



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>

Date: 17 October 2024

REQUEST FOR QUOTATION
RFQ N° UNFPA/EGY/RFQ/24/043
Bid is open for firms and Individual consultants

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

“Innovative public awareness events and capacity building trainings”

UNFPA requires the provision of the implementation of innovative public awareness events and capacity building trainings in Universities on GBV against women and girls.

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 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: www.UNFPA.com

II. About the 16 days of activism against Gender Based Violence:

The 16 days of activism against gender-based violence is an international campaign that aims to raise awareness and spark advocacy for change to end all forms of violence: child marriage, female genital mutilation, digital violence, intimate partner violence and rape, and other practices that could harm or endanger women and girls. It was initiated in 1991 by the first Women's Global Leadership Institute, held by the Center for Women's Global Leadership (CWGL), at Rutgers University. Since then, more than 6000 organizations have participated to combat GBV. The campaign kicks off on November 25, the international day for the elimination of violence against women and runs until December 10, human rights day.

III. Overview:

UNFPA strives to eliminate all forms of violence against women and girls, wherever and whenever it occurs. It is estimated that one in three women and girls on the planet estimated to have been subjected to one type of gender-based violence whether online or offline. Thus, UNFPA seeks to actively participate during the 16 days of activism in a one week of interactive public awareness events, that aim to ignite societal commitment to end tolerance towards all types of violence, by raising awareness of the status quo and what can be done to help.



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IV. Scope of Work:

1. Using interactive approaches, organize four public awareness events in partnership with public universities (two in Cairo and two in upper Egypt), to raise awareness about GBV related topics.
2. Conduct four workshops to build the capacities of Anti-Vaw units’ staff, professors, university students, administrative staff. Expected reach is 125 service providers in each workshop.

V. Deliverables:

- 1- Design four interactive public day events to be carried out in four Universities, to raise awareness on forms of GBV against women and girls, and the role of the Units in offering support for women and girls on-campus. UNFPA is expecting 2 awareness events in Q4 2024, and 2 awareness events in Q1 2025.
- 2- Implementation of interactive day events including engagement of public speakers, event planning and management, logistics, entertainment segment in each event.
- 3- Production of brief documentation video on the activities conducted through the partnership with UNFPA, to be approved by UNFPA for cross-posting and sharing on digital media.
- 4- Development of two reports on the two awareness events, including results from the collected insights from panel and public discussions with students, reflections on trends and photo album capturing highlights.
- 5- Preparing and designing four curricula for the workshops to strengthen capacities of Universities on informed-trauma response, coping strategies and psychological response to survivors. Timeline of the workshops to be agreed with UNFPA and the National Council for Women partners.
- 6- In partnership with UNFPA, conduct four workshops with the afore-mentioned groups (125 participant per each workshop), including implementation of pre and post training evaluations.
- 7- Submission of final report for the implemented trainings, including recommendations, insights on the discussions with participants, and training evaluation results

VI. Timeline:

These activities are planned to be implemented in a span of 6 months. To end by June 2025.

VII. Questions:

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

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



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The deadline for submission of questions is **24 October 2024 @23:00H** Cairo Time. Questions will be answered in writing and shared will parties as soon as possible after this deadline.

VIII. 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](#).

IX. Content of quotations:

Quotations should be submitted via a TWO-envelope system. Interested Bidders are requested to submit their Technical Bid & Declaration From **separately** from their Financial Bid containing the price information. Each envelope shall consist of a single email whenever possible, depending on file size.

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

Both parts of the quotation must be signed by the bidding company’s relevant authority and submitted in PDF format.

