



## REQUEST FOR QUOTATION (RFQ)

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**Services to Conduct a Research Study for the  
Development of National Indicators regarding the  
Impact of Covid-19 Crisis on the Escalation of  
Conflicts and how it affects Youth**

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**RFQ No. Taawon-GIZ-02/08-20**

**Project Title: Developing Civil Police Model in the West Bank**

***Implemented By: Ta'awon for Conflict Resolution***

***Funded By:***

***Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)***

***Strengthening of Police Structures Program***

***August 24, 2020***

## **REQUEST FOR QUOTATION (RFQ)**

### **For Services to Conduct a Research Study for the Development of National Indicators regarding the Impact of Covid-19 Crisis on the Escalation of Conflicts and how it affects Youth**

*RFQ No. Taawon-GIZ-02/08-20*

**Issuance Date: 24 August 2020**

**Closing Date of RFQ: 30 August 2020**

Ta'awon for Conflict Resolution is accepting quotations from research firms to conduct a research study for the development of national indicators regarding the impact of Covid-19 crisis on the escalation of conflicts and how it affects youth in Palestine. This is part of the project titled: "**Developing the Civil Police Model in the West Bank**", for which this request for quotation (RFQ) is issued.

1. Services – Technical and Financial Offer Forms (Annex B and C)

Ta'awon invites research firms to provide technical and financial quotations for the services detailed in the terms of reference (ToR) (Annex A). Evaluation will be completed under a quality- and cost-based selection procedure, which is further described in the ToR.

Quotations need to be submitted in English language by using the technical and financial offer forms attached in Annex B and C.

Quotations submitted shall be binding and valid for a period of 120 days from the due date stated herein.

2. Currency

All prices shall be quoted in EURO.

3. Mobilization and Duration of Service Provision

Service provision shall commence in the month of August 2020 after contract signature. The exact date of commencement and completion of the assignment shall be agreed upon with the successful bidder.

4. Submission and Due Date

Quotations must be delivered by hand to the office of Ta'awon for Conflict Resolution located at:

**Al-Bireh – Al-Madares St. - MBC Building - 1<sup>st</sup> Floor  
By 3:00 PM on 30 August 2020  
(No late submissions shall be accepted)**

Ta'awon reserves the right to split the tender in whole or in part at its sole discretion. Ta'awon reserves the right to accept or reject any quotation and to annul the selection process and reject all quotations prior to award of contract.

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# ***Annex A: Terms of Reference (ToR)***

## **Services to Conduct a Research Study for the Development of National Indicators regarding the Impact of Covid-19 Crisis on the Escalation of Conflicts and how it affects Youth**

***RFQ No. Taawon-GIZ-02/08-20***

### **Background Information**

#### *The Organization*

Ta'awon for Conflict Resolution is a Palestinian independent, national, non-profit organization, established in 2002. Ta'awon aims to raise awareness and lead interventions in democracy, good governance, and peaceful methods of Conflict Resolution.

Since its establishment, Ta'awon has been working on promoting understanding and peace through the integration of concepts of mediation, negotiation, communication and civic peace education with civil society, educational institutions, and the community. Ta'awon works through a number of interventions in the field to meet its objectives relying on two approaches. The first is alternative conflict resolution methodologies, while the second is community and organizational development in the fields of democracy, good governance, accountability, and civic engagement.

Ta'awon is implementing a project titled "Developing Civil Police Model in the West Bank" funded by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) as part of its "Strengthening of Police Structures" Program. The project promotes the role of youth in civic peace as collaborative political and peacebuilding actors.

#### *Covid-19 Pandemic and Youth*

COVID-19 pandemic is a defining cultural and political moment for today's generation. This global health emergency and its economic, social, and political impacts have disrupted nearly all aspects of life for all groups in society.

For young people, and especially vulnerable youth, COVID-19 crisis poses considerable risks in the fields of education, employment, and mental health. The outbreak and the lockdown measures have taken youth by storm and disrupted their lives. Since schools, businesses, and recreational facilities were locked down, young people found themselves confined to their homes, committing to distant education, with no actual open space for them to become actively involved in the crisis management except through social media platforms. While these platforms are important for creating social contact and accessing important services, such as distant education and information-

sharing, these platforms can also create risks for young people that cannot be overlooked, including false information, cyber disputes, and cyber bullying --which can be even more severe than traditional bullying. As a matter of, the health, economic, and social impact of the pandemic has caused a significant escalation of conflicts within countries, particularly in conflict-affected societies, including Palestine.

While youth and future generations will shoulder much of the long-term economic and social consequences of the crisis, their well-being may be superseded by short-term economic and social considerations in order to promote a more active role of youth in civic peace as collaborative political and peacebuilding actors.

