



Date: August, 24, 2016

REQUEST FOR QUOTATION RFQ N° UNFPA/EGY/RFQ/16/006

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

INTERACTIVE THEATRE PERFORMANCES AND WORKSHOPS ON FEMALE GENITAL MUTILATION/CUTTING (FGM/C) AND GENDER-BASED VIOLENCE (GBV) TO UNFPA, EGYPT COUNTRY FGM and GBV

UNFPA requires the provision of firm to create an interactive theatre performance to help mobilize communities to denounce GBV and to underline it as something unacceptable in the community. The interactive theatre performance should support survivors of violence to seek support from the appropriate services and entities as well as have access to justice. The performance will also seek to raise awareness within the communities and families not to stigmatize survivors of violence and take an active role in reporting cases.

UNFPA is also seeking the same firm to continue the Hara TV III performances and creative workshops for children. Hara TV phase III is a theatre performance which includes skits tackling issues related to Female Genital Mutilation/Cutting and to a larger extent women's empowerment. Hara TV III has been running since 2014. The skits include 3 actors/actresses who perform and then conduct a post-performance facilitation. This insures the key issues have gone through to all the audience as well as allows for the formulation of opinion based on dialogue allowing the audience to engage with the performance, the topic as well as share their own ideas and experiences, following Y-peer Interactive Theater.

This Request for Quotation is open to all legally-constituted companies that can provide the requested services and have legal capacity to perform in the country, or through an authorized representative.

I. About UNFPA

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every child birth is safe and every young person's potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: [UNFPA about us](#)

Service Requirements/Terms of Reference (ToR)

Objectives and scope of the Services

Background information: Interactive theatre has proven to be a very important tool to raise awareness within communities on sensitive issues such as stigma, FGM and GBV.

According to UNFPA Violence against women and girls is one of the most prevalent human rights violations in the world. It knows no social, economic or national boundaries. Worldwide, an estimated one in three women will experience physical or sexual abuse in her lifetime.

Gender-based violence undermines the health, dignity, security and autonomy of its victims, yet it remains shrouded in a culture of silence. Victims of violence can suffer sexual and reproductive health consequences, including forced and unwanted pregnancies, unsafe abortions, traumatic fistula, sexually transmitted infections including HIV, and even death.

- Development objective(s)
 - Develop an interactive theatre concept for GBV
 - Collaborate with UNFPA on script writing and develop performances concepts for the skits
 - Conduct rehearsals for the performance
 - Document the making and performances
 - Outreach to young persons and community members in selected governorates on GBV
 - Complete 35 performances once the script is approved
- Outputs / Deliverable(s)
 - A performance and skit developed on GBV
 - 35 performances on GBV take place
 - The original skits used in Hara TV phase III maintained and updated
 - 20 performances of Hara TV III take place
 - Young persons and community members outreached by performances in selected governorates
 - 4 workshops take place in 4 schools
 - 4 Exhibition and performances presented to the school and parents
 - Reporting of Hara TV and GBV performance concluded
- Activities
 - 1) Creative workshops for school children
 - Complete 4 creative workshops in 4 schools with school children followed by a performance to their parents. This component aims at allowing young school. The workshop will last 3 days for 3 hours per day as an after dance activity children to gain understanding and knowledge on FGM/ C as well as create and artistic piece reflecting on their understanding
 - Exhibit and perform the artistic outcome of the 3 day workshop to the school staff , administration, and students as well as parents and families of the participants on the 3rd day of the intervention.
 - The schools shall be selected by UNFPA in collaboration with the NPC network of NGOs.
 - 2) Performances of Hara TV phase III
 - Complete 20 performances, each show lasting approximately 20 minutes long followed by a 40 minutes post-show discussion allowing the audience to discuss and share their stories on key topics. Total time per event is 1 hour of performance and 30 minutes set-up. A total of 1-3 shows should be conducted per day.
 - Provide training in FGM/C technical aspects to participants with assistance from UNFPA
 - Use the Hara TV phase III performances concepts for the skits
 - Document the making and performances of the Hara TV phase III



- **Areas of performance:**
Upper Egypt and Greater Cairo

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>Ms. Noha El-Maraghy</i>
Email address of contact person:	<i>elmaraghy@unfpa.org</i>

The deadline for submission of questions is COB of Wednesday 31st August 2016, Questions will be answered in writing and shared with parties as soon as possible after this deadline.

III. Content of quotations

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

- a) Technical proposal, in response to the requirements outlined in the service requirements / TORs.
- b) 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.

