



Date: 3 November 2024

**REQUEST FOR QUOTATION
RFQ UNFPA/EGY/RFQ/24/49**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

Monitoring & Evaluation Company to Conduct Programme Baseline

UNFPA requires the provision of technical expertise in the field of monitoring and evaluation to conduct a baseline study for UNFPA's project funded by the Italian Agency for Development Cooperation (AICS) on "Protection, Services and Empowerment: Invest in A Zero-Tolerance Environment against All Forms of Gender Based Violence Against Women and Girls (GBVAWG) in Egypt".

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

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](#).

I. Service Requirements/Terms of Reference (ToR)

Background of the Assignment

Grounded in the vision of equality enshrined in the Charter of the United Nations, the UN works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

The elimination of gender-based violence against women and girls (GBVAWG), including harmful practices, has been a clear and committed priority of the Government of Egypt. There have been gains in terms of gradually evolving legislative frameworks and increased national-level awareness about the prevalence of GBVAWG and the legislative provisions to protect individuals from harm. The most significant gains in recent years have been the establishment of core essential services for women and



girls escaping violence. These gains and investments are important, but so are the demands. Alignment of the legislation with the Constitution and ensuring sufficient allocation of financial and human resources to essential services continue to challenge national response to GBVAVG. Equal to these requirements, is the need to address the social norms – and within this, gender norms – which are at the root of all forms of Gender Based Violence.

Building on over 20 years of investments, partnerships, and technical expertise, UNFPA Egypt Country Office works with national stakeholders on strengthening the capacity of duty-bearers to provide quality essential services for survivors of violence in an integrated and coordinated manner. In this regard, UNFPA supports the provision of shelters, legal aid, and psycho-social support for survivors of violence, as well as advancing positive social norms, attitudes, and behaviors at the individual and community level; and establishing and operating safe and economically viable public spaces for women and girls who are empowered to access and use them.

UNFPA, funded by Italian Agency for Development Cooperation (AICS), are launching a new three-year programme with two main objectives:

- a) A “zero tolerant” environment (community, institutional and policy) towards all forms of GBVAVG is expanded and mainstreamed at the national level and local level in the targeted governorates; and
- b) Socio-economic empowerment of women, adolescent girls and young women in the target governorates (Greater Cairo, Qena, Luxor, Fayoum, Beni Suef, Alexandria) is strengthened.

UNFPA seeks to conduct a baseline study through an external company under UNFPA’s direct supervision. The baseline study will be conducted to generate quality evidence around GBVAVG services, provided by UNFPA and its partners. The study will guide the delivery of the programme based on the project monitoring and evaluation framework. The selected company will work in close collaboration with UNFPA’s programme team, local authorities and CSOs in target communities to develop a clear baseline and inform on key performance indicators to guide substantive programme implementation.

Objectives and Scope of the Assignment

The baseline assessment is an early element in the monitoring and evaluation plan of the project and uses the logical framework (log frame) structure to systematically assess the circumstances in which a project activity commences. It provides the basis for subsequent assessment of how efficiently the project is being implemented and the eventual results achieved. Subsequent monitoring of project progress will also gather and analyze data using the log frame and will be consistent with, but not repeat, the baseline assessment. Mid-term reviews, project completion reports, and other evaluations will judge progress largely based on comparisons with the information from the baseline assessment.



The baseline study will generate quality evidence around the project's areas of intervention and feed into the interventions that will be designed in cooperation with the implementing partners, to serve the beneficiaries. In addition, this study will feed into the outcome-level indicators' baselines.

