

## REQUEST FOR QUOTATION (RFQ)

Potential vendors	Date: 9 December 2015
	Reference: BRB

Dear Sir / Madam:

We are seeking the services to support the website design of the University of the West Indies (UWI) Health Services at Mona Campus with a focus on students' health concerns with an emphasis on sexual health and HIV and kindly request you to submit your quotation as per terms of reference/specifications, detailed in Annex I of this RFQ.

**Quotations may be submitted on or before 17 December 2015 – 14:00 hours (Barbados local time) and via e-mail to the address below:**

**UN WOMEN MCO- Caribbean  
BRB30 22 2015 – Website Designer Consultant**

**e-mail:** [procurement.brb@unwomen.org](mailto:procurement.brb@unwomen.org)

Quotations submitted by email must be limited to a maximum of 10 MB, virus-free and no more than 3 email transmissions. They must be signed and in .pdf format, free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UN WOMEN after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Conditions	
Payment Terms	30 days upon invoice
Validity of Quotation	60 days
Preliminary Examination - Completeness of quotation.	<input type="checkbox"/> Partial bids permitted. <input checked="" type="checkbox"/> Partial bids not permitted
General Consumption Tax /Value Added Tax on Price Quotation	GCT /VAT and other applicable indirect taxes, must be specified separately.
Contact Person for Inquiries (Written inquiries only)	Inquiries may be submitted on or before 15 December 2015 – 16:00 hours (Barbados local time) and via e-mail to: <a href="mailto:procurement.brb@unwomen.org">procurement.brb@unwomen.org</a>

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UN WOMEN after it has received the quotation. At the time of award of Contract or Purchase Order, UN WOMEN reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFQ shall be subject to the General Conditions attached hereto (Annex II). The mere act of submission of a quotation implies that the vendor accepts without question the General Conditions of UN WOMEN herein attached. The UN Women has set out a vendor protest procedure intended to afford an opportunity to appeal to persons or firms not awarded a purchase order or contract in a competitive procurement process. **It is not available to non-responsive or non-timely proposers/bidders or when all proposals/bids are rejected.** In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.unwomen.org/en/about-us/procurement/vendor-protest-procedure>

## **EVALUATION PROCEDURE:**

The evaluation will follow the subsequent procedure:

### **Stage 1: Preliminary examination**

Prior to the detailed evaluation of each offer UN Women will undertake a preliminary examination of the offers in order to determine whether the offers meet the administrative requirements. UN Women may reject any offer during the preliminary examination which does not comply with the requirements set out in this solicitation document, without further consultation with the bidder. Offers will not be considered for further evaluation in cases where:

- They are incomplete (i.e. does not include all required data and/or documents as specified);
- The validity of the offer is not in accordance with the requirements;
- The technical and financial documents have not been submitted;
- If the bidder does not accept the correction of arithmetical errors;
- Offers which are incomplete frivolous, clearly not compatible, or contain material deviations from or reservations to the terms of the contract, may in UN Women's absolute discretion, be rejected or excluded from further consideration at any time during the evaluation, including after preliminary evaluation.

### **Stage 2: Technical Evaluation**

The candidates must possess minimum qualification criteria to be eligible for further technical evaluation (see Annex 1). Technical evaluation will be as follows:

- Bachelor's degree or equivalent in computer science, information technology or any relevant field, plus certification or advanced training in web design, web management and application (10 points);
- At least three years' experience in web design and implementation in Jamaica – (20 points);
- Evidence of experience in the use of content management system (CMS) in Jamaica is desirable, as is expertise in the areas of HTML, CSS, JavaScript, PHP/ASP.NET, and knowledge of Linux/Unix environment and how to implement and manage the CMS or chosen framework within the same – (20 points);
- Proven expertise in the design and implementation of databases in Jamaica, including use of current/modern object relational or sql relational database systems like PostgreSQL, MongoDB, MySQL – (20 points).

Maximum total technical score amounts to 70 points. Only candidates who have passed over the minimum qualification criteria and have accumulated at least 49 points out of maximum 70 under technical evaluation will qualify for the next stage i.e. evaluation of their financial proposals.

### **Stage 3: Financial Evaluation**

Evaluation of submitted financial offers will be done based on the following formula:  $S = F_{min} / F * 30$ ;

S – score received on financial evaluation;

F<sub>min</sub> – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round;

F – financial offer under consideration;

The winning candidate will be the candidate, who has accumulated the highest aggregated score (technical score + financial score).

## **HOW TO APPLY:**

A complete application consists of:

- Detailed curriculum vitae including a description of main achievements.