As a matter of fact, to avoid exacerbating intergenerational inequalities and to involve young people in building societal resilience, governments need to anticipate the impact of mitigation and recovery measures among young people, by applying effective governance mechanisms and policy reform that strengthen youth participation in peace and decision making.

## **Objectives**

The aim of this ToR is to receive proposals from qualified research firms to conduct a statistical study to aid the development of national indicators regarding the impact of Covid-19 crisis on the escalation of conflicts and how it affects youth in the Palestinian territories, including the West Bank, the Gaza Strip, and East Jerusalem. The study is to be implemented during the month of September 2020.

## **Scope of Work**

The research firm shall conduct a statistical survey to assess the impact of the pandemic crisis on Palestinian youth specifically regarding three main aspects: social, economic, and political.

Based on the statistical survey results, a set of indicators shall be developed to examine the types of conflicts that vulnerable groups, particularly youth, are affected by, and assess the level of meaningful inclusion and participation of Palestinian youth in the political, social, and economic sphere. These may include (but are not limited to) the following:

- Youth participation rate and type on 3 levels; social, economic, and political.
- Forms of conflicts evolving during Covid-19 crisis.
- Level of youth involvement in conflicts.

The research study shall cover the entire Palestinian territories (West Bank, Gaza Strip, and East Jerusalem).

The research firm shall pay attention to the following:

- Development of a sound methodology for the research.

- Development of data collection tools to systematize the process.
- Data collection methods will be discussed and agreed on with the contracted research firm.
- Development of conflict analysis tools, including Timeline.
- Conflict analysis tools and methods will be discussed and agreed on with the contracted research firm.

### **Timeframe of the Assignment**

Expected timeframe for the research shall be:

- One week for desk-top analysis and data tools design.
- Two weeks for field data collection.
- Two weeks for consolidation, analysis of data, and report finalization.

Assignment shall be completed by **30 September 2020**.

### **Requirements for Experience and Qualifications**

For this research study assignment, Ta'awon is looking for a **research firm** who possesses the following:

- A team of highly-qualified researchers with at least 7 years of relevant experience. Collectively, the team will be expected to include a balance of context, content, and process experts to successfully complete the assignment
- Track record of conducting research studies within the Palestinian context.
- Demonstrated knowledge of conflict resolution and conflict analysis.
- Knowledge of the political, economic, and social contexts.

### **Documents to be included when submitting the Proposals**

The proposal should provide the following information:

- Technical quotation: outline and methodology for the assignment.
- Financial quotation: a detailed offer showing required fees in EURO.

### **Technical Quotation**

In preparing the technical quotation, the research firm shall, in particular, ensure to attach the following:

- i. Company portfolio
- ii. Relevant experience
- iii. Recent curriculum-vitae for proposed research team members
- iv. Detailed methodology and conceptual framework with expected deliverables and timeline

### **Financial Quotation**

In preparing the financial quotation, the research firm shall take into account the requirements and conditions outlined in the RFQ.

The financial quotation shall include all costs associated with the assignment. If appropriate, all items and activities described in the technical proposal must be priced separately; activities and items included in the technical proposal, but not priced, shall be assumed to be included in the prices of other items.

The research firm shall express the price of their services in *EURO* including VAT. The financial quotation shall be valid for *120 calendar days*.

**Deliverables:**

1. Research methodology and action plan, including details on the methods used for data collection, data analysis, and conflict analysis.
2. Statistical survey questionnaire (this shall be pre-approved by Ta'awon).
3. Draft research reports.
4. Final research study, identifying relevant national indicators (in Arabic and English languages).
5. All soft and hard copies of the data collected.

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# ***Annex B: Instructions to Service Providers***

## **1. General Information**

- 1.1 Only eligible Service providers may submit a Technical quotation and financial quotation for the services required. The quotation shall be the basis for contract negotiations and ultimately for a signed contract with the selected service provider.
- 1.2 Service providers should familiarize themselves with local conditions and take them into account in preparing the quotation. Service providers are encouraged to visit Ta'awon for Conflict Resolution before submitting a Quotation if they need any addition clarifications.
- 1.3 The Service providers' costs of preparing the quotation and of negotiating the contract, including visit/s to Ta'awon for Conflict Resolution, are not reimbursable as a direct cost of the assignment.
- 1.4 Service providers shall not be hired for any assignment that would be in conflict with their prior or current obligations to other procuring entities, or that may place them in a position of not being able to carry out the assignment in the best interest of Ta'awon for Conflict Resolution.
- 1.5 Ta'awon for Conflict Resolution is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the Service Providers.
- 1.6 Ta'awon For Conflict Resolution shall provide, at no cost to the Service Provider, the necessary inputs and facilities, and assist the research firm in providing data needed to carry out the services provided in the terms of reference (See ToR attached).