The objectives of the assignment are to:

- Assess the prevalence and trend of GBVAWG in target communities (Greater Cairo, Qena, Luxor, Fayoum, Beni Suef, Alexandria)
- Map key stakeholders of GBVAWG in target communities, such as community-based organizations (CBOs) offering GBVAWG protection, referral and care services for women and girls subjected to violence, existing legal, medical and social services provided in the target communities either by national or local entities, and religious or community leaders; provide the scope of services provided by the stakeholders and identify opportunities to engage and integrate the stakeholders to the project implementation;
- Assess the status of local authorities and communities' capacities to prevent and respond to GBVAWG and their engagement in creating a "zero tolerant" environment.
- Map key stakeholders offering livelihood, rehabilitation & reintegration, income generating opportunities & skills building programs for women subjected to GBVAWG in target communities; and identify opportunities to engage and integrate the stakeholders to the project implementation.
- Map social innovation models, social entrepreneurs, women-led businesses in target communities; identify opportunities to engage stakeholders and upscale the models through the project.
- Identify the critical factors limiting prevention and response to all forms of GBVAWG in the target communities.
- Provide indicator baseline values i.e. establish benchmarks for outcomes and outputs.
- Recommend thematic and geographical areas of intervention, based on needs-assessment, that are most likely to simultaneously strengthen an enabling environment for the prevention of all forms of GBVAWG, and support the scale up of proven national and local services and interventions that prevent, protect, and respond to GBV against women and girl through a coordinated response and integrated quality of care under the existing national referral pathways.

The selected company is expected to:

1. Review project documents including log frame and partnership agreements to fully understand project design and contextual framework of operations as well as relevant research or survey reports to use lessons learned from those surveys to develop well-thought-out questionnaires/survey tools for the baseline survey and needs assessment.
2. In close consultation with UNFPA prepare a research design for the M&E methodology of the project including an appropriate sampling methodology and data collection tools and submit a survey plan and an outline of report.
3. Conduct baseline data collection, and community assessment (including focus group with local actors and beneficiaries) in the target communities.
4. Analyze the data/information collected and write the assessment report identifying key stakeholders, opportunities and recommendations for key issues indicated in the objective;



Make programmatic and operational recommendations to increase the benefits of the project and target the most vulnerable groups.

5. Present the findings of the report to UNFPA and to its program partners.
6. Prepare a comprehensive final report for the baseline study to be approved by UNFPA.

Expected Deliverables

In close consultation with UNFPA team, the selected company is expected to deliver:

1- Inception Report:

The inception report should outline the objective, methodology, tools, sampling plan, outline/framework of the final report, and workplan of the remaining work for the assignment

2- Data Collection:

Data collection should capture data across the following key areas:

- Measure key indicators as defined in the project log frame.
- Key social, cultural, political and economic issues from a gender perspective relevant to the project.
- Collect and analyze primary (quantitative and qualitative) and secondary data on relevant project indicators to establish key insights relevant to the effective and efficient implementation of the project.
- Analyze and interpret data to develop a comprehensive baseline assessment report detailing mechanisms to track and monitor programme indicators.

The quality of the collected data should be ensured through regular feedback and data analyses. Data entry should be ensured through a reliable data entry database

3- Production of Draft Report:

The draft report should cover methodology of data collection, limitations of the study, and provide complete analysis of the collected data according to a report outline to be agreed with UNFPA in the Inception Report;

4-Final Report & Presentation:

The final report should incorporate comments on the draft report from UNFPA. The selected company is expected to present the findings and recommendations of the final report.

Timing / Schedule

Project duration: December 2024- End March 2025



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

The deadline for submission of questions is **Sunday 10 November 2024: 13:00pm Cairo Local Time**. Questions will be answered in writing and shared will parties as soon as possible after this deadline.

III. Eligible Bidders

This Request for Quotation is open to all eligible bidders; to be considered an eligible bidder for this solicitation process you must comply with the following:

- A bidder must be a legally constituted company that can provide the requested services and have legal capacity to enter into a contract with UNFPA to perform in the country, or through an authorized representative.
- A bidder must not have a conflict of interest regarding the solicitation process or with the TORs / Technical Specifications. Bidders found to have a conflict of interest shall be disqualified.
- At the time of Bid submission, the bidder, including any JV/Consortium members, is not under procurement prohibitions derived from the [Compendium of United Nations Security Council Sanctions Lists](#) and has not been suspended, debarred, sanctioned or otherwise identified as ineligible by any [UN Organization](#) or the [World Bank Group](#).
- Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on [UN Supplier Code of Conduct](#).

