



Date: 18 December 2025

REQUEST FOR QUOTATION RFQ N° UNFPA/KOS/RFQ/2025/002

Dear Sir/Madam,

United Nations Population Fund (UNFPA) hereby solicits a quotation for the following service:

SURVEY ON SEXUAL REPRODUCTIVE HEALTH AND ECONOMIC ACTIVITY WITH SELECTED COMMUNITIES IN KOSOVO

This Request for Quotation is open to all legally constituted entities that can provide the requested services and have the legal capacity to perform in Kosovo, directly or through an authorised representative.

I. About 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 collaborates with statistical institutions across the world on population data collection and provides technical support to governments on the development of evidence-based population policies to expand 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](https://www.unfpa.org/about-us)

II - Service Requirements/Terms of Reference (ToR)

Objectives and scope of the Services

1. Background Information

UNFPA has been providing technical assistance to Kosovo institutions since 1999. Focus of technical assistance was mostly on the development of population policies and strategies, as well as capacity building of policy makers, statisticians and service providers operating within the UNFPA's mandate. To provide substantive evidence for its policy development and capacity-building work, UNFPA closely cooperates with statistical and public health institutions on data collection and analysis (including the development of population projections and monitoring of Sustainable Development Goals). In addition, UNFPA partners with all other stakeholders within their mandates and fields of expertise, as well as non-governmental organisations and universities that are active in the fields of demography, statistics and population development.

Demographic trends in Kosovo are showing a significant shift, marked by a recent decline in the total population and a narrowing of its once-dominant youth bulge. While historically one of Europe's youngest populations, the total fertility rate has declined to approximately 1.8 children per woman (2024), well below the replacement level of 2.1. This, combined with high emigration, has led to a population loss estimated at around 11% between the 2011 and 2024 censuses. Though the share of people aged 65 and over is relatively low, at about 11.1% (2024 data), this figure is projected to rise rapidly as the large youth cohorts age and the low birth rate persists. Consequently, the pressure on the working-age population (15-64 years) is increasing;

not only is its proportional size declining, but Kosovo also faces a major challenge with a very high rate of economic inactivity, particularly among women. This trend threatens to diminish Kosovo's human capital potential and socio-economic development rate, as a smaller, less active workforce will struggle to sustain and expand public services, especially given the anticipated rise in demand for health and social protection as the population ages.

This challenge is acutely compounded by the systemic exclusion and marginalization of certain communities. The Roma, Ashkali, and Egyptian communities, in particular, face significant socioeconomic disparities, including high dropout rates, limited educational and vocational opportunities, and profound economic marginalization driven by systemic barriers and patriarchal norms. Furthermore, these communities experience substantial health inequalities that hinder the realization of sexual and reproductive health and rights (SRHR). For example, Roma, Ashkali, and Egyptian communities have lower access to prenatal and postnatal care (with 63% of Roma, Ashkali, and Egyptian mothers missing essential visits), significantly higher adolescent birth rates (78 per 1,000 compared to 13 per 1,000 in the general population), and an unmet need for modern contraception that remains high at 18%. Addressing the specific, rights-based needs of these furthest-left-behind populations is therefore critical to ensure inclusive policy development and strengthen overall demographic resilience in Kosovo. The Gorani community, particularly in isolated areas like Dragash, faces similar challenges related to systemic exclusion and limited access to services, making their inclusion essential for developing comprehensive and inclusive population policies that reach all furthest-left-behind populations in Kosovo.

● **Development objective(s)**

The *Survey on Sexual Reproductive Health and Economic Activity with Selected Communities in Kosovo* aims to generate evidence-based insights on employment aspirations, barriers to decent work, and sexual and reproductive health needs among Roma, Ashkali, Egyptian, and Gorani communities in the selected municipalities of Kosovo. By capturing gender-disaggregated data on livelihoods, access to services, decision-making and experiences of discrimination, the survey will inform the design of integrated interventions that expand employment opportunities while improving access to respectful, culturally responsive sexual and reproductive health information and services. The findings will support targeted, inclusive programming and contribute to reducing socioeconomic exclusion, gender inequalities and health disparities affecting these communities.

