



Date: 5th December 2016

REQUEST FOR QUOTATION RFQ N° UNFPA/EGY/RFQ/16/009

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

“ROLL OUT THE TRAINING OF THE SOCIAL NORMS MANUAL”

UNFPA Egypt is seeking a firm to roll out the training of the social norms manual. Please refer to the manual at the following link: <http://www.unfpa.org/sites/default/files/pub-pdf/EN-INTRODUCTION-COVER.pdf3>.

This Request for Quotation is open to all legally-constituted companies that can provide the requested services and have legal capacity 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 :**
The UNICEF/UNFPA Joint Programme on Female Genital Mutilation and Cutting was developed in 2007 to accelerate the abandonment of FGM/C using a culturally sensitive human rights-based approach, and strategically leveraging social dynamics in favor of abandonment. The Programme is being implemented in 15 affected countries; the first phase ending in 2013 and the second one is for the period between 2014-2017.

The joint Programme developed a manual on social norms recently translated and produced in Arabic.

This manual is meant for training Programme managers to promote the abandonment of female genital mutilation/cutting (FGM/C). The Joint Programme applies an innovative approach to FGM/C abandonment, using a social norms perspective to guide the selection of an appropriate mix of strategies and activities most conducive to self-sustained social change

- **Development objective(s)**
To raise the capacity of 90 to 96 Programme managers from local non-governmental organizations (NGOs), community-based organizations, faith-based organizations and government ministries who

have to address abandonment of harmful practices as part of collective social change, and have a variety of different educational and experiential backgrounds.

- **Outputs / Deliverable(s):**

At the end of the workshop, participants should be able to:

- 1) Apply a social norms perspective in order to facilitate change or abandonment of collectively endorsed harmful social norms;
- 2) Use collective strategies to set up strong incentives and group pressure for individuals to adhere to new, more positive norms and behaviors;
- 3) Strengthen the human rights-based approach to development programming through social norms and change.

- **Activities**

The service provider will facilitate a total of 3 workshops with a maximum of 33 participants per workshop. Each workshop should last 3 days.

- **Inputs**

- UNFPA will provide the list of trainees to the service provider.
- UNFPA will provide the DSA rate to be used for each governorate.
- The manuals will be provided by UNFPA

- **Timing / Schedule**

It is expected that this assignment will commence in February 2017 to March 2017.

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>
Tel N°:	<i>+20225223969</i>
Email address of contact person:	<i>elmaraghy@unfpa.org</i>

The deadline for submission of questions is COB Wednesday 14th of December 2016 Cairo time. Questions will be answered in writing and shared with parties as soon as possible after this deadline.

II. 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.

III. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section IV 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 Monday 19th December, 2016 Cairo time.**

Name of contact person at UNFPA:	<i>Ms Noha El-Maraghy</i>
Email address of contact person:	<i>Jobs.egypt@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/EGY/RFQ/15/009 “ROLL OUT THE TRAINING OF THE SOCIAL NORMS MANUAL”**. 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.

IV. 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		40%	
Professional experience of the staff that will be employed to the project proving demonstrated expertise in evaluation and related processes (CVs, etc.)	100		30%	
Profile and Specific experience and expertise relevant to the assignment	100		30%	
<i>Grand Total All Criteria</i>	300		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.

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

V. Award Criteria

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

VI. 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.

VII. 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.



VIII. 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](#).

IX. 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](#).

X. 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 Aleksandar Bodiroza, Representative 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.

XI. 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/16/009
Currency of quotation :	EGP
Validity of quotation: <i>(The quotation must be valid for a period of at least 3 months after the submission deadline)</i>	3 months

- Quoted rates must be inclusive of all 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>					EGP
2. Logistic costs					
<i>Total Out of logistic costs</i>					EGP
Total Contract Price <i>(Professional Fees + logistic costs)</i>					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/16/009 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., Maadi Sarayat, cairo , 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](#)



ANNEX II: TERMS OF REFERENCES (TOR)

Duty Station: Cairo, Egypt
Date of entry: Upon approval of the project
Deadline: Monday **19th December 2016**

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.