IV. Content of quotations

Quotations should be submitted via a TWO-envelope system. Interested Bidders are requested to submit their Technical Bid & Declaration Form 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.
- b) Signed Declaration Form, to be submitted strictly in accordance with the document.
- c) Price quotation, to be submitted strictly in accordance with the price quotation form.

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

V. Instructions for submission

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: **[Sunday, 17 November 2024, 13:00pm Cairo Local Time]**.



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

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/24/049 – [Company name], Technical Bid
 - UNFPA/ EGY/RFQ/24/049 - [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.

VI. 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		30%	
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		30%	
Profile of the company and relevance to the Project	100		20%	
Grand Total All Criteria	400		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% [70% equivalent to 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:

Financial score =	Lowest quote (EGP)	X 100 (Maximum score)
	Quote being scored (EGP)	

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.

Total score = [70%] Technical score + [30%] Financial score



VII. 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.

VIII. Right to Vary Requirements at Time of Award

UNFPA reserves the right at the time of award of contract to increase or decrease by up to 20% the volume of services specified in this RFQ without any change in unit prices or other terms and conditions.

IX. Payment Terms

UNFPA payment terms are net 30 days upon receipt of invoice and delivery/acceptance of the milestone deliverables linked to payment as specified in the contract.

X. Fraud and Corruption

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

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives' agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](#).

XI. Zero Tolerance

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](#).

XII. RFQ Protest

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of the Business Unit **Yves Sassenrath**, Egypt CO Representative] at sassenrath@unfpa.org . Should the supplier be unsatisfied



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with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Supply Chain management Unit at procurement@unfpa.org.

XIII. Disclaimer

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).



PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation N°:	UNFPA/EGY/RFQ/24/049
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>	

Item	Description	Number & Description of Staff by Level	Daily/Monthly Rate	Days/months to be Committed	Total
1. Professional Fees					
1	Inception Report: should outline the objective, methodology, tools, sampling plan, outline/framework of the final report, and workplan of the remaining work for the assignment				
2	Data collection: should focus on key project indicators, gender-related social, cultural, political, and economic issues. Primary and secondary data should be collected and analyzed to establish insights for effective project implementation. Data analysis should lead to a comprehensive baseline assessment report with tracking mechanisms for program indicators.				
3	The draft report: should cover methodology of data collection, limitations of the study, and provide complete analysis of the collected data according to a report outline to be agreed with UNFPA in the Inception Report				
4	Final Report & Presentation: The final report should incorporate comments on the draft report from UNFPA;. The selected company is expected to present the findings and recommendations of the final report.				
<i>Total Professional Fees</i>					EGP



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2. Out-of-Pocket expenses					
<i>Total Out of Pocket Expenses</i>					EGP
Total Contract Price <i>(Professional Fees + Out of Pocket Expenses)</i>					EGP

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/EGY/RFQ/24/049 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 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"/>
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°: _____

Postal Address: _____

Email: _____



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**ANNEX I:
General Conditions of Contracts:
De Minimis Contracts**

This Request for Quotation is subject to UNFPA's General Conditions of Contract: De Minimis Contracts, which are available in [English](#):

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



Service Requirements/Terms of Reference (ToR)

Job Title: Monitoring & Evaluation Company to Conduct Programme Baseline Study

Department: Egypt CO

Reports to (Title/Level): GBV Specialist and Monitoring and Evaluation Specialist at UNFPA

Contract Duration: December 2024 - March 2025

I. Background of the Assignment

Grounded in the vision of equality enshrined in the Charter of the United Nations, the UN works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

The elimination of gender-based violence against women and girls (GBVAWG), including harmful practices, has been a clear and committed priority of the Government of Egypt. There have been gains in terms of gradually evolving legislative frameworks and increased national-level awareness about the prevalence of GBVAWG and the legislative provisions to protect individuals from harm. The most significant gains in recent years have been the establishment of core essential services for women and girls escaping violence. These gains and investments are important, but so are the demands. Alignment of the legislation with the Constitution and ensuring sufficient allocation of financial and human resources to essential services continue to challenge national response to GBVAWG. Equal to these requirements, is the need to address the social norms – and within this, gender norms – which are at the root of all forms of Gender Based Violence.

