



Date: 24 April 2024

REQUEST FOR QUOTATION RFQ N° UNFPA/EGY/RFQ/24/006

Dear Sir/Madam,
UNFPA hereby solicits a quotation for the following service:

“Post Incubation Phase support of the Social Innovation Incubator”

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 childbirth 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](#)

Background

UNFPA Egypt's Social Innovation Incubator through its two cycles “Dafayer” and “Saeed Hub” has successfully graduated innovative solutions aimed at addressing various social challenges, particularly those related to accelerating Female Genital Mutilation elimination, gender equality, sexual and reproductive health. These solutions have undergone rigorous incubation, honing their strategies, solidifying business models, and preparing for sustainable implementation.

As part of UNFPA's commitment to supporting these solutions beyond the incubation phase, a consulting firm is sought to provide follow-up, mentorship, and support services for the aforementioned graduated community led solutions. The consultancy will focus on offering guidance for scalability and sustainability of solutions from the first cycle of the incubator, as well as providing post-incubation support, including fund allocation and disbursement, for solutions from the second cycle.

Objective:

1. Conduct comprehensive assessments of the graduated solutions from the first cycle of UNFPA's Social Innovation Incubator in the Egyptian context. The assessment of each solution will dive deep into their progress, challenges, and local impact to identify opportunities for scalability and sustainability. Provide tailored guidance, mentorship, and support to solution owners in developing strategies for scaling up their initiatives, including exploring partnership opportunities, securing funding from diverse resources, and expanding their reach within Egypt.
2. Assist in the allocation and disbursement of funds to solution owners from the second cycle of the incubator during the post-incubation phase in Egypt, ensuring efficient and transparent financial management.
3. Facilitate knowledge exchange and networking opportunities among solution owners in Egypt, enabling them to learn from each other's experiences and best practices.
4. Document the journey of these solutions, and share lessons learned and success stories from the incubator program in the Egyptian context, contributing to knowledge management and advocacy efforts in the field of social innovation and youth empowerment in Egypt.

Scope of Work:

1. Conduct comprehensive assessments of graduated solutions from the first cycle of the Social Innovation Incubator in Egypt, including reviewing progress, challenges, and impact achieved within the local context.
2. Organize capacity-building workshops and mentoring sessions for solution owners in Egypt to strengthen their entrepreneurial skills, strategic planning, and organizational capacity within the Egyptian context.
3. Facilitate meetings between solution owners in Egypt and potential investors, donors, and other stakeholders within the Egyptian context to explore funding opportunities and partnerships tailored to Egypt's landscape.
4. Develop a financial management plan for the allocation and disbursement of funds to solution owners from the second cycle of the incubator in Egypt, in alignment with UNFPA's policies and procedures and relevant Egyptian regulations.
5. Provide ongoing support and guidance to solution owners in Egypt throughout the post-incubation phase, including monitoring and evaluation of project implementation and impact within the Egyptian context.
6. Document case studies, success stories, and lessons learned from the incubator program in the Egyptian context, producing reports and publications for internal and external dissemination with a focus on the Egyptian audience.

Deliverable(s):

- **Assessment of Graduated Solutions:** A thorough evaluation of the graduated solutions from the first cycle of the incubator, highlighting their progress, challenges, and potential for scalability and sustainability. This assessment will be accompanied by tailored recommendations to support the needs of each solution.
- **Technical Support Plan:** A detailed technical plan outlining the support mechanisms for awarded solutions from both cycles. This plan will include workshops, training modules, and mentoring resources customized to address the specific needs and challenges faced by solution owners within their local communities, in addition to exploring possible partnerships and networking opportunities.
- **Financial Management Strategy:** A comprehensive financial management plan for the allocation and disbursement of funds to solution owners from the second cycle of the incubator in Egypt. This strategy will adhere to UNFPA's policies and procedures, as well as relevant Egyptian regulations, ensuring transparency and accountability in fund management.
- A progress report will be provided throughout the consultancy, documenting the rollout of the technical support sessions and capacity building workshops for all awarded solutions from both cycles. These reports will offer insights into the implementation process and highlight areas for improvement.
- Final results-based report capturing the achievements, challenges and lessons learnt throughout the consultancy, and Documenting case studies and success stories from the social innovation incubator model.



Timing / Schedule

The consultancy is expected to commence on 15th May 2024 and conclude on 31 of October, with a total duration of 6 months, focusing on providing mentorship, support, and follow-up services to graduated solutions from UNFPA's Social Innovation Incubators in Egypt.

I. Questions

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

Name of contact person at UNFPA:	<i>Ashgan Faried</i>
Email address of contact person:	<i>faried@unfpa.org</i>

The deadline for submission of questions is **Wednesday 1st May 2024: 13:00pm Cairo Local Time**. Questions will be answered in writing and shared with parties as soon as possible after this deadline.