The overall purpose of this assignment is to:

- 1) Conduct a survey on sexual reproductive health and economic activity of women and men of reproductive age in Roma, Ashkali and Egyptian communities in the municipalities of Fushe Kosova and Gjakova, and with the Gorani community in Dragash (expected at least 200 male and female persons of reproductive age (18-49) living in each municipality) in line with the methodology developed by UNFPA and sampling design to reflect the target population of Kosovo to be developed by the Bidder as part of the official bid.
- 2) Complete data analysis and draft a survey report.

● **Survey Design and Administration**

The survey is designed by UNFPA. The selected Bidder will be provided with the questionnaire (approximately 50 questions), translated into Albanian and Serbian languages, to be administered with 600 respondents in

Fushe Kosova, Gjakova and Dragash. Data will be collected with computer-assisted personal interviews (CAPI), and the selected Bidder will be responsible for the CAPI software and hardware.

The selected Bidder will elaborate a sample design, representative of the target population who are between 18 and 49 years old, with an equal split between genders, using a multi-stage stratified approach by gender, municipality and community.

Since confidentiality is of paramount importance, the selected Bidder should administer the survey, host the survey, process the responses and ensure that survey respondents cannot be identified individually by UNFPA. Upon completion of the survey administration, the selected Bidder will submit the clean anonymised data in SPSS and Excel format to UNFPA.

The selected Bidder will be required to consult and collaborate closely with UNFPA.

● **Outputs / Deliverable(s)**

The main deliverables of the consultancy are:

1. **A database (in SPSS and Excel format)** with responses from at least 600 respondents in line with the questionnaire TO BE DEVELOPED by UNFPA and sampling design to be developed by the Bidder to reflect the above-mentioned population in selected municipalities. The questionnaire is currently in its draft version and will be finalised by the time of the selection of the best bidder. Bidders should plan that the survey will take up to 25 minutes. The selected Bidder will also ensure quality control throughout the survey.

UNFPA is the sole owner of the collected data, and no data or results could be shared or published without UNFPA's written consent.

The Bidder is required to have full-time staff or staff on hire with adequate experience in the implementation of household surveys. The survey is to be implemented using CAPI methodology, so the Bidder has to have tablet computers in possession for the implementation of the survey.

As the official language of UNFPA is English, the selected Bidder will be required to translate any open-ended questions (if any) in the final database, before submission to UNFPA.

2. **Data Analysis and Survey Report** - The selected Bidder will complete a desk review and prepare an Inception Report, inclusive of proposed structure and content for the report. Once the data collection is completed, the selected Bidder will analyse and interpret the data collected through the survey. The selected Bidder will draft the report, which will include, but not be limited to, the findings from desk review, analysis of research data, good practices for supporting the realisation of fertility aspirations, and recommendations to inform policy-making.

The selected Bidder will be required to consult and collaborate closely with UNFPA throughout the process.

The expected deliverables are to be provided within the specified timelines below:

No	Deliverables	Timeline
1	A database (in SPSS and Excel format) with responses from at least 600 respondents	31 December, 2025
2	Data Analysis and Survey Report	15 April, 2026

● Timing / Schedule

The assignment shall be conducted from December 2025 to April 2026. The deliverables are expected to be submitted according to the above timeline. This schedule could be altered only in case of *force majeure* that would prevent the implementation of the face-to-face survey in the field.

II. Questions

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

Name of contact person at UNFPA:	Dea Pallaska O'Shaughnessy
Email address of contact person:	pallaskaoshaughnessy@unfpa.org

The deadline for submission of questions is 19 December 2025 by 16:00 CET. Questions will be answered in writing and shared with all 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 the legal capacity to enter into a contract with UNFPA to perform in the country, or through an authorised 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 Organisation](#) 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](#).

IMPORTANT:

UNFPA in Kosovo is 0% VAT payer.



Payment terms: the payment will be effectuated by bank transfer, after delivery of deliverables as agreed within the scope of work;

The full set of services to be provided by one contractor; partial bids will not be considered.

Quotation Submission Forms should be with the company stamp and signature.

IV. Content of quotations

Quotations should be submitted in a single email whenever possible, depending on file size. Quotations must contain:

- a) Technical proposal, in response to the requirements outlined in the service requirements / TORs.
- a) Signed Declaration Form, to be submitted strictly in accordance with the document.
- b) Price quotation, to be submitted strictly in accordance with the price quotation form.

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 contact person indicated below no later than: **21 December 2025, by 23:59 hours Prishtina Time¹**.