- Dully filled Personal History Form PHF11 that can be downloaded from <http://www.unwomen.org/en/about-us/employment>
- Financial Proposals (in USD) - 1 proposal identifying Lump sum financial proposal/offer, aggregated including fee per day and a calculation of total fee by assessing how many days each deliverable will take to complete.

Only Short listed candidates will be contacted.

Please group all your documents into one (1) single PDF document as the system only allows to upload maximum one document.

The consultant contracted will be required to sign a **statement of confidentiality and freedom from any conflict of interest** with potential future contractors with respect to the TORs and work that they will be delivering.

Thank you and we look forward to receiving your quotation.

Sincerely yours,  
***Procurement Unit***

**Annex I: Terms of Reference/Specifications**

Objective	To contract service for a consultant to support the website design of the University of the West Indies (UWI) Health Services at Mona Campus with a focus on students’ health concerns including sexual health and HIV
Location	Home Based
Contract Type	Special Service Agreement (SSA) (CARICON Nationals)
Period of services	28 December 2015 to 1 February 2016 (estimated 25 Working Days)
Contract Supervision	Representative, UN Women MCO-Caribbean

**I. BACKGROUND**

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. The UN Women Caribbean Multi-Country Office (MCO) is located in Barbados, covering the English and Dutch speaking Caribbean; it has established a project office in Jamaica.

UN Women Multi-Country Office – Caribbean, through its programme in Jamaica, is working in partnership with PAHO/WHO Jamaica in supporting the University of the West Indies, Mona Campus to address issues of Safety and Sexual Health, as it relates to gender equality and prevention of HIV&AIDS.

UWI Health Services Mona Campus, is an essential partner in this collaboration. One objective of the partnership is to strengthen the UWI Health Services Website to ensure that it is more reflective of the gender equality issues (and responses) relating to vulnerabilities to STIs, HIV&AIDS, and gender-based violence.

**II. DUTIES AND RESPONSIBILITIES**

Under the overall supervision of the UN Women MCO - Caribbean Representative and the direct supervision of the Jamaica Programme Officer the consultant will be contracted to Design and/or adapt the UWI Health Services Website with a focus on students’ health concerns including; sexual health and HIV, ensuring a base in addressing gender inequalities which lead to vulnerabilities in ensuring sexual health, HIV prevention, and preventing gender-based violence in all its forms, including sexual violence.

**III. DELIVERABLES**

Under the overall supervision of the UN Women MCO Representative and the day-to-day supervision of the Office of the Deputy Principal/University of West Indies Mona Campus, the consultant will be responsible for the following:

1. Identification of the following, in collaboration with the UWI Health Services Director and designates:
  - Specific Goals and Objectives of the Website;
  - Audiences/ Users;
  - Existing media resources; e.g. tests, images, audios and videos;
  - New content to be developed;
  - Required information for content development;
  - Identify writers for information pieces.
2. In collaboration with UWI Health Services Director to:
  - select Domain Name;
  - identify a Web Host;

- Sign off on standard information re services i.e. Opening Hours, After Hours Service, Description of Services, Emergency numbers etc.; students entitlements re: health care services, payment issues e.g. covered by insurance;
  - Sign off on information developed for the Website.
3. **Key Health Prevention Messages** - Specific information on gender equality, and women's empowerment. Additionally information on Prevention of disease, illness etc.; including the prevention of HIV and other sexually transmitted infections. Health information with advice on what to do to be healthy.
  4. Presentation of relevant research findings for the Website.
  5. **Specifically information on**
    - Gender Based Violence in all its forms (including cyber stalking, stalking, physical and mental violence, including sexual violence). This includes a strong emphasis on the most prevalent form of GBV, which is violence against women in all its forms;
    - provision of analysis on what is gender equality (ensuring linkages with the Institute for Gender & Development Studies (IGDS);
    - Information on the rights and issues of sexual identity and orientation.
  6. **Interactive Website.**
    - Enabling feedback, question and answers,
    - links to other sites, in particular UN Women, PAHO/WHO and other relevant sites;
    - Reporting of incidents of GBV;
    - Enabling reporting of incidents of sexual and other violence and intimidation, etc.;
    - Enabling confidential questions and answers on issues that are difficult to address;
    - Confidential feedback from both staff / providers of health care and users of the health services.
  7. **Sustainability:** Train at least 3 staff members to update and service the website.

#### IV. REMUNERATION

The consultancy fee will be negotiated before contracting. Each payment will be based on a predefined and formal agreement between UN Women and the consultant and will be disbursed based on satisfactory completion of agreed deliverables.

