



Date: 18 August 2024

## REQUEST FOR QUOTATION RFQ N° UNFPA/EGY/RFQ/24/023

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

### **“Noura Framework community engagement initiative in Sohag governorate”**

UNFPA is seeking to hire a consultancy firm that can perform the community sensitization assignment for Noura programme target communities as per the attached detailed ToRs.

#### **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): please review detailed TORs attached as Annex II**

#### **Background:**

Girls Assets Framework is a programme with the aim of providing guidance to design and implement girl-centered programmes focused on the improvement of coverage, how to reach the most marginalized adolescent girls and the expected impact. This approach looks to shape intensive programmes that can equip girls with social, health, and economic assets for girls’ decision-making.

In October 2021, the National Council for Women (NCW) together with UNFPA and its partners launched Noura, the icon of the Girls Assets Framework in Egypt. As the everyday Egyptian adolescent girl, Noura is the central character who represents the investment in adolescent girls in Egypt to the government, private sectors, NGOs, and communities.

#### **Objective and scope of work:**

- Empowers adolescent girls by providing them with health, social, economic, and digital assets to make their own choices.
- Creates positive social and gender norms towards adolescent girls within their households and communities.
- Strengthens systems to ensure quality and accessible services responsive to adolescent girls in Haya Karima villages.

**Deliverable(s):** Please review detailed deliverables including the time frame for each deliverable attached as Annex II – TORs

The contracted company will be expected to provide a detailed technical proposal and work plan with a specific timeline that includes their vision of the implementation of the following activities:



- Sensitization and awareness events at village level addressing parents of Noura beneficiaries and the broader community, using innovative, interactive and engaging techniques to promote the NOURA framework, concept and topics.
- Family days/ family day camps governorate wide (focusing on engaging mothers and fathers and the family as a whole). All camps should tackle Noura topics.
- Advocacy activities at community level including work with, youth centers, schools etc.
- The use of interactive theater and songs in local communities through Nawah and Shamandoora groups when relevant. (UNFPA will make the contact between the selected bidder and the mentioned bands).
- Any other ideas that might be relevant to the above activities and serve the final purpose of the community sensitization and outreach.
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**Timing / Schedule**

Contract duration: One year starting from September 2024

**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>Noha El Maraghy, procurement Associate</i>
Email address of contact person:	<i>elmaraghy@unfpa.org</i>

The deadline for submission of questions is Sunday 25<sup>th</sup> August, 2024: 13:00pm Cairo Local Time. Questions will be answered in writing and shared will parties as soon as possible after this deadline.

**I. 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 perform in the country of Egypt, 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](#).

**II. 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.

- Technical proposal, in response to the requirements outlined in the service requirements / TORs.
- Signed Declaration Form, to be submitted strictly in accordance with the document.
- 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 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 : **Sunday, September 1<sup>st</sup> , 2024 at 23:00 PM Cairo Time**<sup>1</sup>.

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/24/023– [Company name], Technical Bid
  - UNFPA/EGY/RFQ/24/023- [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.

### 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 obtained by Bidder	[C] Weight (%)	[B] x [C] = [D] Total Points
Technical approach, methodology and level of understanding of the objectives of the project & mandates	100		20%	

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

Professional experience in planning, organizing and implementing community mobilization and awareness raising activities, capacity building/development and advocacy.	100		20%	
Professional experience in monitoring and evaluation, and reporting of projects/programs	100		15%	
Professional experience of the staff that will be employed to the project proving demonstrated expertise (CVs required)	100		15%	
Specific experience and expertise relevant to the assignment with different community segments, special emphasis on adolescents and their parents; (15%) (previous experience with Noura programme similar target group and national partnerships is an asset) (5%)	100		20%	
Mandatory technical interview after the submission .	100		10%	
<i>Grand Total All Criteria</i>	600		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%] 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 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 (\$)	X 100 (Maximum score)
	Quote being scored (\$)	

#### **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
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#### **V. Award Criteria**

In case of a satisfactory result from the evaluation process, UNFPA intends to 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](#).



