



United Nations Population Fund
 Level 14, Kina Bank Haus
 Port Moresby, Papua New Guinea
 Email: png_procurement@unfpa.org
 Website: www.unfpa.org

Date: March 4th, 2025

REQUEST FOR QUOTATION RFQ N° UNFPA/PNG/RFQ/25/001

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

“For the provision of multi-media communications support to multiple UNFPA projects”.

UNFPA requires the provision of UNFPA aims to contract a multi-media firm to provide strategic communications, graphic design, social media support to the following projects at UNFPA Papua New Guinea:

The Sustaining Peace in Bougainville (SPB) project provides post-referendum support to Bougainville and PNG to advance ongoing post-referendum negotiations and related peace processes at both national and regional levels, ensuring that diverse community voices are included. Under this initiative, UNFPA is supporting community dialogues around the Bougainville Peace Agreement and a peaceful future for the region. UNFPA has partnered with the Autonomous Bougainville Government and local CSOs to co-create knowledge about the capacity, needs, and gaps that communities in Bougainville face in relation to the six pillars of the Bougainville Peace agreement, with a particular focus on women and youth.

UNFPA and UNDP conducted participatory research on 1) the impact of armed violence on women and girls and 2) the social and gender norms feeding the prevalence of toxic masculinity in Hela, Southern Highlands and Enga Provinces of Papua New Guinea under the SALIENT project - Strengthening Arms Control and Armed Violence Prevention for People-Centred Citizen Security in PNG, in line with the Government’s commitment to the United Nations Programme of Action to Prevent, Combat and Eradicate the Illicit Trade in Small Arms and Light Weapons in All Its Aspects. The research has been completed and UNFPA seeks to create data-to-action multi-media assets to disseminate the results to influence programming and policy.

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](#)

II – Service Requirements/Terms of Reference (ToR)

Objectives and scope of the Services

- Background information [*Background of the assignment and the contexts, overall goal of the project, previous related work, constraints, etc.*]
- Scope of work



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- Outputs / Deliverable(s)
- Expected Travel
- Required Expertise, Qualification and Competencies
- Submission Instructions

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>Procurement Officer</i>
Email address of contact person:	<i>png_procurement@unfpa.org</i>

The deadline for submission of questions is [insert date, time, and time zone]. 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 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 in a single email whenever possible, depending on file size. Quotations must contain:

- 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

Initial *MM* DS *[Signature]*



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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: *Monday, March 18th, 2025, at 5:00 PM PNG Time* ¹.

Name of contact person at UNFPA:	<i>Procurement officer</i>
Email address of contact person:	<i>png_procurement@unfpa.org</i>

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/PNG/RFQ/25/001 – Provision of multi-media communications support to multiple UNFPA projects**. 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.

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 Purchase Order 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.

¹ <http://www.timeanddate.com/worldclock/city.html?n=69>

Initial DS



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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 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 Muhammad Maqbool, International Operations Manager at maqbool@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).



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PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation N°:	UNFPA/PNG/RFQ/25/001
Currency of quotation:	PGK
Delivery charges based on the following 2020 Incoterm:	Choose an item.
Validity of quotation: <i>(The quotation shall 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.

Example Price Schedule below:

Item	Description	Number & Description of Staff by Level	Hourly Rate	Hours to be Committed	Total
1. Professional Fees					
<i>Total Professional Fees</i>					PGK
2. Out-of-Pocket expenses					
<i>Total Out of Pocket Expenses</i>					PGK
Total Contract Price <i>(Professional Fees + Out of Pocket Expenses)</i>					PGK

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/PNG/RFQ/25/001 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
	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"/>

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.



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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:

Name and Title:



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Name of the Company:

UNGM N°:

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](#)



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ANNEX II: Terms of Reference (TOR)

Request for Proposal for the Provision of multi-media communication support to multiple UNFPA projects

Location:	Bougainville and Port Moresby
Languages Required:	English & Tok Pidgin
Starting Date:	24 March to 31 December 2025