X. Instructions for submission:

Proposals should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form, and are to be sent by email to the contact person indicated below no later than : **Thursday 31st, October 2024, 11:00am Cairo time**

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

Please note the following guidelines for electronic submissions:

- The following reference must be included by the Bidder in the email subject line:



- UNFPA/EGY/RFQ/24/043– [Company name], Technical Bid.
- UNFPA/ EGY/RFQ/24/043 - [Company name], Financial Bid.
- Submissions without this text in the email subject line may be rejected or overlooked and therefore not considered.
- It is the Bidder’s responsibility to assure compliance with the submission process. If the envelopes or emails are not marked / submitted per the instructions, UNFPA will neither assume responsibility for the bid’s misplacement or premature opening nor guarantee the confidentiality of the Bid process. Incorrect submissions might result in your Bid being declared invalid.
- 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.
- 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.

XI. 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
Professional relevant experience: Organizing public awareness events/ community engagement events. Working with public entities is an asset.	100		35%	
Expertise in delivering capacity building trainings in the fields of GBV and harmful practices.	100		35%	
Profile of the company and its relevance to the Project.	100		15%	
The expertise of the team.	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%] 49 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:

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

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.

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

XII. 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 highest total score.



XIII. 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.

XIV. 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.

XV. 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](#).

XVI. 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](#).

XVII. 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 **Yves Sassenrath, Egypt CO Representative**] at sassenrath@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.



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XVIII. 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/24/043
Currency of quotation:	EGY
Validity of quotation:	
<i>(The quotation must be valid for a period of at least 3 months after the submission deadline)</i>	

- Quoted rates must be **inclusive of all taxes**, since UNFPA is not exempt from taxes.

Item	Description	Number & Description of Staff by Level	Daily Rate	Days to be Committed	Total
1. Professional Fees					
1	Design four interactive public day events to raise awareness on forms of GBV against women and girls, and the role of the Units in offering support for women and girls on-campus.				
2	Implementation of interactive day events including engagement of public speakers, event planning and management, logistics, entertainment segment in each event.				
3	Production of brief documentation video on the activities conducted through the partnership with UNFPA				
4	Development of two reports on the two awareness events, including results from the collected insights from panel and public discussions with students, reflections on trends and photo album capturing highlights.				
5	Preparing and designing four curricula for the workshops to strengthen capacities of Universities on informed-trauma response, coping strategies and psychological response to survivors.				
6	conduct four workshops with the aforementioned groups (125 participant per each workshop), including				



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	implementation of pre and post training evaluations.				
7	Submission of final report for the implemented trainings, including recommendations, insights on the discussions with participants, and training evaluation results				
Total Professional Fees					EGP
2. Out-of-Pocket expenses					
	Logistics for the workshops; transportations, accommodations, hall rental, coffee breaks, printed materials please specify in detail				
	A.V equipment; projectors, screen, ...please specify in detail				
	Others; please specify in detail				
Total Out of Pocket Expenses					EGP
Total Contract Price (Professional Fees + Out of Pocket Expenses)					EGP

<i>Vendor's Comments:</i>

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/EGY/RFQ/24/043 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 ¹ 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"/>
	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"/>

¹ “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.



4.	The Company and its Management have not been the subject of a final judgment or a final administrative decision finding them in breach of their obligations relating to the payment of taxes or social security contributions.	<input type="checkbox"/>	<input type="checkbox"/>
5.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found they created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration, or principal place of business (<i>creating a shell company</i>).	<input type="checkbox"/>	<input type="checkbox"/>
6.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found the Company was created with the intent referred to in point (5) (<i>being a shell company</i>).	<input type="checkbox"/>	<input type="checkbox"/>

The UNFPA reserves the right to disqualify the Company, suspend or terminate any contract or other arrangement between the UNFPA and the Company, with immediate effect and without liability, in the event of any misrepresentation made by the Company in this Declaration.

It is the responsibility of the Company to immediately inform the UNFPA of any changes in the situations declared above.

This Declaration is in addition to, and does not replace or cancel, or operate as a waiver of, any terms of contractual arrangements between the UNFPA and the Company.