#### V. MINIMUM REQUIREMENTS

The individual consultant should meet the following criteria:

##### Values / Guiding Principles:

- Integrity and Fairness: Demonstrate consistency in upholding and promoting the values of UN Women in actions and decisions, in line with the UN Code of Conduct;
- Professionalism: Demonstrate professional competence and expert knowledge of the pertinent substantive areas of work. Conscientious and efficient in meeting commitments, observing deadlines and achieving results;
- Cultural sensitivity and valuing diversity: Demonstrate an appreciation of the multicultural nature of the organization and the diversity of its staff. Demonstrate an international outlook, appreciating difference in values and learning from cultural diversity.

##### Core Competencies:

- Work in teams: Demonstrate ability to work in a multicultural, multi ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds;
- Communicating and Information Sharing: Facilitate and encourage open communication and strive for effective communication;

- Self-management and Emotional Intelligence: Stay composed and positive even in difficult moments, handle tense situations with diplomacy and tact, and have a consistent behaviour towards others;
- Conflict management: Surface conflicts and address them proactively acknowledging different feelings and views and directing energy towards a mutually acceptable solution;
- Appropriate and Transparent Decision Making: Demonstrate informed and transparent decision making.

### **Required Skills and Experience**

#### **Education:**

- Bachelor's degree or equivalent in computer science, information technology or any relevant field, plus certification or advanced training in web design, web management and application.

#### **Experience:**

- At least three years' experience in web design and implementation;
- Evidence of experience in the use of content management system (CMS) is desirable, as is expertise in the areas of HTML, CSS, JavaScript, PHP/ASP.NET, and knowledge of Linux/Unix environment and how to implement and manage the CMS or chosen framework within the same – 20 points;
- Proven expertise in the design and implementation of databases, including use of current/modern object relational or sql relational database systems like PostgreSQL, MongoDB, MySQL – 20 points.

#### **Languages:**

- Fluency in English is required.

#### **Hardware, software, and communication:**

The consultant must be equipped with a portable computers (laptops). The consultant must be reasonably accessible by email and telephone (preferably mobile). The use of reliable, internet-based communication (Skype or equivalent) is required.

#### **Timeframes and Institutional Arrangements:**

The consultant will be engaged for an estimated 25 working days from 28 December 2015 until 1 February 2016. The consultancy will be based in Jamaica.

ANNEX II: CONTRACT FOR CONSULTANT

CONTRACT# 2015-XXX

Department: BRB  
Duty Station: Jamaica

Contract entered into between the United Nations Entity for Gender Equality and the Empowerment of Women (hereinafter Referred to as UNWOMEN and XXXXXXXXXX (hereinafter to referred to as the consultant).  
Address: [...]  
Nationality: [...]

Consultant shall perform the services set forth in the attached terms of reference, which shall form an integral part of this contract.

1. WORK ASSIGNMENT: XXXXXXXX providing administrative support to the XXXXX Unit as per the attached Terms of Reference.

Payment Details: Monthly payment upon certification of satisfactory services in accordance with the TOR. Entitled to paid UN holidays.

2. DURATION OF CONTRACT: X months (within the period indicated below)

This contract shall commence on XX September 2015 and shall expire on the satisfactory completion of the services described above, but no later than XX January 2016, unless sooner terminated under the terms of this contract. This contract is subject to the attached CONDITIONS OF SERVICE – CONSULTANTS.

3. CONSIDERATION - As full consideration for the services performed by the Consultant under terms of this contract UNWOMEN shall pay the Consultant upon certification that the services have been satisfactorily performed:

- (A) A fee of: US\$XXXXXX per month
- (B) Payments in a currency other than US dollars will be made at the UN operational rate of exchange in effect on the day of payment;
- (C) The fee may be payable in installments upon certification of satisfactory performance at each phase.

Phase	Amount
XX/XX/2010—XX/XX/2011 (X months)	US\$XXXXXX

I acknowledge that I have read the attached CONDITIONS OF SERVICE – CONSULTANTS and accept the terms and conditions of this contract.

SIGNATURE: [...]

DATE: XX/XX/201X

Prepared by: [...]

DATE: XX/XX/201X

Signed on behalf of UNWOMEN

SIGNATURE: [...]

DATE: XX/XX/201X

Chart Field:

Vendor ID:

General Ledger	Account	Operating Unit	Fund	Dept. ID	Project	Activity	Imp. Agcy	Donor
UNWOMEN	000	00	00	00	000	00	000	000





## **CONDITIONS OF SERVICE - CONSULTANTS**

### **1. STATUS OF CONSULTANT**

The consultant shall be considered as having the legal status of an independent contractor and as being an expert on Mission for the purpose of the Convention on the Privileges and immunities of the United Nations. The consultant shall not be considered in any respect as being a staff member of the United Nations or of UNWOMEN.