Hiring Office:	UNFPA Papua New Guinea Country Office
Purpose of service	<p>UNFPA aims to contract a multi-media firm to provide strategic communications, graphic design, social media support to the following projects at UNFPA Papua New Guinea:</p> <p>The Sustaining Peace in Bougainville (SPB) project provides post-referendum support to Bougainville and PNG to advance ongoing post-referendum negotiations and related peace processes at both national and regional levels, ensuring that diverse community voices are included. Under this initiative, UNFPA is supporting community dialogues around the Bougainville Peace Agreement and a peaceful future for the region. UNFPA has partnered with the Autonomous Bougainville Government and local CSOs to co-create knowledge about the capacity, needs, and gaps that communities in Bougainville face in relation to the six pillars of the Bougainville Peace agreement, with a particular focus on women and youth.</p> <p>UNFPA and UNDP conducted participatory research on 1) the impact of armed violence on women and girls and 2) the social and gender norms feeding the prevalence of toxic masculinity in Hela, Southern Highlands and Enga Provinces of Papua New Guinea under the SALIENT project - Strengthening Arms Control and Armed Violence Prevention for People-Centred Citizen Security in PNG, in line with the Government’s commitment to the United Nations Programme of Action to Prevent, Combat and Eradicate the Illicit Trade in Small Arms and Light Weapons in All Its Aspects. The research has been completed and UNFPA seeks to create data-to-action multi-media assets to disseminate the results to influence programming and policy.</p> <p>The Ending the Scourge of Gender-Based Violence and Sorcery Accusation Related Violence in Papua New Guinea project works to ensure survivors of Gender Based Violence (GBV) and Sorcery Accusation Related Violence (SARV) have access to quality, coordinated and accessible support and to prevent GBV and SARV through positive social norm change which utilizes visual storytelling to foster peaceful interpersonal and intercommunal relationships.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The contractor will work closely with the GBV Programme Specialist and the UNFPA PNG Country Office (Programs and Operations team) to ensure the timely and high-quality delivery of all outputs. Over a nine-month period, the contractor will provide comprehensive strategic communications support to two UNFPA projects, focusing on the following key areas:</p> <p>1. Information Design</p> <ul style="list-style-type: none"> • Engage with technical content to distill and communicate key messages. • Identify key points, determine information hierarchy, and conceptualize visual representations. • Develop print and digital infographics, data visualizations, flowcharts, maps, and posters. • Design reports, manuals, briefs, PowerPoint presentations, and other communication materials.



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	<p>2. Graphic Design and Animation</p> <ul style="list-style-type: none"> • Develop mood boards, storyboards, and animations to showcase project progress, achievements and milestones. • Create cartoons or figures as requested. • Capture and edit photographs and audio content for voiceovers. • Animations must reflect the identities of the different communities in Bougainville for representation and to increase ownership. <p>3. Social Media and Traditional Media Stories</p> <ul style="list-style-type: none"> • Collaborate with UNFPA’s communications teams to draft press releases and news articles. • Develop and publish monthly social media content for UNFPA’s platforms related to the projects. • Create short clips/reels for social media. 						
<p>Duration and working schedule:</p>	<p>Estimated starting date: 24 March 2025 Estimated ending date: 31 December 2025</p>						
<p>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</p>	<p>Under the overall guidance of the UNFPA Representative and the direct supervision of the GBV Programme Specialist, the contractor will produce a series of multi-media assets aligned with the projects’ and UNFPA’s priorities.</p>						
<p>Schedule of Payment</p>	<p>Payment shall be made based on the deliverables indicated below. All deliverables must adhere to the following requirements:</p> <ul style="list-style-type: none"> • All animations, infographics, and social media tiles must be delivered in PDF, JPEG and PNG version. • All documents must be delivered in Word and PDF version. • All deliverables must be uploaded on a google drive folder provided by the Project Team. • Unless otherwise indicated, content must be generated in Tok Pidgin and English. <table border="1" data-bbox="360 1496 1426 2069"> <thead> <tr> <th data-bbox="360 1496 932 1559">Deliverable/Output</th> <th data-bbox="932 1496 1198 1559">Estimated Delivery Date</th> <th data-bbox="1198 1496 1426 1559">Disbursement of Funds</th> </tr> </thead> <tbody> <tr> <td data-bbox="360 1559 932 2069"> <p>Inception Phase (April 2025)</p> <ul style="list-style-type: none"> • Introductory meetings with the project manager, programme team, and UNFPA Communications team. • Review of project documents and timelines. • Development of a communication strategy and work plan. • Creation of a mood board aligned with UNFPA branding. • Development of a draft social media calendar. • Drafting of consent forms for audio and photography of project participants. </td> <td data-bbox="932 1559 1198 2069"> <p>15th April 2025</p> </td> <td data-bbox="1198 1559 1426 2069"> <p>10 %</p> </td> </tr> </tbody> </table>	Deliverable/Output	Estimated Delivery Date	Disbursement of Funds	<p>Inception Phase (April 2025)</p> <ul style="list-style-type: none"> • Introductory meetings with the project manager, programme team, and UNFPA Communications team. • Review of project documents and timelines. • Development of a communication strategy and work plan. • Creation of a mood board aligned with UNFPA branding. • Development of a draft social media calendar. • Drafting of consent forms for audio and photography of project participants. 	<p>15th April 2025</p>	<p>10 %</p>
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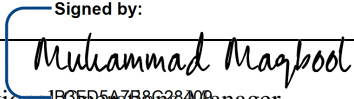
	<p>First Phase (April 2025)</p> <ul style="list-style-type: none"> • Design a 20-30 pages manual on community dialogues, content to be provided by UNFPA. • Five (5) social media posts with graphics and boosting options. • Three (3) customized PowerPoint decks (one for each project). • Two (2) draft report templates (one for each project). • Two (2) draft templates for 1–2-page briefs for each project. <ul style="list-style-type: none"> ○ Six (6) draft templates for community dialogue briefs on the pillars of the Bougainville Peace Agreement. • Two (2) draft templates for A2 and A4 infographics for each project. <ul style="list-style-type: none"> ○ Six (6) pillar-specific infographics on the Bougainville Peace Agreement. • Creation of two (2) infographics for the SALIENT research highlighting research results and pilot program process, in collaboration with UNFPA. • Collection and approval of logos from all relevant partners. • Preparations for travel to Bougainville. 	<p>30th April 2025</p>	<p>20%</p>
	<p>Second Phase (May-July 2025)</p> <ul style="list-style-type: none"> • Design of project reports as requested for SALIENT. • Design of UNFPA-written briefs for SALIENT. • Two (2) weeks travel to Bougainville for engagement with implementing partners and participation in the community dialogues across 13 districts (transportation will be arranged by UNFPA). • Six (6) short video clips (30 seconds – 1 minute) on the Bougainville Peace Agreement pillars for social media (photos, design, and voiceover; no original videography needed). • Photography of participants, landscapes, and activities, with captions for UNFPA Flickr and reports. • Creation of six (6) infographics summarizing community dialogue results for each pillar of the BPA, in collaboration with UNFPA. 	<p>10th June 2025</p> <p>31st July 2025</p>	<p>30%</p>