Signature: _____

Date: _____

Name and Title: _____

Name of the Company: _____

UNGM N°: _____

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](#):

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



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Annex II

Terms of Reference

UNFPA is seeking to hire an individual consultant / consultancy Firm for the implementation of innovative public awareness events and capacity building trainings in Universities on GBV against women and girls

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 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: www.UNFPA.com.

II. Overview:

UNFPA in partnership with the National Council for Women (NCW) have established more than 42 Anti-Vaw units in the Egyptian public universities in more than 27 governorates. The Anti-Vaw units were founded since 2018 to combat all forms of violence against girls and women in universities, through establishing a formal response and referral channels for survivors. And to set clear mechanisms and policies that limit and prevent all types of violence within the university, thus providing a safe environment conducive to work and production.

Under this important partnership, UNFPA seeks to organize capacity building workshops for service providers and University staff to increase their skills in identifying women at risk and in offering psychological first line support to those in need. UNFPA in partnership with NCW is organizing several public activities, seminars and interactive events targeting students through the "16 Days Campaign on Ending Violence against Women" scheduled from November 25th until December 10th every year. The on-campus interactive awareness events will also cover the "Women's Month" scheduled in March every year. This partnership will offer opportunities to develop new, interactive learning sessions with students, and through the Units, to increase awareness on forms of violence, and the services provided through the Units. The awareness activities also target the volunteer students

III. Main Objective:

The project aims to spread awareness about the different types of violence among university students, as well as capacitating Anti-Vaw units' staff, professors, university admin staff, members of student unions on GBV related topics, in order to contribute to creating a zero tolerance environment towards violence.



Scope of Work:

3. Using interactive formats, organize four public awareness events in partnership with public universities (two in Cairo and two in upper Egypt), to raise awareness about GBV related topics .
4. Conduct four workshops to build the capacities of Anti-Vaw units' staff, professors, university students, administrative staff. Expected reach is 40 service providers in each workshop.

IV. Deliverables:

- 8- Design four interactive public day events to be carried out in four Universities, to raise awareness on forms of GBV against women and girls, and the role of the Units in offering support for women and girls on-campus. UNFPA is expecting 2 awareness events in Q4 2024, and 2 awareness events in Q1 2025.
- 9- Implementation of interactive day events including engagement of public speakers, event planning and management, logistics, entertainment segment in each event.
- 10- Production of brief documentation video on the activities conducted through the partnership with UNFPA, to be approved by UNFPA for cross-posting and sharing on digital media.
- 11- Development of two reports on the two awareness events, including results from the collected insights from panel and public discussions with students, reflections on trends and photo album capturing highlights.
- 12- Preparing and designing four curricula for the workshops to strengthen capacities of Universities on informed-trauma response, coping strategies and psychological response to survivors. Timeline of the workshops to be agreed with UNFPA and the National Council for Women partners.
- 13- In partnership with UNFPA, conduct four workshops with the afore-mentioned groups (125 participant per each workshop), including implementation of pre and post training evaluations.
- 14- Submission of final report for the implemented trainings, including recommendations, insights on the discussions with participants, and training evaluation results

V. Timeline:

These activities are planned to be implemented in a span of 6 months. To end by June 2025.

VI. Criteria of selection:

- The selected company should submit a technical and a financial proposal, to explain its implementation approach, proposed structure of the interactive days, training outline and areas of focus.



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- Demonstrated ability to implement the above-mentioned activities through submitting a proven record of relevant experience.
- Demonstrated previous experience with government/ UN agencies/ development actors in training for GBV awareness
- Demonstrated previous experience in implementation of on-campus or public youth events to generate awareness towards women's empowerment is an asset.

Payment Terms and conditions:

- 25% Upon receiving the design and structure of the public awareness events (deliverable 1).
- 25% after receiving the two reports on the public events (deliverables 2, 3 & 4).
- 25% upon receiving the 4 training manuals/curricula. (deliverable 5)
- 25% after conducting the four training workshops and submission of the final report (deliverables 6 & 7).