Building on over 20 years of investments, partnerships, and technical expertise, UNFPA Egypt Country Office works with national stakeholders on strengthening the capacity of duty-bearers to provide quality essential services for survivors of violence in an integrated and coordinated manner. In this regard, UNFPA supports the provision of shelters, legal aid, and psycho-social support for survivors of violence, as well as advancing positive social norms, attitudes, and behaviors at the individual and community level; and establishing and operating safe and economically viable public spaces for women and girls who are empowered to access and use them.



UNFPA, funded by Italian Agency for Development Cooperation (AICS), are launching a new three-year programme with two main objectives:

A “zero tolerant” environment (community, institutional and policy) towards all forms of GBVAWG is expanded and mainstreamed at the national level and local level in the targeted governorates; and

Socio-economic empowerment of women, adolescent girls and young women in the target governorates (Greater Cairo, Qena, Luxor, Fayoum, Beni Suef, Alexandria) is strengthened.

UNFPA seeks to conduct a baseline study through an external company under UNFPA’s direct supervision. The baseline study will be conducted to generate quality evidence around GBVAWG services, provided by UNFPA and its partners. The study will guide the delivery of the programme based on the project monitoring and evaluation framework. The selected company will work in close collaboration with UNFPA’s programme team, local authorities and CSOs in target communities to develop a clear baseline and inform on key performance indicators to guide substantive programme implementation.

II. Objectives and Scope of the Assignment

The baseline assessment is an early element in the monitoring and evaluation plan of the project and uses the logical framework (log frame) structure to systematically assess the circumstances in which a project activity commences. It provides the basis for subsequent assessment of how efficiently the project is being implemented and the eventual results achieved. Subsequent monitoring of project progress will also gather and analyze data using the log frame and will be consistent with, but not repeat, the baseline assessment. Mid-term reviews, project completion reports, and other evaluations will judge progress largely based on comparisons with the information from the baseline assessment.

The baseline study will generate quality evidence around the project’s areas of intervention and feed into the interventions that will be designed in cooperation with the implementing partners, to serve the beneficiaries. In addition, this study will feed into the outcome-level indicators’ baselines.

III. The objectives of the assignment are to:

- Assess the prevalence and trend of GBVAWG in target communities (Greater Cairo, Qena, Luxor, Fayoum, Beni Suef, Alexandria)
- Map key stakeholders of GBVAWG in target communities, such as community-based organizations (CBOs) offering GBVAWG protection, referral and care services for women and girls subjected to violence, existing legal, medical and social services provided in the target communities either by national or local entities, and religious or community leaders; provide the scope of services provided by the stakeholders and identify opportunities to engage and integrate the stakeholders to the project implementation;



- Assess the status of local authorities and communities' capacities to prevent and respond to GBVAWG and their engagement in creating a "zero tolerant" environment.
- Map key stakeholders offering livelihood, rehabilitation & reintegration, income generating opportunities & skills building programs for women subjected to GBVAWG in target communities; and identify opportunities to engage and integrate the stakeholders to the project implementation.
- Map social innovation models, social entrepreneurs, women-led businesses in target communities; identify opportunities to engage stakeholders and upscale the models through the project.
- Identify the critical factors limiting prevention and response to all forms of GBVAWG in the target communities.
- Provide indicator baseline values i.e. establish benchmarks for outcomes and outputs.
- Recommend thematic and geographical areas of intervention, based on needs-assessment, that are most likely to simultaneously strengthen an enabling environment for the prevention of all forms of GBVAWG, and support the scale up of proven national and local services and interventions that prevent, protect, and respond to GBV against women and girl through a coordinated response and integrated quality of care under the existing national referral pathways.