### **2. RIGHTS AND OBLIGATIONS OF THE CONSULTANT**

- a.** The rights and obligations of the consultant are strictly limited to terms and conditions of this contract. Accordingly, the consultant shall not be entitled to any benefit, payment, subsidy, compensation or entitlement, except as expressly provided in this contract.
- b.** The consultant shall be solely liable for claims by third parties arising from the consultant's own negligent acts or omissions in the course of performing this contract and under no circumstances shall UNWOMEN be held liable for such claims by third parties.
- c.** The title rights copyrights and all other rights of whatsoever nature in any material produced under the provisions of this contract shall be vested exclusively in UNWOMEN.

### **3. UNPUBLISHED INFORMATION**

- a.** The consultant shall not communicate with any person, government, or other entity external to UNWOMEN any unpublished information made known to the consultant by reason of his or her association with UNWOMEN except as required by this contract or upon written authorization by UNWOMEN
- b.** The consultant shall not advertise or publicize his or her association with UNWOMEN under this contract, nor shall the name, emblem, or official seal of UNWOMEN be used for business or professional purposes or otherwise without the prior written approval of UNWOMEN. This provision shall survive the expiration or termination of this contract.

### **4. TERMINATION**

- a.** Either party may terminate this contract at any time by giving the other party five days' notice, in the case of contracts for a total duration of less than two months, and fourteen days in the case of contracts for a longer period, unless some other period of notice is specified on the front side of this contract, in which case that period of notice will prevail. In the event of such termination, the consultant shall be compensated for the actual amount of work performed to the satisfaction of UNWOMEN on a pro rata basis.
- b.** UNWOMEN shall have the right to withhold a reasonable amount of payment due to the consultant if UNWOMEN has to incur additional costs resulting from termination of this contract by the consultant in a manner contrary to the preceding subsection, or from failure by the consultant to complete the terms of this contract to the satisfaction of UNWOMEN.

### **5. TRAVEL**

If consultants are required by UNWOMEN to travel beyond commuting distance from their usual place of residence, UNWOMEN will provide an airline ticket, or if not, the consultant will be airline stubs in an amount not to exceed the economy class fare or excursion fare, if applicable. For UNWOMEN authorized travel, the consultant will receive a daily subsistence allowance at United Nations authorized rates when traveling. Other necessary travel related expenses may be reimbursable on the basis of UNWOMEN's current practice and authorized rates.

### **6. COMPENSATION FOR SERVICE-INCURRED INJURY**

- a.** In the event of death, injury or illness attributable to the performance of services on behalf of UNWOMEN under the terms of this contract, the consultant shall be entitled to compensation equivalent to the compensation which would be payable under Appendix D to the Staff Rules of the United Nations to a staff member of the United Nations of similar rank, but not higher than the rank of Director, such compensation to be determined by UNWOMEN on the basis of those Staff Rules.
- b.** The provisions of the preceding subsection shall not apply if the consultant is not required by UNWOMEN to undertake travel on mission under this contract.
- c.** In all circumstances the consultant shall be responsible to take out, at his or her own expense, medical insurance covering the period of this contract as the consultant may consider advisable.
- d.** No compensation shall be payable under this paragraph unless the required medical certificate of good health is received by UNWOMEN prior to the consultant's departure on assignment.

7. **ARBITRATION**

Any dispute arising out of or in connection with this contract shall be submitted to arbitration in New York by a single arbitrator agreed to by both parties. If attempts at settlement by negotiation will have failed. If the parties are unable to agree on a single arbitrator within thirty days of the request for arbitration, then each party shall proceed to appoint one arbitrator and the two arbitrators thus appointed shall agree on a third. Failing such agreement, each party may request the appointment of the third arbitrator by the President of the United Nations Administrative Tribunal. The arbitrator(s) shall rule on the costs which may be divided between the parties. The decision rendered in the arbitration shall constitute final adjudication of the dispute.

8. **TAXATION**

No statement of earnings will be issued by UNWOMEN to the consultant. The consultant is responsible for any taxes levied on the monies received under this contract.

9. **OTHER PROVISIONS**

**a.** If the consultant is not required to travel abroad payment will be made in the currency of the country of his/her usual residence. If the consultant is required to travel outside of the country of his/her usual residence payment may be made in another currency. In accordance with the above please provide UNWOMEN in the Certification of Payment Form, the complete banking details to effect payment.

**b.** Bank charges related to any payment are the responsibility of the consultant.