



Date: 20 January 2025

**REQUEST FOR QUOTATION  
RFQ N° UNFPA/EGY/RFQ/25/004**

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

**“Community Engagement Plan”**

UNFPA is seeking to hire a consultancy firm that can perform the Community Engagement Plan as per the attached detailed ToRs.

**About UNFPA**

The United Nations Population Fund (UNFPA) is an international development agency dedicated to creating a world where every pregnancy is desired, every childbirth is safe, and every young person can reach their full potential. As the leading UN agency in this field, UNFPA works to enhance opportunities for women and young people to live healthy sexual and reproductive lives.

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:**

Egypt is characterized by a large and diverse young population, with more than 60% of its citizens under the age of 29 and 40% between the ages of 10 and 29, according to the 2017 census. Egyptian youth exhibit unique social, economic, cultural, educational, and health patterns, shaped by strong religious, social, and cultural values that significantly impact their sexual and reproductive health (SRH).

Despite advancements in Egypt's reproductive health environment, the needs of young people remain inadequately addressed. The national population and development strategy includes provisions for youth and adolescents through youth-friendly clinics and premarital exams and counseling. However, most reproductive health services are primarily available to married couples, despite being relevant across the entire life cycle. To bridge this gap, UNFPA Egypt is collaborating with the Ministry of Health and Population (MoHP) to establish national standards for youth-friendly health services.

Community engagement plays a crucial role in addressing these challenges. It is a high-impact practice that can effectively tackle cultural and social norms, influencing youth health-seeking behaviors, particularly for non-curative services. To enhance demand for YFCs, developing and

implementing a governorate-level, community engagement plan is proposed annually. A firm will be hired to design and implement community engagement interventions, increasing the demand and utilization of youth-friendly health services in four governorates: Assiut, Sohag, Menia and Aswan

**Objective and scope of work:**

The main outcome of the consultancy is to identify and plan community-level interventions to enhance youth awareness about Youth-Friendly Health Services (YFHS), increase demand for these services, and boost their utilization in the four targeted governorates including Assiut, Sohag, Menia, and Aswan. The hired consultancy firm will be responsible for the technical outcome of this consultancy and the achievement of this should be reflected in the Ministry of Health and Population (MOHP) YFCHs utilization indicators.

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

- 1- Inception Report within 2 weeks from awarding the contract Including a comprehensive timeline for the implementation of all project activities, developed in conjunction with and approved by the MOHP.
- 2- MOHP Consultation Workshop Report: a comprehensive report including the objective, outcome of the workshop, and how this reflects on the aim of the consultancy. An updated implementation plan (in case of changes).  
The workshop materials, list of attendees, documentation photos & testimonials from participants.
- 3- First two governorates' Interventions Implementation Report: A comprehensive report includes objectives, actual implementation results, challenges faced, lessons learned, recommendations, and action points.  
In addition to an Annex of:
  - \* One-page lesson learned/Success stories with testimonials
  - \* Documenting photos.
  - \* An Excel sheet detailing participants' names, professions (Physicians, Nurses, Community health workers, or others), Position, Age, governorate, District, and the name of the Primary Health Care (PHC) facility.
- 4- Second two governorates' Interventions Implementation Report: A comprehensive report includes objectives, actual implementation results, challenges faced, lessons learned, recommendations, and action points.  
In addition to an Annex of:
  - \* One-page lesson learned/Success stories with testimonials
  - \* Documenting photos.



\* An Excel sheet detailing participants' names, professions (Physicians, Nurses, Community health workers, or others), Position, Age, governorate, District, and the name of the Primary Health Care (PHC) facility.

5- Final Report: A comprehensive narrative report. The final report should be high-level strategic reporting aligned with the consultancy objective, highlighting the impact of the implemented intervention mains on Youth Friendly Services/clinics, challenges, and actionable recommendations.

\*Additionally, the Sustainability and institutionalization of the proposed intervention should be outlined whenever possible.

\*Identifying two success stories with testimonials and photos should be attached

**Timing / Schedule**

Contract duration: (Feb-August 2025)

**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 Wednesday 29 January 2025: 14:00pm 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 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.
- 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.

## 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 2nd February 2025 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/25/004– [Company name], Technical Bid
  - UNFPA/EGY/RFQ/25/004- [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.

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

#### 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		30%	
Professional experience in dealing with MOHP mainly school-age directorate and implementing relevant interventions as per the assignment	100		25%	
Professional experience of the staff that will be employed to the project proving demonstrated expertise (CVs required)	100		20%	
Consultant Company Profile and history in conducting similar assignments	100		25%	
<i>Grand Total All Criteria</i>	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%] 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.

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

### 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](#).

## IX. 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).

## X. 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/25/004
<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	Inception Report Including a comprehensive timeline for the implementation of all project activities, developed in conjunction with and approved by the MOHP.				
2	MOHP Consultation Workshop Report A comprehensive report including the objective, outcome of the workshop, and how this reflects on the aim of the consultancy. An updated implementation plan (in case of changes). The workshop materials, list of attendees, documentation photos & testimonials from participants.				
3	<b>First two governorates' Interventions Implementation Report:</b> A comprehensive report includes objectives, actual implementation results, challenges faced, lessons learned, recommendations, and action points. In addition to an Annex of: *One-page lesson learned/Success stories with testimonials * Documenting photos.				