## **2. Corrupt, Fraudulent, and Coercive Practices**

- 2.1 Ta'awon for Conflict Resolution Policy requires that all Ta'awon Staff, bidders, manufacturers, suppliers or distributors, observe the highest standard of ethics during the procurement and execution of all contracts. Ta'awon shall reject any quotation put forward by bidders, or where applicable, terminate their contract, if it is determined that they have engaged in corrupt, fraudulent, collusive or coercive practices. In pursuance of this policy, Ta'awon defines for purposes of this paragraph the terms set forth below as follows:
  - Corrupt practice means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the action of the Procuring/Contracting Entity in the procurement process or in contract execution;
  - Fraudulent practice is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, the Procuring/Contracting Entity in the procurement process or the execution of a contract, to obtain a financial gain or other benefit to avoid an obligation;

- Collusive practice is an undisclosed arrangement between two or more bidders designed to artificially alter the results of the tender procedure to obtain a financial gain or other benefit;

### **3. Conflict of Interest**

3.1 All bidders found to have conflicting interests shall be disqualified to participate in the procurement at hand. A bidder may be considered to have conflicting interest under any of the circumstances set forth below:

- A Bidder has controlling shareholders in common with another Bidder;
- A Bidder receives or has received any direct or indirect subsidy from another Bidder;
- A Bidder has the same representative as that of another Bidder for purposes of this bid;
- A Bidder has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the Bid of another or influence the decisions of the Mission/procuring Entity regarding this bidding process;
- A Bidder submits more than one bid in this bidding process;
- A Bidder who participated as a consultant in the preparation of the design or technical specifications of the related services that are subject of the bid

### **4. Clarifications and Amendments to RFQ Documents**

4.1 At any time before the submission of the quotations, Ta'awon may, for any reason, whether at its own initiative or in response to a clarification, amend the RFQ. Any amendment made will be made available to all short-listed Service providers who have acknowledged the Letter of Invitation.

### **5. Preparation of the Quotation**

5.1 A Service provider proposal shall have two (2) components:

- a) The Technical Quotation, and
- b) The Financial Quotation.

5.2 The Quotation, and all related correspondence exchanged by the Service Providers and Ta'awon for Conflict Resolution, shall be in ***English***. All reports prepared by the contracted Service Provider shall be in ***English***.

5.3 The Service providers are expected to examine in detail the documents constituting this Request for quotation (RFQ). Material deficiencies in providing the information requested may result in rejection of a Quotation.

### **6. Submission, Receipt, and Opening of Proposals**

6.1 Service providers may only submit one quotation. If a service provider submits or participates in more than one quotation, such quotation shall be disqualified.

6.2 The original quotation (both Technical and Financial quotations) shall be prepared in indelible ink. It shall contain no overwriting, except as necessary to correct errors made by the Service providers themselves. Any such corrections or overwriting must be initialed by the person(s) who signed the quotation.

6.3 Quotations must be received by Ta'awon for Conflict Resolution at the place, date and time indicated in the invitation to submit Quotation or any new place and date established by Ta'awon. Any Proposal submitted after the deadline for receipt of proposals prescribed by Ta'awon shall be declared "Late," and shall not be accepted by the Ta'awon and returned to the firm unopened.

6.4 After the deadline for the submission of quotations, all the Technical quotations shall be opened first by the Procurement Committee of Ta'awon for Conflict Resolution. The Financial quotation shall remain sealed until all submitted Technical quotations are opened and evaluated. The procurement committee has the option to open the proposals publicly or not.

## 7. Evaluation of Proposals

7.1 After the quotations have been submitted to Ta'awon and during the evaluation period, service providers that have submitted their quotations are prohibited from making any kind of communication with any procurement committee members, as well as its Secretariat regarding matters connected to their quotations. Any effort by the service providers to influence Taawon for Conflict Resolution in the examination, evaluation, ranking of quotation, and recommendation for the award of contract may result in the rejection of the Service provider's quotation.

## 8. Technical Evaluation

8.1 The entire evaluation process, including the submission of the results and approval shall be completed in not more than *(twenty-one (21) calendar day)* after the deadline for receipt of quotations.

8.2 The procurement committee shall evaluate the Proposals on the basis of their responsiveness to the Terms of Reference (TOR), compliance to the requirements of the RFQ and by applying evaluation criteria. Each responsive quotation shall be given a technical score (70 points). The quotation with the highest score or rank shall be identified as the Highest Rated/Ranked Proposal.

