Confidentiality and privacy: Strict confidentiality measures should be maintained, ensuring secure storage and anonymization of Personally Identifiable Information. Only authorized individuals should access the data.
4. Do no harm: Participant well-being and safety should be prioritized. Steps should be taken to minimize potential harm or distress, with sensitivity to gender equality, social inclusion, and cultural contexts. Support mechanisms should be in place for participants experiencing adverse effects.
5. Non-discrimination: Equal and fair treatment of all participants, regardless of gender, age, caste, ethnicity, sexual orientation, disability, or other characteristics, should be ensured. Diversity and intersectionality should be respected.
6. Protection from sexual exploitation and abuse (PSEA): Measures to prevent, investigate, and respond to sexual exploitation and abuse must be in place, following the UN Protocol.
7. Transparency and accountability: Conduct the study transparently, documenting the methodology for stakeholder assessment. Acknowledge study limitations and provide open access to de-



identified data where appropriate. Report findings accurately and transparently, offering participants an opportunity for feedback.

Deliverables

In coordination with the UNFPA project team, data analyst and monitoring and evaluation team the company will perform the following tasks:

- Prepare an inception report and work plan for the implementation of the survey outlining methodological approaches and sampling method.
- Ensure compliance with ethical and safety guidelines throughout the implementation of the survey including obtaining ethical approval from the appropriate authority.
- Prepare and review the questionnaire developed for the survey and prepare instructions for use by enumerators.
- Develop a detailed quality assurance program (including piloting of the survey) and materials for training of enumerators.
- Train the enumerators including in the instructions, the survey questionnaire, and any other guidelines to ensure data quality and minimize non-response.
- Lead the piloting of the survey with a random set of out-of-sample respondents to test all aspects of the data collection process, identify challenges that need to be addressed, and make modifications to the questionnaire, interviewer/caller manual and any other guidelines.
- Undertake quality control of data collection as well as verify the accuracy of data entry daily.
- Hold review meetings with the enumerators to discuss issues related to data collection, as required.
- Clean and analyze survey data to identify findings related to the relevant indicators of the project's results framework.
- Produce endline study report that presents the survey results in a visually appealing, clear and accessible form with a clear and robust explanation of survey methodology (maximum 25 pages).
- The research agency is expected to give a presentation on the study and its findings in the UNFPA Country Office in Kathmandu. The presentation slide will be a deliverable. Along with a two-pager summary from the survey.
- The research agency should submit raw and clean datasets (csv, excel, SPSS or STATA compatible formats), output file of generated statistics and all syntaxes used to generate statistics in the final report.

Management and governance:

The UNFPA Nepal Country Office will establish an internal reference group and designate a focal point as the primary contact for the research agency. Operating under the overall guidance of this group, the research agency will launch fieldwork following approval of the inception report. The assignment will conclude upon approval of all deliverables by the reference group.



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Desired background and experience

Extensive 5 to 7 years of experience in conducting largescale surveys at individual or household level in Nepal. Proven technical expertise on survey methodology and implementation with access to enumerator pools that can be deployed in the project provinces. Demonstrated ability to analyze and synthesize large volumes of data. Excellent report writing and data visualization skills. Experience in collecting data related to Comprehensive Sexuality Education, is desirable.

Interested Research Agencies are requested to apply and provide the following supporting documents:

- Evidence of extensive 5 to 7 years of experience in conducting largescale surveys at individual or household level in Nepal.
- Record of proven technical expertise on survey methodology and implementation with access to enumerator pools that can be deployed in the project provinces.
- Demonstrated ability to analyze and synthesize large volumes of data.
- Evidence of experience in collecting data related to comprehensive sexuality education, is desirable.
- Outline of methodology and approach for the survey.
- Team composition for the assignment with CVs of all team members.
- 3 copies of samples of work in a similar field.
- Legal documents.
- Letter of application.
- Price.

Timeline

Survey should be completed within 60 days following signing of contract.



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II. Questions

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

Name of contact person at UNFPA:	<i>Prakash Rai</i>
Tel N ^o :	<i>+977 1 5423880</i>
Email address of contact person:	<i>prai@unfpa.org</i>

The deadline for submission of questions is **Wednesday, 15 January 2025 Nepal Time**. Questions will be answered in writing and shared with parties as soon as possible after this deadline.

III. Eligible Bidders

This Request for Quotation is open to all eligible bidders; to be considered an eligible bidder for this solicitation process you must comply with the following:

- A bidder must be a legally-constituted company that can provide the requested services and have legal capacity to enter into a contract with UNFPA to perform in the country, or through an authorized representative.
- A bidder must not have a conflict of interest regarding the solicitation process or with the TORs / Technical Specifications. Bidders found to have a conflict of interest shall be disqualified.
- At the time of Bid submission, the bidder, including any JV/Consortium members, is not under procurement prohibitions derived from the [Compendium of United Nations Security Council Sanctions Lists](#) and has not been suspended, debarred, sanctioned or otherwise identified as ineligible by any [UN Organization](#) or the [World Bank Group](#).
- Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on [UN Supplier Code of Conduct](#).

IV. Content of quotations

Quotations should be submitted via a TWO-envelope system. Interested Bidders are requested to submit their Technical Bid & Declaration Form **separately** from their Financial Bid containing the price information. Each envelope shall consist of a single email whenever possible, depending on file size.

- Technical proposal, in response to the requirements outlined in the service requirements / TORs.
- Signed Declaration Form, to be submitted strictly in accordance with the document.
- 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.

V. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form, and are to be sent by email to the address indicated below no later than: **Thursday, 23 January 2025 5:30 PM Nepal Time[‡]**.