IV. Instructions for submission

1. 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, all Bids comprising of Technical and Financial parts should reach the below and corresponding addresses no later than Wednesday 7th of September 2016 16:00 Cairo Time .

a. **Submission of Electronic Bids:** If you choose to submit your Bid electronically, your Technical and Financial Bid should be submitted in separate emails to the email inbox of egypt.tenders@unfpa.org , do not submit Bid documents to any other email address, sending the Bid to any other email address, including as a carbon copy (cc), will violate confidentiality and result in the invalidation of the Bid.

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line:
RFQ N° UNFPA/EGY/RFQ/16/006 –_Interactive Theatre Performances and Workshops on FGM and GBV.
Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total e-mail size may not exceed **10 MB (including e-mail 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.

b. **Submission of Hard copies Bids:** your Technical Bid and Financial Bid should be submitted in a, sealed envelope Stating the RFQ No and Title on the envelope:
RFQ N° UNFPA/EGY/RFQ/16/006 (INTERACTIVE THEATRE PERFORMANCES AND WORKSHOPS ON FEMALE GENITAL MUTILATION/CUTTING (FGM/C) AND GENDER-BASED VIOLENCE (GBV) TO UNFPA, EGYPT COUNTRY FGM and GBV
Should reach the following address:



United Nations Population Fund
70A Nahda St., Maadi Sarayat
Cairo- EGYPT.
C/O: Ayman Abdel Moteleb

2. Bids received after the stipulated date and time will be rejected.

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, are to be sent by e-mail to the contact person indicated below no later than : COB of Wednesday 7th of September 2016 .

Name of contact person at UNFPA:	<i>Ms. Noha El-Maraghy</i>
Email address of contact person:	<i>elmaraghy@unfpa.org</i>

V. Overview of Evaluation Process

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated and scored first, prior to the evaluation and scoring of price quotations

Technical Evaluation

Technical proposals will be evaluated based on their responsiveness to the service requirements /TORs listed in Section II and in accordance with the evaluation criteria below.

Criteria	[A] Maximum Points	[B] Points attained by Bidder	[C] Weight (%)	[B] x [C] = [D] Total Points
Technical approach, methodology and level of understanding of the objectives of the project	100		20%	
Work plan/time scales given in the proposal and its adequacy to meet the project objectives	100		20%	
Professional experience of the staff that will be employed to the project proving demonstrated expertise in evaluation and related processes (CVs, etc.)	100		15%	
Specific experience and expertise relevant to the assignment	100		30%	
Profile of the company and relevance to the Project.	100		15%	
<i>Grand Total All Criteria</i>	500		100%	

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

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

Financial Evaluation

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

Price quotes will be evaluated based on their responsiveness to the price quote form. The maximum number of points for the price quote is 100, which will be allocated to the lowest total price provided in the quotation. All other price quotes will receive points in inverse proportion according to the following formula:

$$\text{Financial score} = \frac{\text{Lowest quote (\$)}}{\text{Quote being scored (\$)}} \times 100 \text{ (Maximum score)}$$

Total score

The total score for each proposal will be the weighted sum of the technical score and the financial score. The maximum total score is 100 points.

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

VI. Award Criteria

UNFPA shall award a Professional Service Contract on a fixed-cost basis with duration of (*one year*) to the Bidder(s) that obtain the highest total score.

VII. 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.

VIII. 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.

IX. Fraud and Corruption



UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA's policy regarding fraud and corruption is available here: [Fraud Policy](#). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with 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](#).

X. 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](#).

XI. 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 Dr. Aleksandar Sasha Bodiroza at bodiroza@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, Procurement Services Branch at procurement@unfpa.org.

XII. 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).



PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation N°:	UNFPA/EGY/RFQ/16/006
Currency of quotation :	EGP
Validity of quotation:	At least 3 months

Item	Description	Number & Description of Staff by Level	Hourly Rate	Hours to be Committed	Total
1. Professional Fees					
<i>Total of Professional Fees</i>					EGP
2. Cost of Performances					
<i>Total of performance Expenses</i>					EGP
3. Cost of work shops					
<i>Total of Workshops Expenses</i>					EGP
4. Other Expenses					
<i>Total of other Expenses</i>					EGP
Total Contract Price					EGP

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/EGY/RFQ/16/006 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	



United Nations Population Fund
Egypt Country Office
70A Nahda St., Saryat El- Maadi, Cairo.
P.O. 11435 Egypt
E mail: egypt.tenders@unfpa.org
Website: www.unfpa.org

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](#)



Terms of Reference

INTERACTIVE THEATRE PERFORMANCES AND WORKSHOPS ON FEMALE GENITAL MUTILATION/CUTTING (FGM/C) AND GENDER-BASED VIOLENCE (GBV) TO UNFPA, EGYPT COUNTRY FGM and GBV

Duty Station: Cairo, Egypt
Duration: One Year
Date of entry: Upon approval of the project
Deadline: Wednesday 7 September 2016

Introduction:

Interactive theatre has proven to be a very important tool to raise awareness within communities on sensitive issues such as stigma, FGM and GBV.