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Email: [egypt.tenders@unfpa.org](mailto:egypt.tenders@unfpa.org)  
Website: <http://www.unfpa.org>

#### **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 **Mr. Yves Sansserath, Representative** ; [sassenrath@unfpa.org](mailto: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](mailto: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

<b>Name of Bidder:</b>	
<b>Date of the quotation:</b>	Click here to enter a date.
<b>Request for quotation N°:</b>	UNFPA/EGY/RFQ/24/023
<b>Currency of quotation :</b>	EGP
<b>Validity of quotation:</b>	
<i>(The quotation must be valid for a period of at least 3 months after the submission deadline)</i>	

**NB : Prices must include VAT**

Item	Description	Number & Description of Staff by Level	Daily/Monthly Rate	Days/months to be Committed	Total
<b>1. Professional Fees</b>					
1	Detailed implementation plan for the whole duration of contract				
2	Successful implementation of all activities of the Q4 2024 (September to December) along with the activities report and documentation materials of this period.				
3	Successful implementation of all activities of the Q1 2025 (January to March) along with the activities report and documentation materials of this period.				
4	Successful implementation of all activities of Q2 & Q3 2025 (April to September) along with the activities report and documentation materials of this period.				
5	Submission of the final report with all supporting documents.				
<b>Total Professional Fees</b>					EGP
<b>2. Out-of-Pocket expenses</b>					
	Travel, accommodations, meeting package, stationary ..etc, out of pocket expenses to be settled based on actual invoices.				
	Any Other, please specify in detail				
<b>Total Out of Pocket Expenses</b>					EGP
<b>Total Contract Price</b> <i>(Professional Fees + Out of Pocket Expenses)</i>					EGP

*Vendor's Comments:*



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Cairo.  
P.O. 11435, Egypt  
Email: [egypt.tenders@unfpa.org](mailto:egypt.tenders@unfpa.org)  
Website: <http://www.unfpa.org>

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/EGY/RFQ/24/023 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 (ToR)**  
**TERMS OF REFERENCE**

**Noura Framework community engagement initiative in Sohag governorate**

**Background**

Girls Assets Framework is a programme with the aim of providing guidance to design and implement girl-centered programmes focused on the improvement of coverage, how to reach the most marginalized adolescent girls and the expected impact. This approach looks to shape intensive programmes that can equip girls with social, health, and economic assets for girls' decision-making.

In October 2021, the National Council for Women (NCW) together with UNFPA and its partners launched Noura, the icon of the Girls Assets Framework in Egypt. As the everyday Egyptian adolescent girl, Noura is the central character who represents the investment in adolescent girls in Egypt to the government, private sectors, NGOs, and communities.

The Noura Framework responds to the National Strategy for the Empowerment of Egyptian Women 2030 and the National Action Plan for Family Development and will contribute to the SDG targets set in Egypt's Vision 2030. The program places adolescent girls' aspirations and needs at the center:

- Empowers adolescent girls by providing them with health, social, economic, and digital assets to make their own choices.
- Creates positive social and gender norms towards adolescent girls within their households and communities.
- Strengthens systems to ensure quality and accessible services responsive to adolescent girls in Haya Karima villages.

**Outline and scope:**

In light of the above context, UNFPA Egypt Country Office seeks to partner with a **firm** to organize and deliver community outreach and engagement activities targeting Noura villages/communities in the Governorates of Sohag particularly the following groups:

1. Parents of Noura girls of the programme
2. Boys within the Noura villages
3. Religious leaders and community leaders

**Scope of delivery:**

**The contracted company will be expected to provide a detailed technical proposal and work plan with a specific timeline that includes their vision of the implementation of the following activities:**



- Sensitization and awareness sessions at village level addressing parents of Noura beneficiaries and the broader community, using innovative, interactive and engaging techniques to promote the NOURA framework, concept and topics.
- Family days/ family day camps governorate wide (focusing on engaging mothers and fathers and the family as a whole). All camps should tackle Noura topics.
- Advocacy activities at community level including work with, youth centers, schools etc.
- The use of interactive theater and songs in local communities through Nawah and Shamandoora groups when relevant. *(UNFPA will make the contact between the selected bidder and the mentioned bands).*
- Any other ideas that might be relevant to the above activities and serve the final purpose of the community sensitization and outreach.