	* An Excel sheet detailing participants' names, professions (Physicians, Nurses, Community health workers, or others), Position, Age, governorate, District, and the name of the Primary Health Care (PHC) facility.					
4	<p>Second two governorates' Interventions Implementation Report: A comprehensive report includes objectives, actual implementation results, challenges faced, lessons learned, recommendations, and action points.</p> <p>In addition to an Annex of:</p> <ul style="list-style-type: none"> <li>*One-page lesson learned/Success stories with testimonials</li> <li>* Documenting photos.</li> <li>* An Excel sheet detailing participants' names, professions (Physicians, Nurses, Community health workers, or others), Position, Age, governorate, District, and the name of the Primary Health Care (PHC) facility.</li> </ul>					
5	<p>Final Report: A comprehensive narrative report. The final report should be high-level strategic reporting aligned with the consultancy objective, highlighting the impact of the implemented intervention mains on Youth Friendly Services/clinics, challenges, and actionable recommendations.</p> <ul style="list-style-type: none"> <li>*Additionally, the Sustainability and institutionalization of the proposed intervention should be outlined whenever possible.</li> <li>*Identifying two success stories with testimonials and photos should be attached</li> </ul>					
					<i>Total Professional Fees</i>	EGP
2. Out-of-Pocket expenses						



	Travel, accommodations, meeting package, stationary ..etc, out of pocket expenses to be settled based on actual invoices.				
	Any Other, please specify in detail				
<i>Total Out of Pocket Expenses</i>					EGP
<b>Total Contract Price</b> <i>(Professional Fees + Out of Pocket Expenses)</i>					EGP

<i>Vendor's Comments:</i>
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I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/EGY/RFQ/25/004 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 <sup>2</sup> 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"/>

<sup>2</sup> "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:

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Date:

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Name and Title:

---

Name of the Company:

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UNGM N°:

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Postal Address:

---

Email:

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

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

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

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



## **Annex II**

### **Terms of Reference**

### **Community Engagement Plan**

#### **About UNFPA**

The United Nations Population Fund (UNFPA) is an international development agency dedicated to creating a world where every pregnancy is desired, every childbirth is safe, and every young person can reach their full potential. As the leading UN agency in this field, UNFPA works to enhance opportunities for women and young people to live healthy sexual and reproductive lives.

#### **Background**

Egypt is characterized by a large and diverse young population, with more than 60% of its citizens under the age of 29 and 40% between the ages of 10 and 29, according to the 2017 census. Egyptian youth exhibit unique social, economic, cultural, educational, and health patterns, shaped by strong religious, social, and cultural values that significantly impact their sexual and reproductive health (SRH).

Despite advancements in Egypt's reproductive health environment, the needs of young people remain inadequately addressed. The national population and development strategy includes provisions for youth and adolescents through youth-friendly clinics and premarital exams and counseling. However, most reproductive health services are primarily available to married couples, despite being relevant across the entire life cycle. To bridge this gap, UNFPA Egypt is collaborating with the Ministry of Health and Population (MoHP) to establish national standards for youth-friendly health services.

Youth-friendly clinics (YFCs) affiliated with the Primary Health Care (PHC) Sector under the Youth and school-age directorate provide essential services, including information, counseling, and clinical care, to promote youth health and prevent risky behaviors. These clinics also offer referrals to other health services when necessary. However, the utilization of these services is often insufficient due to cultural and social barriers that restrict access, embarrassment about visiting clinics, or lack of awareness about available services.

Community engagement plays a crucial role in addressing these challenges. It is a high-impact practice that can effectively tackle cultural and social norms, influencing youth health-seeking behaviors, particularly for non-curative services. To enhance demand for YFCs, developing and implementing a governorate-level, community engagement plan is proposed annually. A firm will be hired to design and implement community engagement interventions, increasing the demand and utilization of youth-friendly health services in four governorates: Assiut, Sohag, Menia and Aswan

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

The main outcome of the consultancy is to identify and plan community-level interventions to enhance youth awareness about Youth-Friendly Health Services (YFHS), increase demand for



these services, and boost their utilization in the four targeted governorates including Assiut, Sohag, Menia, and Aswan. The hired consultancy firm will be responsible for the technical outcome of this consultancy and the achievement of this should be reflected in the Ministry of Health and Population (MOHP) YFCHs utilization indicators.