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Purpose of the assignment:

UNFPA Egypt is seeking a firm to roll out the training of the social norms manual. Please refer to the manual at the following link: <http://www.unfpa.org/sites/default/files/pub-pdf/EN-INTRODUCTION-COVER.pdf3>.

III. Development Objective:

To raise the capacity of 90 to 96 Programme managers from local non-governmental organizations (NGOs), community-based organizations, faith-based organizations and government ministries who have to address abandonment of harmful practices as part of collective social change, and have a variety of different educational and experiential backgrounds.

IV. Expected outputs:

At the end of the workshop, participants should be able to:

- 1) Apply a social norms perspective in order to facilitate change or abandonment of collectively endorsed harmful social norms;
- 2) Use collective strategies to set up strong incentives and group pressure for individuals to adhere to new, more positive norms and behaviors;
- 3) Strengthen the human rights-based approach to development programming through social norms and change.

V. Competency and expertise:

Interested service providers shall be required to illustrate the following competencies and skills:

- Proven track record in training and gender and development and specific knowledge of FGM/C and social norms is an advantage. Demonstrable technical experience in facilitating participatory training programmers.
- Experience in implementing trainings on social issues and specifically FGM/C, gender and social norms is an advantage.
- Awareness of, and experience in using pre- and post-training methodologies, as well as other internationally / nationally accredited training resources on gender, culture and human rights;
- Demonstrable experience in facilitating culturally-sensitive programming in the areas of gender (GBV), FGM/C and human rights approaches.
- Excellent report writing, presentation skills and facilitation skills

VI. Timing, Schedule and training structure:

It is expected that this assignment will commence in February 2017 to March 2017.

- The service provider will facilitate a total of 3 workshops with a maximum of 33 participants per workshop. Each workshop should last 3 days.
- The workshops should be located one centrally in Cairo, one for Upper Egypt region and one for the delta region.
- UNFPA will provide the list of trainees to the service provider.
- The manuals will be provided by UNFPA
- The service provider will organize all logistics requirements including booking of venues, accommodation and provision of daily allowance to participants in addition to the training team.

VII. Supervision:

- The consultant will be working under the supervision of UNFPA Team.

VIII. Submission and Selection Criteria:

The submission of each company shall contain technical and financial offers as follows;

1- Technical offer including;

A detailed proposal which includes:

- Company profile and relevant expertise;
- Technical approach and methodology;
- Names and detailed CVs and competency profiles of team members specifically related to the services required as outlined above.

Kindly note that the criteria above will form the Technical Evaluation of the proposals as follows:

- 1) Relevance of company - 30%;
- 2) Technical Approach and Methodology - 40%; and
- 3) Relevant experience of proposed team members - 30%

2- Financial offer including;

- Detailed budget
- A detailed quotation indicating a fixed price as outlined to include:
 - Training team costs
 - All training logistics
 - Stationery requirements
 - Accommodation of participants
 - Venue hire lunch and refreshments
 - Other contingency costs, etc.

Do not include transportation and daily allowance costs for participants. Transportation costs and daily allowance costs will be based on rates provided by UNFPA where applicable these costs will be discussed in detail with awarded contract and a separate budget will be submitted to UNFPA for this purpose.

The professional service contract will be awarded on a fixed-cost basis.

It must be noted that it is expected that the successful service provider will be responsible for coordinating all logistics related to the organization of the workshops and UNFPA will not be responsible for any additional logistics in this regard (except provision of manuals and list of participants), hence the proposals should adequately cover this area.

.Terms of Payment

A payment schedule shall be effected as follows:



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Website: www.unfpa.org

- 30% advance payment upon submission of inception training plan
- 40% upon receipt and approval of progress reports for the 2 first trainings
- 30% upon completion of the assignment and on submission and approval of the final workshop report



How To Apply:

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 COB Monday 19th **December** 2016 16:00pm 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/16/009 –**ROLL OUT THE TRAINING OF THE SOCIAL NORMS MANUAL.**

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/16/009 (**ROLL OUT THE TRAINING OF THE SOCIAL NORMS MANUAL**) should reach the following address before the deadline: COB of Monday **19th December** 2016, 16:00pm Cairo Time.

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.