II. 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](#).

III. 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.
- 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

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 address indicated below no later than: [**Wednesday, 8 May 2024, 13:00pm Cairo Local Time**]¹.

Name of contact person at UNFPA:	<i>Operations Unit</i>
Official Email address:	<i>egypt.tenders@unfpa.org</i>

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

Please note the following guidelines for electronic submissions to UNFPAs SCMU’s dedicated email address:

- The following reference must be included by the Bidder in the email subject line **UNFPA/EGY/RFQ/24/006 – “Incubation Phase of the Social innovation Incubator”**. 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.
- Please do **NOT** send the emails containing your offer to any other email address (not even as a copy (CC) or blind copy (BCC)); otherwise UNFPA will not be able to guarantee confidentiality and fair and transparent handling of your bid. UNFPA reserves the right to reject bids sent via the appropriate channel but copied or blind copied to other email addresses.
- The total email size may not exceed **10 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.
- When submitting electronic offers, Bidders will receive an auto-reply acknowledging receipt of the **first** email. Should your offer require you to submit more than one email, in the body of this first email, bidders are requested to list the number of messages, which make up their technical offer and the number of messages, which make up their financial offer. If you do not receive any auto-reply for the first email from UNFPA’s email system, please inform [Noha El-Maraghy] at: [elmaraghy@unfpa.org]
- 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.

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 obtained 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	100		15%	

demonstrated expertise in evaluation and related processes (CVs, etc.)				
Specific experience and expertise relevant to the assignment	100		30%	
Profile of the company and relevance to the Project	100		15%	
Grand Total All Criteria	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 based on the specific formula indicated in the TORs. All other price quotes will receive points in inverse proportion according to the following formula:

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

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

In case of a satisfactory result from the evaluation process, UNFPA intends to award a [Purchase Order / Professional Service Contract on a fixed-cost basis] 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 Ms. Germain Haddad, Egypt Country Office Assistant Representative/OIC at Ghaddad@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.

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/24/006
Currency of quotation :	EGP/USD
	You may quote in USD noting that payment will be issued in EGP based on the UN Exchange rate
Validity of quotation:	
<i>(The quotation must be valid for a period of at least 3 months after the submission deadline)</i>	

Item	Description	Number & Description of Staff by Level	Daily/Monthly Rate	Days/months to be Committed	Total
1. Professional Fees					
1	Assessment of Graduated Solutions: A thorough evaluation of the graduated solutions from the first cycle of the incubator, highlighting their progress, challenges, and potential for scalability and sustainability. This assessment will be accompanied by tailored recommendations to support the needs of each solution.				
2	Technical Support Plan: A detailed technical plan outlining the support mechanisms for awarded solutions from both cycles. This plan will include workshops, training modules, and mentoring resources customized to address the specific needs and challenges faced by solution owners within their local communities, in addition to exploring possible partnerships and networking opportunities.				
3	Financial Management Strategy: A comprehensive financial management plan for the allocation and disbursement of funds to solution owners from the second cycle of the incubator in Egypt. This strategy will adhere to UNFPA's policies and procedures, as well as relevant Egyptian regulations, ensuring transparency and accountability in fund management.				
4	A progress report will be provided throughout the consultancy, documenting the rollout of the technical support sessions and capacity building workshops for all awarded solutions from both cycles. These reports will offer insights into the implementation process and highlight areas for improvement.				
5	Final results-based report capturing the achievements, challenges and lessons learnt throughout the consultancy, and Documenting case studies and success stories from the social innovation incubator model.				
<i>Total Professional Fees</i>					EGP
2. Out-of-Pocket expenses					



United Nations Population Fund
70A Nahda St., Saryat El- Maadi,
Cairo.
P.O. 11435, Egypt
Email:egypt.tenders@unfpa.org
Website: http://www.unfpa.org

<i>Total Out of Pocket Expenses</i>	EGP
<i>Total Contract Price</i> <i>(Professional Fees + Out of Pocket Expenses)</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/24/006 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



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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](#):

<https://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20Services%20EN.pdf>



Annex II

Terms of Reference (ToRs)

Incubation Phase of the Social Innovation Incubator

Background

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Deliverables:

- **Assessment of Graduated Solutions:** A thorough evaluation of the graduated solutions from the first cycle of the incubator, highlighting their progress, challenges, and potential for scalability and sustainability. This assessment will be accompanied by tailored recommendations to support the needs of each solution.
- **Technical Support Plan:** A detailed technical plan outlining the support mechanisms for awarded solutions from both cycles. This plan will include workshops, training modules, and mentoring resources customized to address the specific needs and challenges faced by solution owners within their local communities, in addition to exploring possible partnerships and networking opportunities.
- **Financial Management Strategy:** A comprehensive financial management plan for the allocation and disbursement of funds to solution owners from the second cycle of the incubator in Egypt. This strategy will adhere to UNFPA's policies and procedures, as well as relevant Egyptian regulations, ensuring transparency and accountability in fund management.
- A progress report will be provided throughout the consultancy, documenting the rollout of the technical support sessions and capacity building workshops for all awarded solutions from both cycles. These reports will offer insights into the implementation process and highlight areas for improvement.
- Final results-based report capturing the achievements, challenges and lessons learnt throughout the consultancy, and Documenting case studies and success stories from the social innovation incubator model.