**The proposed activities of the consultancy will include the following:**

1. Conduct a consultation workshop with the Youth and School-Age Directorate at the Ministry of Health and Population (MOHP) to build on previous work done last year for awareness raising on YFHSs and discuss future proposed activities and interventions.
2. Reach out to 20,000 community members mainly school-age; through interactive awareness activities, discussions, and dialogues, aiming to increase community awareness, demand, and utilization of Youth-Friendly Health Centers (YFHCs) as reflected in MOHP reports across the four targeted governorates.
3. Develop materials and craft messages for community engagement that support raising awareness and increasing the utilization of Youth-Friendly Health Services (YFHS).
4. Lead and manage the technicality of the proposed intervention in terms of technical content and outcome. In addition to implementing logistics and financial tasks during workshops (facilitating technical sessions in the workshops, arranging venue, transportation, MOH Staff travel & accommodation, payment of DSA according to MOHP by-law)

**NB:**

\* The proposal must map and show the plan for each intervention highlighting the objective and expected outcome. If there is any engagement of stakeholders from the government should be clearly stated in the proposal showing which stakeholders and what is the added value of their involvement, expected input, and how this will link to the main objective of the consultancy.

The TORs of the project manager and technical & financial teams under the proposal should be submitted as an Annex to the proposal.

**Deliverables (All deliverables to be submitted in both Arabic and English):**

**Payments will be made upon official submission of approved deliverables from MOHP & UNFPA.**

Deliverable	Components	Payment %
<b>Inception Report within 2 weeks from awarding the contract</b>	Including a comprehensive timeline for the implementation of all project activities, developed in conjunction with and approved by the MOHP.	20%

<b>MOHP Consultation Workshop Report</b>	<p>A comprehensive report including the objective, outcome of the workshop, and how this reflects on the aim of the consultancy.</p> <p>An updated implementation plan (in case of changes).</p> <p>The workshop materials, list of attendees, documentation photos &amp; testimonials from participants.</p>	<p>30%</p>
<b>First two governorates' Interventions Implementation Report</b>	<p>A comprehensive report includes objectives, actual implementation results, challenges faced, lessons learned, recommendations, and action points.</p> <p>In addition to an Annex of:</p> <ul style="list-style-type: none"> <li>*One-page lesson learned/Success stories with testimonials</li> <li>* Documenting photos.</li> <li>* An Excel sheet detailing participants' names, professions (Physicians, Nurses, Community health workers, or others), Position, Age, governorate, District, and the name of the Primary Health Care (PHC) facility.</li> </ul>	
<b>Second two governorates' Interventions Implementation Report</b>	<p>A comprehensive report includes objectives, actual implementation results, challenges faced, lessons learned, recommendations, and action points.</p> <p>In addition to an Annex of:</p> <ul style="list-style-type: none"> <li>*One-page lesson learned/Success stories with testimonials</li> <li>* Documenting photos.</li> <li>* An Excel sheet detailing participants' names, professions (Physicians, Nurses, Community health workers, or others), Position, Age, governorate, District, and the name of the Primary Health Care (PHC) facility.</li> </ul>	<p>40%</p>
<b>Final Report</b>	<p>A comprehensive narrative report. The final report should be high-level strategic reporting aligned with the consultancy objective, highlighting the impact of the implemented intervention mains on</p>	<p>10%</p>



	<p>Youth Friendly Services/clinics, challenges, and actionable recommendations.</p> <p>*Additionally, the Sustainability and institutionalization of the proposed intervention should be outlined whenever possible.</p> <p>*Identifying two success stories with testimonials and photos should be attached</p>	
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**NB:**

\*\*All reports are kindly requested to be submitted no later than one week following the completion of each activity.

\*\*\* It is the full responsibility of the bidder to set the time frame for each deliverable in the inception report. **Any delay in submission will result in a deduction of 10% from the financial payment for the delayed deliverable.** Unless under justified special circumstances and is subject to written approval one week before the deliverable timeline indicated in the inception report.

\*\*\*\*Approved planned interventions timeline by MOHP for each month must be submitted no later than the 10th of the preceding month.

**Supervisory arrangements:**

The consultant firm will work closely with the Sexual and Reproductive Health (SRH) team of UNFPA under the direct supervision of the Programme Specialist for Reproductive Health (RH). This collaboration will be in close coordination with the Ministry of Health and Population (MOHP) Youth and School Age Directorate. Regular follow-up meetings will be conducted between the selected firm and UNFPA, as well as with the School Age Directorate as needed.

**Required expertise:**

The consultant firm should possess the following qualifications and expertise:

- Capacity to work with the Ministry of Health and Population (MOHP) is a must, in particular youth and school age directorate.
- At least 5 years of demonstrated experience in engagement in community intervention in relation to RH and youth health services awareness raising .
- Strong technical capacity in designing, leading and implementing consultancy related interventions.
- Proven track record in organizing workshops, meetings, and interactive sessions, as well as monitoring and reporting.



- Strong understanding of the cultural and social context of Egypt, particularly regarding youth health and reproductive rights.
- Excellent communication and coordination skills, with the ability to work effectively with governmental and non-governmental stakeholders.
- Organizational capacity to implement large-scale workshops and meetings in different governorates.
- Familiarity with the UNFPA system is preferred.

### **Language Requirements**

The consultant firm must have proficient communication and reporting skills in Arabic and English.

### **Timing / Schedule**

The consultancy services will be conducted from February 2025 to August 2025, **extending beyond August is not feasible.**

### **Payment related information:**

\*UNFPA does not issue down payments, all payments will be settled based on the completion of the deliverables as aforementioned in the deliverables table.