IV. The selected company is expected to:

- Review project documents including log frame and partnership agreements to fully understand project design and contextual framework of operations as well as relevant research or survey reports to use lessons learned from those surveys to develop well-thought-out questionnaires/survey tools for the baseline survey and needs assessment.
- In close consultation with UNFPA prepare a research design for the M&E methodology of the project including an appropriate sampling methodology and data collection tools and submit a survey plan and an outline of report.
- Conduct baseline data collection, and community assessment (including focus group with local actors and beneficiaries) in the target communities.
- Analyze the data/information collected and write the assessment report identifying key stakeholders, opportunities and recommendations for key issues indicated in the objective; Make programmatic and operational recommendations to increase the benefits of the project and target the most vulnerable groups.
- Present the findings of the report to UNFPA and to its program partners.
- Prepare a comprehensive final report for the baseline study to be approved by UNFPA.

V. Expected Deliverables

In close consultation with UNFPA team, the selected company is expected to deliver:

1- Inception Report:

The inception report should outline the objective, methodology, tools, sampling plan, outline/framework of the final report, and workplan of the remaining work for the assignment (estimated **8 working days**)



2- Data Collection:

Data collection should capture data across the following key areas:

Measure key indicators as defined in the project log frame.

Key social, cultural, political and economic issues from a gender perspective relevant to the project.

Collect and analyze primary (quantitative and qualitative) and secondary data on relevant project indicators to establish key insights relevant to the effective and efficient implementation of the project.

Analyze and interpret data to develop a comprehensive baseline assessment report detailing mechanisms to track and monitor programme indicators.

The quality of the collected data should be ensured through regular feedback and data analyses. Data entry should be ensured through a reliable data entry database; **16 working days**.

3- Production of Draft Report:

The draft report should cover methodology of data collection, limitations of the study, and provide complete analysis of the collected data according to a report outline to be agreed with UNFPA in the Inception Report; **12 working days**.

4- Final Report & Presentation:

The final report should incorporate comments on the draft report from UNFPA; payment of **4 working days**. The selected company is expected to present the findings and recommendations of the final report.

VI. Competencies

Core Values:

Respect for Diversity.

Integrity.

Professionalism.

Core Competencies:

Awareness and Sensitivity Regarding Gender Issues.

Accountability.

Creative Problem Solving.

Effective Communication.

Inclusive Collaboration.

Stakeholder Engagement.

Leading by Example.

Functional Competencies:



Programme formulation, implementation, monitoring and evaluation skills.
Knowledge of Results Based Management.
Ability to gather and interpret data, reach logical conclusions and present findings.
Good analytical skills.
Good knowledge of gender and social and behavioral change.

VII. Required Qualifications

Experience:

- Company to have a minimum +5 years with proven working experience in scoping, socio-economic and development studies.
- Team leader to have a Master's degree or equivalent in social sciences, human rights, gender/women's studies, international development, statistics research or a related field is required;
- A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.
- Demonstrated experience in designing, facilitating and coordinating scoping assessments or evaluations in the development sector by non-governmental and donor.
- Demonstrated experience in the use of mixed methods approaches (integrating quantitative and qualitative data), survey design, interpretation of results, and experience in leading enumerator and evaluation teams.
- High level of proficiency in written and verbal English with strong writing and communication skills, including familiarity with writing reports and other management documents.
- Demonstrated capacity to write clear and well-constructed reports in accordance with agreed terms of reference and within specified time constraints.
- Strong data management and analysis.
- Previous experience in similar studies and survey missions.
- Practical experience in programming in Egypt on GBV against women and girls is an important asset;
- Previous experience working in the UN system is an asset.

VIII. Language Requirements:

Fluency in English and Arabic is required.

IX. Payment condition:

20% of the professional fee after completion and approval of the inception report by UNFPA.
40% of professional fee after acceptance of collected data by UNFPA and UN Women.
30% professional fee after completion and acceptance of the draft report by UNFPA.
10% of the professional fee after completion and approval of the final report by UNFPA