	<ul style="list-style-type: none"> • Ten (10) social media posts with graphics and boosting options. • Format twenty-four (24) PowerPoint presentations (20 slides each) using one of the pre-designed templates for use in coursework. 		
	<p>Third Phase (August 2025)</p> <ul style="list-style-type: none"> • Development of flowcharts detailing: <ul style="list-style-type: none"> ○ Bougainville Government Structure ○ Bougainville Youth Federation Structure ○ Bougainville Women’s Federation Structure • Digitization of participatory community-based activity materials (e.g., maps, Venn diagrams, charts, drawings). • Ten (10) social media posts with graphics and boosting options. 	30 th August 2025	20%
	<p>Final Phase</p> <ul style="list-style-type: none"> • Design of project reports as requested for SPB. • Design of UNFPA-written briefs for SPB. • Editing and submission of fifty (50) photographs from the field mission, with detailed captions. • Fifteen (15) social media posts with graphics and boosting options. • Creation of ten (8) infographics highlighting project achievements and results for the Sustaining Peace in Bougainville project, in collaboration with UNFPA. 	15 th December 2025	20%
<p>Expected travel:</p>	<p>All three regions of the Autonomous Region of Bougainville – vehicle hire costs in Bougainville will be covered by UNFPA but all other travel and accommodation costs must be included in the financial application.</p>		
<p>Required expertise, qualifications and competencies, including language requirements:</p>	<p>UNFPA is seeking a qualified company or a team of experts to provide this service. Bidder is expected to have the following experience, skills and qualities:</p> <p><u>Required Experience:</u></p> <ul style="list-style-type: none"> • Clear example of previous digital stories and digital publishing of reports, preferably for UN agencies, government, or international organizations. • At least 5 years of combined experience in supporting governments or UN agencies in 		



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	<p>designing communications strategies, materials, and digital interactive products;</p> <ul style="list-style-type: none"> • Publications of complex materials (data projects or reports) disseminated into clear infographics, digital stories, or print format for UN Agencies. • Experience working in Bougainville, with proven contextual knowledge and experience. <p><u>Preferred Team Composition:</u></p> <ul style="list-style-type: none"> • Designated Leader – leads the conceptualization, scripting, content creation, writing and submits all relevant material on behalf of the team to UNFPA. The leader should possess high quality technical skills and should have the ability to communicate effectively, in writing and orally (English and Tok Pidgin). • Graphics Designer – Formal education in graphic designing preferred. At least 2 years of experience developing mood boards, storyboards, and designing and creating animations/graphics. • Social Media Expert – At least 2 years of experience creating social media content with awareness and knowledge of relevant hashtags and ability to reach large populations. • Additional team members that can contribute to the deliverables are welcome. <p><u>Required Documentations:</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Company Profile <input checked="" type="checkbox"/> Tax Registration/Payment Certificate <input checked="" type="checkbox"/> Certificate of Registration of the business <input checked="" type="checkbox"/> CV’s of all key personnel proposed for this tender <p><u>Languages:</u></p> <ul style="list-style-type: none"> ○ Fluency in oral and written English and Tok Pidgin is required.
<p>Services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:</p>	<p>The following will be provided by UNFPA:</p> <ul style="list-style-type: none"> • Technical meetings with UNFPA staff involved in the project. • Relevant technical content and text. • Links with community members and relevant stakeholders.
<p>Submission Instructions</p>	<p>Completed proposals should be submitted to png-procurement@unfpa.org , no later than 18th March 2025. For any clarification regarding this assignment please write to png-procurement@unfpa.org</p> <p>Please be guided by the instructions provided in this document above while preparing your submission.</p> <p>Incomplete proposals and failure to comply with proposal submission instruction may not be considered or may result in disqualification of proposal.</p> <p>UNFPA looks forward to receiving your Proposal and thank you in advance for your interest in UNFPA procurement opportunities.</p>
<p>Approved</p>	<p style="text-align: right;">Signed by:  Muhmmad Maqbool , UNFPA International Operations Manager</p>