Monitoring, progress control and reporting:

- All deliverables are to be submitted to UNFPA for clearance prior to finalization.
- Full coordination and email approval from UNFPA and the NCW for all deliverables.
- UNFPA review/clearance of deliverables will be communicated with the selected supplier/bidder via official emails.
- Regular follow up meetings will be held between UNFPA team.
- Methodology of implementation might be subject to modifications without changing the overall objective and the scope of work on the basis of mutual consultation.

Competency and expertise:

1. Proven minimum of 5 years' experience in planning, organizing and overseeing trainings, capacity building/development activities, community mobilization and awareness-raising activities.
2. Proven experience with training programmes targeting different community segments with special emphasis on adolescents and their parents.
3. Solid experience in monitoring and evaluation and reporting of projects/programs.
4. Organizational capacity to implement large-scale training and community-based campaigns at the governorate level.
5. Physical presence and/or partnerships at the local level

Professionalism:

- The preferred candidate should possess a proven track record in providing support services to social innovation initiatives, particularly in regions like Upper Egypt, showcasing a deep understanding of the local Egyptian context.
- Proficiency in financial management, fundraising, and cultivating partnerships within the Egyptian social enterprise and non-profit sector is essential.
- Exceptional facilitation, communication, and networking abilities are necessary for engaging diverse stakeholders and fostering collaborative relationships tailored to the Egyptian context.
- Familiarity with UNFPA's mandate, policies, and procedures, particularly concerning youth empowerment, gender equality, and sexual and reproductive health, along with knowledge of pertinent Egyptian regulations and laws, is highly desirable.
- Additionally, experience in conducting evaluations, impact assessments, and knowledge management activities for development projects in Egypt or similar environments is advantageous.
- The selected company has to demonstrate at least 10 years solid experience in training, monitoring and evaluation, and community mobilization and outreach. Coordination:
- UNFPA team will closely collaborate with the selected company to ensure the smooth and timely implementation of the assignment.

Teamwork: Proven teamwork experience will be highly considered.

Technical Experts: The selected company shall make sure that the needed number of high caliber professionals in each necessary aspect of work are available (CVs to be attached) to ensure the optimal quality of the project.

Supervision: UNFPA in cooperation with NCW will provide job-related guidance in a timely manner through UNFPA team.

Qualifications and Experience: UNFPA is seeking a Company with vast experience (at least 10 years successful experience) in training, monitoring and evaluation, and community mobilization and outreach. Company's portfolio and CV is required in order to prove the standard of quality of the company's previous work.

Deliverables:

Deliverable	Deadline
1) Assessment of Graduated Solutions: A thorough evaluation of the graduated solutions from the first cycle of the incubator, highlighting their progress, challenges, and potential for scalability and sustainability. This assessment will be accompanied by tailored recommendations to support the needs of each solution.	1 st June 2024
2) Technical Support Plan: A detailed technical plan outlining the support mechanisms for awarded solutions from both cycles. This plan will include workshops, training modules, and mentoring resources customized to address the specific needs and challenges faced by solution owners within their local communities, in addition to exploring possible partnerships and networking opportunities.	7 th June, 2024
3) Financial Management Strategy: A comprehensive financial management plan for the allocation and disbursement of funds to solution owners from the second cycle of the incubator in Egypt. This strategy will adhere to UNFPA's policies and procedures, as well as relevant Egyptian regulations, ensuring transparency and accountability in fund management.	16 th June, 2024
4) A Progress reports report will be provided throughout the consultancy, documenting the rollout of the technical support sessions and capacity building workshops for all awarded solutions from both cycles. These reports will offer insights into the implementation process and highlight areas for improvement.	1 st July 2024
5) Final results-based report capturing the achievements, challenges and lessons learnt throughout the consultancy, and Documenting case studies and success stories from the social innovation incubator model.	31 th July, 2024

Evaluation Criteria	[A] Maximum Points	[B] Points attained by Bidder	[C] Weight (%)	[D] [B] X [C] 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%	

Scoring Scale System

The following scoring scale system will be used by the technical evaluation panel to conduct the Technical Bid evaluation objectively.

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



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Method of Payment:

UNFPA does not issue down payments; all payments to be settled based on the completion of required deliverables.

- 25% upon submission of the first deliverable.
- 20 % upon completion of the second deliverable
- 20% Upon Completion of the third deliverable
- 25% Upon Completion of the fourth deliverable
- 10% Upon approving the fifth and final deliverable.