According to UNFPA Violence against women and girls is one of the most prevalent human rights violations in the world. It knows no social, economic or national boundaries. Worldwide, an estimated one in three women will experience physical or sexual abuse in her lifetime.

Gender-based violence undermines the health, dignity, security and autonomy of its victims, yet it remains shrouded in a culture of silence. Victims of violence can suffer sexual and reproductive health consequences, including forced and unwanted pregnancies, unsafe abortions, traumatic fistula, sexually transmitted infections including HIV, and even death.

UNFPA is seeking a firm to create an interactive theatre performance to help mobilize communities to denounce GBV and to underline it as something unacceptable in the community. The interactive theatre performance should support survivors of violence to seek support from the appropriate services and entities as well as have access to justice. The performance will also seek to raise awareness within the communities and families not to stigmatize survivors of violence and take an active role in reporting cases.

UNFPA is also seeking the same firm to continue the Hara TV III performances and creative workshops for children. Hara TV phase III is a theatre performance which includes skits tackling issues related to Female Genital Mutilation/Cutting and to a larger extent women's empowerment. Hara TV III has been running since 2014. The skits include 3 actors/actresses who perform and then conduct a post-performance facilitation. This insures the key issues have gone through to all the audience as well as allows for the formulation of opinion based on dialogue allowing the audience to engage with the performance, the topic as well as share their own ideas and experiences, following Y-peer Interactive Theater.

Tasks to be performed under this contract:

The firm shall carry out the following task, in coordination with the relevant UNFPA staff:

- 1) The firm shall carry out the following task, in coordination with the relevant UNFPA staff:
 - Develop an interactive theatre concept for GBV
 - Collaborate with UNFPA on script writing and develop performances concepts for the skits
 - Conduct rehearsals for the performance
 - Document the making and performances
 - Outreach to young persons and community members in selected governorates on GBV
 - Complete 35 performances once the script is approved

2) Performances of Hara TV phase III

- Complete 20 performances, each show lasting approximately 20 minutes long followed by a 40 minutes post-show discussion allowing the audience to discuss and share their stories on key topics. Total time per event is 1 hour of performance and 30 minutes set-up. A total of 1-3 shows should be conducted per day.
- Maintain the current selection of actors/actresses for Hara TV – phase III, or otherwise ensure new actors to keep the same quality and standard
- Provide training in FGM/C technical aspects to participants with assistance from UNFPA
- Use the Hara TV phase III performances concepts for the skits
- Document the making and performances of the Hara TV phase III

3) Creative workshops for school children

- Complete 4 creative workshops in 4 schools with school children followed by a performance to their parents. This component aims at allowing young school. The workshop will last 3 days for 3 hours per day as an after dance activity children to gain understanding and knowledge on FGM/ C as well as create and artistic piece reflecting on their understanding
- Exhibit and perform the artistic outcome of the 3 day workshop to the school staff , administration, and students as well as parents and families of the participants on the 3rd day of the intervention.
- The schools shall be selected by UNFPA in collaboration with the NPC network of NGOs.

Outputs:

- A performance and skit developed on GBV
- 35 performances on GBV take place
- The original skits used in Hara TV phase III maintained and updated
- 20 performances of Hara TV III take place
- Young persons and community members outreached by performances in selected governorates
- 4 workshops take place in 4 schools
- 4 Exhibition and performances presented to the school and parents
- Reporting of Hara TV and GBV performance concluded

Target group:

Women survivors of GBV, sexual harassment, sexual assault, young women and men and communities.
 For FGM: Youth in the critical age of FGM/C as well as duty bearers like for example parents.

Expected size of audience per show on average = 30 per NGO, 1000 per university and or School, 300 Per Youth Center.

Areas of performance:

Upper Egypt and Greater Cairo

Coordination and reporting:

The firm will be contracted by UNFPA Egypt and will report to the UNFPA team.



Requirements:

- Previous experience in theater a must
- Previous work with UNFPA is an asset
- Experience in working on gender issues and young people is an asset
- Experience in working on FGM/C and GBV is an asset

Time Frame:

- Performances and workshops to take place between September 2016- end of August 2017

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

Bids Submission:

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Cairo- EGYPT.

C/O: Ayman Abdel Moteleb

Bids received after the stipulated date and time will be rejected (Wednesday September 7th, 2016 – 16:00Cairo time)