Name of contact person at UNFPA:	Ms. Dea Gecaj
Email address of contact person:	procurementkos@unfpa.org

Please note the following guidelines for electronic submissions:

- The following reference must be included by the Bidder in the email subject line: **RFQ N° UNFPA/KOS/RFQ/2025/002 – SURVEY ON SEXUAL REPRODUCTIVE HEALTH AND ECONOMIC ACTIVITY WITH SELECTED COMMUNITIES IN KOSOVO**. 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.

¹ <https://www.timeanddate.com/worldclock/kosovo/pristina>

VI. Overview of Evaluation Process

Quotations will be evaluated based on the technical proposal and the total cost of the services (price quote).

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes.

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 with a duration of 10 days to the Bidder(s) that obtain the lowest-priced technically acceptable offer.

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 UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with 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 selected Bidder; 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](#).

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 UNFPA Head of the Office Ms. Visare Mujko-Nimani at nimani@unfpa.org. Should the supplier be unsatisfied with the reply provided by UNFPA Head of the Business Unit, the supplier may contact the Chief, Procurement Services Branch 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).

XIV. Personal Data Protection

In addition to the publishing of the contract award in accordance with the UNFPA Procurement Procedures as from time to time updated or modified by UNFPA, available at:

<https://www.unfpa.org/resources/procurement-procedures> (or such other URL as UNFPA may from time to time decide) as reflected in this document, the proposer acknowledges and agrees that UNFPA may process, collect, use, store, transfer and publish ("process") the proposer's information and data relating to, or in connection with this solicitation exercise (the "Information") for purposes of evaluating all offers received in response to the solicitation exercise, including the subsequent contracting (the "Specified Purposes").

UNFPA will not process the proposer's Information in a form that could identify an individual ("Personal Data") except to the extent necessary to achieve the Specified Purposes. UNFPA will process Personal Data in accordance with the UN Personal Data Protection and Privacy Principles adopted by the United Nations on 11 October 2018, available at:

https://archives.un.org/sites/archives.un.org/files/_un-principles-on-personal-data-protection-privacy-hlcm-2018.pdf (or such other URL as the United Nations may from time to time decide), the UNFPA Policy and Procedures on Personal Data Protection (the "UNFPA DP Policy") as from time to time updated or modified by UNFPA, available at

<https://www.unfpa.org/admin-resource/unfpa-policy-and-procedures-personal-data-protection> (or such other URL as UNFPA may from time to time decide) and any guidance notes, guidelines, procedures, directives or other documentation issued by UNFPA pursuant to or in connection with the UNFPA DP Policy. The proposer will comply with the applicable data protection laws to which the proposer is subject in the processing of personal data and will ensure an adequate level of personal data protection essentially equivalent to the standard reflected in the UNFPA DP Policy.



PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation N°:	UNFPA/KOS/RFQ/2025/002
Currency of quotation:	EUR
	Choose an item.
Validity of quotation: (The quotation shall be valid for a period of at least 3 months after the submission deadline.)	

- Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.

Item	Product Name & Description	Total (EUR)
1		
2		
GRAND TOTAL		

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorised to sign for, has reviewed RFQ UNFPA/KOS/RFQ/2025/002, 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.

	Click here to enter a date.	
Name and title	Date and place	

DECLARATION FROM

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

1.	The Company and its Management ² have not been found guilty pursuant to a final judgement or a final administrative decision of any of the following:	YES	NO
	1. Fraud;	<input type="checkbox"/>	<input type="checkbox"/>
	2. Corruption;	<input type="checkbox"/>	<input type="checkbox"/>
	3. conduct related to a criminal organization;	<input type="checkbox"/>	<input type="checkbox"/>
	4. money laundering or terrorist financing;	<input type="checkbox"/>	<input type="checkbox"/>
	5. terrorist offences or offences linked to terrorist activities;	<input type="checkbox"/>	<input type="checkbox"/>
	6. sexual exploitation and abuse;	<input type="checkbox"/>	<input type="checkbox"/>
	7. child labour, forced labour, human trafficking; or	<input type="checkbox"/>	<input type="checkbox"/>
	8. irregularity (non-compliance with any legal or regulatory requirement applicable to the Organization or its Management).	<input type="checkbox"/>	<input type="checkbox"/>

² "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.

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"/>
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:

Name and Title:

Name of the
Company:

UNGM N°:

Postal Address:

Email:

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](#)