[‡] <http://www.timeanddate.com/worldclock/city.html?n=69>



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Name of contact person at UNFPA:	<i>Prakash Rai</i>
Official Email address of UNFPA CO:	bid.nepal@unfpa.org

Please note the following guidelines for electronic submissions to UNFPAs CO's dedicated email address:

- The following reference must be included by the Bidder in the email subject line:
 - UNFPA/NPL/RFQ/25/002 – [Company name], Technical Bid
 - UNFPA/NPL/RFQ/25/002 - [Company name], Financial Bid
 - Submissions without this text in the email subject line may be rejected or overlooked and therefore not considered.
- It is the Bidder's responsibility to assure compliance with the submission process. If the envelopes or emails are not marked / submitted per the instructions, UNFPA will neither assume responsibility for the bid's misplacement or premature opening nor guarantee the confidentiality of the Bid process. Incorrect submissions might result in your Bid being declared invalid.
- Please do **NOT** send the emails containing your offer to any other email address (not even as a copy (CC) or blind copy (BCC)); otherwise UNFPA will not be able to guarantee confidentiality and fair and transparent handling of your bid. UNFPA reserves the right to reject bids sent via the appropriate channel but copied or blind copied to other email addresses.
- The total email size may not exceed **20 MB (including email body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.
- When submitting electronic offers, Bidders will receive an auto-reply acknowledging receipt of the **first** email. Should your offer require you 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 Prakash Rai at: prai@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.

VI. 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 obtained by Bidder	[C] Weight (%)	[B] x [C] = [D] Total Points
Evidence of extensive 5 to 7 years of experience in conducting largescale surveys at individual or household level in Nepal.	100		10%	
Record of proven technical expertise on survey methodology and implementation with access to enumerator pools that can be deployed in the project provinces.	100		10%	
Demonstrated ability to analyze and synthesize large volumes of data.	100		10%	
Experience in collecting quantitative data related to comprehensive sexuality education	100		25%	
Outline of methodology and approach for the survey.	100		45%	
<i>Grand Total All Criteria</i>	500		100%	

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

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



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Financial Evaluation

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

Price quotes will be evaluated based on their responsiveness to the price quote form. The maximum number of points for the price quote is 100, which will be allocated to the lowest total price provided in based on the specific formula indicated in the TORs. 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.

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

VII. 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.

VIII. 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.

IX. 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.

X. 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



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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](#).

XI. 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](#).

XII. 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 Won Young Hong, UNFPA Representative at whong@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, Supply Chain management Unit at procurement@unfpa.org.

XIII. 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).

DocuSigned by:



Lana Hirzallah

International Operations Manager, a.i.



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PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	
Request for quotation N°:	UNFPA/NPL/RFQ/25/002
Currency of quotation :	NPR
Delivery charges based on the following 2020 Incoterm:	
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/NPL/RFQ/25/002 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

Name and title	Date and place



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DECLARATION FROM

The undersigned, being a duly authorized representative of the Company represents and declares that:



1.	The Company and its Management [§] have not been found guilty pursuant to a final judgement or a final administrative decision of any of the following:	YES	NO
	a. Fraud;	<input type="checkbox"/>	<input type="checkbox"/>
	b. Corruption;	<input type="checkbox"/>	<input type="checkbox"/>
	c. conduct related to a criminal organization;	<input type="checkbox"/>	<input type="checkbox"/>
	d. money laundering or terrorist financing;	<input type="checkbox"/>	<input type="checkbox"/>
	e. terrorist offences or offences linked to terrorist activities;	<input type="checkbox"/>	<input type="checkbox"/>
	f. sexual exploitation and abuse;	<input type="checkbox"/>	<input type="checkbox"/>
	g. child labour, forced labour, human trafficking; or	<input type="checkbox"/>	<input type="checkbox"/>
	h. irregularity (non-compliance with any legal or regulatory requirement applicable to the Organization or its Management).	<input type="checkbox"/>	<input type="checkbox"/>
2.	The Company and its Management have not been found guilty pursuant to a final judgment or a final administrative decision of grave professional misconduct.	<input type="checkbox"/>	<input type="checkbox"/>

§ “Management” means any person having powers of representation, decision-making or control over the Organization. This may include, for example, executive management and all other persons holding downstream managerial authority, anyone on the board of directors, and controlling shareholders.



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3.	The Company and its Management are not: bankrupt, subject to insolvency or winding-up procedures, subject to the administration of assets by a liquidator or a court, in an arrangement with creditors, subject to a legal suspension of business activities, or in any analogous situation arising from a similar procedure provided for under applicable national law.	<input type="checkbox"/>	<input type="checkbox"/>
4.	The Company and its Management have not been the subject of a final judgment or a final administrative decision finding them in breach of their obligations relating to the payment of taxes or social security contributions.	<input type="checkbox"/>	<input type="checkbox"/>
5.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found they created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration, or principal place of business (<i>creating a shell company</i>).	<input type="checkbox"/>	<input type="checkbox"/>
6.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found the Company was created with the intent referred to in point (5) (<i>being a shell company</i>).	<input type="checkbox"/>	<input type="checkbox"/>

The UNFPA reserves the right to disqualify the Company, suspend or terminate any contract or other arrangement between the UNFPA and the Company, with immediate effect and without liability, in the event of any misrepresentation made by the Company in this Declaration.

It is the responsibility of the Company to immediately inform the UNFPA of any changes in the situations declared above.

This Declaration is in addition to, and does not replace or cancel, or operate as a waiver of, any terms of contractual arrangements between the UNFPA and the Company.

Signature:

Date:



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Name and Title:

Name of the Company:

UNGM Nº:

Postal Address:

Email:



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**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](#)

Please note that a PDF version of the General Conditions of Contracts must be provided.