8.3 A proposal shall be rejected at this stage if it does not respond to important aspects of the TOR or if it fails to achieve the minimum technical qualifying score which is 70%.

8.4 The technical proposals shall be evaluated based on the following criteria and sub-criteria:

i. Technical approach, methodology, and work plan	Points [25]
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ii. Personnel and research team	[25]
iii. Institutional capacity and past performance	[20]
Total weight:	[70]

8.5 Technical quotation shall not be considered for evaluation in any of the following cases:

- a) Late submission, *i.e.*, after the deadline set
- b) Failure to submit any of the technical requirements and provisions under the Terms of Reference (ToR);

## 9. Financial Evaluation

- 9.1 After completion of the Technical quotation evaluation, Ta'awon shall notify those Service providers whose quotation did not meet the minimum qualifying score or were considered non responsive based on the requirements in the RFQ, indicating that their Financial quotations shall be returned unopened after the completion of the selection process.
- 9.2 Ta'awon shall simultaneously notify the Service Providers that have passed the minimum qualifying score indicating the date and opening of the financial quotation. The procurement committee has the option to open the financial quotations publicly or not.
- 9.3 The procurement committee shall determine the completeness of the financial quotation whether all the Forms are present and the required to be priced are so priced.
- 9.4 The procurement committee will correct any computational errors. In case of a discrepancy between a partial amount and the total amount, or between words and figures, the former will prevail. In addition, activities and items described in the Technical quotation but not priced, shall be assumed to be included in the prices of other activities or items.<sup>7</sup>
- 9.5 The Financial quotation of Service providers who passed the qualifying score shall be opened; the lowest Financial Proposal (F1) shall be given a financial score of 30 points, total weight 30%

## 10. Award of Contract

- 10.1 The contract shall be awarded, through a notice of award, following negotiations and subsequent post-qualification to the service provider with the Highest Rated Responsive quotation Thereafter, Ta'awon shall promptly notify other Service providers on the shortlist that they were unsuccessful and shall return their unopened financial quotations. Notification will also be sent to those Service providers who did not pass the technical evaluation.
- 10.2 The Service providers are expected to commence the assignment on *1 September 2020*.

## **11. Confidentiality**

11.1 Information relating to the evaluation of quotations and recommendations concerning awards shall not be disclosed to the Service providers who submitted quotations or to other persons not officially concerned with the process. The undue use by any Service providers of confidential information related to the process may result in the rejection of its quotation and may be subject to the provision of Ta'awon's anti-fraud and corruption policy.

# ***Annex C: Technical & Financial Quotation Forms***

## **Technical Quotation Submission Form**

[Location, Date]

To: [ ]

Ladies/Gentlemen:

We, the undersigned, offer to provide technical proposal for conducting a research study for the development of national indicators regarding the impact of Covid-19 crisis on the escalation of conflicts and how it affects youth. This is part of the project **“Developing the Civil Police Model in West Bank”**, in accordance with your request for quotation **RFQ No. Taawon-GIZ-02/08-20**, we are hereby submitting our quotation, which includes this technical quotation sealed under a separate envelope.

We acknowledge and accept Ta’awon For Conflict Resolution’s right to inspect and audit all records relating to our quotation irrespective of whether we enter into a contract with Ta’awon as a result of this proposal or not.

We understand you are not bound to accept any quotation you receive.

Yours sincerely,

Authorized Signature:  
Name and Title of Signatory:  
Name of Research Firm:  
Address:

## Financial Proposal Submission Form

[Location, Date ]

To: [ ]

Ladies/Gentlemen:

We, the undersigned, offer to provide financial proposal for conducting a research study for the development of national indicators regarding the impact of Covid-19 crisis on the escalation of conflicts and how it affects youth. This is part of the project **“Developing the Civil Police Model in West Bank”**, in accordance with your request for quotation **RFQ No. Taawon-GIZ-02/08-20**, we are hereby submitting our quotation, which includes this financial quotation sealed under a separate envelope.

We acknowledge and accept Ta’awon For Conflict Resolution’s right to inspect and audit all records relating to our Quotation irrespective of whether we enter into a contract with Ta’awon as a result of this proposal or not.

We understand you are not bound to accept any quotation you receive.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Research Firm:

Address:

## Summary of Costs (EURO)

*RFQ No. Taawon-GIZ-02/08-20*

Description	Unit cost	Total cost
<b>Total Amount of Financial Quotation</b>		

Authorized Signature:  
Name and Title of Signator