**Selected company shall deliver also:**

- A detailed report for each event/ activity conducted including the analysis of the M&E tools used to assess the increase of knowledge
- A final report of the overall activities implemented with evaluation and recommendations.
- Proof of attendance and reach for each event.
- Solid documentation of all activities through high quality photos and short videos if applicable.

**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 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 and the selected bidder to follow up on implementation.
- Methodology of implementation might be subject to modifications without changing the overall

objective and the scope of work on the basis of mutual consultation.

**Geographical scope and target numbers:**

The activity implementation will target Noura villages in Sohag:

Sohag Centers: Akhmim, El maragha, Gerga, Tamma, & Sakaltah. Work will be done in the following villages: (Nabda, El sawamaa Shark, El Ahaywa shark, Banawyt, El gazazrah, El ghorayzat, Naga Abo Awad, El batak, Fazarah, El beryah, El shokkah, Salamon, El modamer, El farasiah & Beni Wasl)



Target number that should be reached through the above activities is 3000 parents and community members (in 2024). Priority should be given to Noura programme parents in all interventions and their surrounding communities within the Noura villages.

**Timeline:**

The contract with the selected bidder will be for the duration of 12 month. The implementation process will be divided into two phases, first phase that targets **3000** parents and community members starts from the third week of September till mid-December at the latest. Second phase will start by the beginning of 2025 till September 2025 with the same objectives and deliverables with a new target of 8000. Hence, starting from 2025, new governorates might be added to the implementation scope.

**Competency and expertise:**

1. Proven minimum of 7 years' experience in planning, organizing and implementing community mobilization and awareness-raising activities; capacity building/development and advocacy activities
2. Proven experience for the team in conducting such assignments with different community segments with special emphasis on adolescents and their parents; (previous experience with Noura programme similar target group and national partnerships is an asset)
3. Solid experience in monitoring and evaluation, and reporting of projects/programs;
4. Organizational capacity to implement large-scale community-based outreach activities at the governorate level.
5. Physical presence and/or partnerships at the local level

**Hence:** consultant company financial proposal should include all logistical financial expenses related to implementation including transportation for parents to and from camps and execution areas if needed and if different than their villages, accommodation, light breaks, giveaways and any allowances approved by UNFPA team.

**Payment terms:**

**First payment:** 10% based on approved detailed implementation plan for the whole duration of contract is presented and approved by the UNFPA team

**Second payment:** 25% based on the successful implementation of all activities of the Q4 2024 (September to December) along with the activities report and documentation materials of this period.

**Third payment:** 25% based on the successful implementation of all activities of the Q1 2025 (January to March) along with the activities report and documentation materials of this period.



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**Fourth payment:** 25% based on the successful implementation of all activities of Q2 & Q3 2025 (April to September) along with the activities report and documentation materials of this period.

**Fifth payment:** 15% based on the approval of the final report along with all supporting documents. (Supporting documents include: proof of attendance and reach, M&E monitoring tools that proves the knowledge change at attendees' side, all photos and videos will be taken during implementation and the actual invoices for the out of pocket expenses)

**Clarification meeting:**

UNFPA team will avail a time at 26 August between 10am-11am for a call meeting with companies who wish to apply for this assignment to clarify any of the above points and to answer any arising questions.

Companies who wish to be sent a link for the meeting, please send an expression of interest email to: [elmaraghy@unfpa.org](mailto:elmaraghy@unfpa.org)