



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

Date: 2nd April, 2025

**REQUEST FOR QUOTATION
RFQ N° UNFPA/EGY/RFQ/25/010**

[BID is open for Firms as well as Individual consultants](#)

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

“Mapping NGOs and Evaluating Y-PEER Egypt’s Effectiveness”

UNFPA is seeking to hire a consultant firm/individual to perform Mapping the NGOs and Evaluating Y-PEER Egypt’s Effectiveness 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:

Y-PEER Egypt, a youth-led network under the umbrella of the United Nations Population Fund (UNFPA), plays a critical role in peer education, advocacy, and awareness on youth-related issues, including sexual and reproductive health (SRH), gender-based violence (GBV), and youth empowerment. To ensure the sustainability and expansion of Y-PEER Egypt’s operations, it is essential to identify suitable NGOs that can host the network and assess how to enhance its effectiveness. To this end, UNFPA Egypt seeks to hire a consultant to conduct a mapping of potential host NGOs, foundations, and academic partners and perform an evaluation and assessment study to improve the functionality, reach, and sustainability of Y-PEER Egypt.

Objective:

- Conduct a mapping exercise to assess and identify potential NGO, foundation, and academic partners with the organizational structure, management capacity, on-ground presence, and relevant expertise to host or serve as an umbrella organization for YPEER Egypt while also being able to evaluate youth-led initiatives.
- Conduct an evaluation and assessment study to analyze the effectiveness of Y-PEER Egypt, identify gaps, and provide recommendations for enhancing its impact and sustainability, This

includes conducting desk research to identify global and regional best practices that can be applied in Egypt.

Scope of Work

The consultant is expected to perform the following tasks:

A. Mapping of NGOs for Hosting Y-PEER Egypt

1. Develop criteria for selecting potential NGOs, foundations, and academic partners that can serve as potential hosts.
2. Conduct desk research and key informant interviews to identify at least 5 organizations across Egypt.
3. Assess each NGO’s technical, financial, and administrative capacity to host Y-PEER Egypt.
4. Analyze each NGO’s alignment with Y-PEER’s vision, mission, and youth-centered approach.
5. Provide a detailed mapping report with a comparative analysis of the NGOs, including strengths, challenges, and feasibility for hosting Y-PEER Egypt.

B. Evaluation and Assessment of Y-PEER Egypt

1. Develop a timeline and methodology for the assessment.
2. Conduct a stakeholder analysis, including interviews with key partners, network members, and relevant stakeholders.
3. Assess the operational model, governance structure, funding mechanisms, and sustainability of Y-PEER Egypt.
4. Identify key challenges and barriers affecting the network’s effectiveness.
5. Ensure that the assessment includes a comprehensive review of global and regional best practices relevant to Y-PEER’s organizational structure, management, and sustainability.
6. Provide recommendations for strengthening the network, including strategies for increasing engagement, funding opportunities, and operational improvements.
7. Present findings in a comprehensive report with an actionable roadmap for enhancing Y-PEER Egypt’s impact.

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

Deliverable	Timeline
Inception Report (methodology, work plan)	2 weeks after the contract signing
NGO Mapping Report (list of potential host NGOs with evaluation)	6 weeks after the contract signing
Evaluation and Assessment Report (findings, recommendations)	10 weeks after the contract signing
Presentation of Findings (workshop with UNFPA and stakeholders)	12 weeks after the contract signing



Timing / Schedule

Contract duration: 4 Months from signing the contract.

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 Saturday 12 April 2025 , 23:00pm 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.

- 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 : [Saturday 19 April 2025 , at 23:00 PM Cairo Time](#)¹.

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

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/25/010– [Company name], Technical Bid
 - UNFPA/EGY/RFQ/25/010- [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 assignment objectives	100		25%	
Relevant professional experience in NGO mapping, network assessments, and youth-led program evaluations	100		25%	
Specific experience and expertise in working with youth networks, particularly in SRHR, GBV, and peer education, including innovation and	100		20%	

added value (CVs & references required)				
Knowledge and use of global and regional best practices related to youth networks (e.g., IPPF, AfriYAN, Youth Forums)	100		15%	
Quality of previous assignments and clarity of communication/reporting (sample reports or portfolio required)	100		15%	
<i>Grand Total All Criteria</i>	500		100%	

The following scoring scale will be used to ensure objective evaluation:

Degree to which the Terms of Reference requirements are met based on evidence included in the Bid submitted	Points out of 100
Significantly exceeds the requirements	90 – 100
Exceeds the requirements	80 – 89
Meets the requirements	70 – 79
Partially meets the requirements	1 – 69
Does not meet the requirements or no information provided to assess compliance with the requirements	0

Financial Evaluation

Price quotes will be evaluated only for bidders whose technical proposals achieve a minimum score of [70%] 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



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](#).

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 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.



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

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

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation N°:	UNFPA/EGY/RFQ/25/010
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>	

NB : Prices must include VAT

Item	Description	Number & Description of Staff by Level	Daily/Monthly Rate	Days/months to be Committed	Total
1. Professional Fees					
1	Inception Report (methodology, work plan)				
2	NGO Mapping Report (list of potential host NGOs with evaluation)				
3	Evaluation and Assessment Report (findings, recommendations)				
4	Presentation of Findings (workshop with UNFPA and stakeholders)				
<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 details				
<i>Total Out of Pocket Expenses</i>					EGP
Total Contract Price <i>(Professional Fees + Out of Pocket Expenses)</i>					EGP

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

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/EGY/RFQ/25/010 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers.



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

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 ² 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"/>

² “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.



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:



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

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**

Mapping NGOs and Evaluating Y-PEER Egypt's Effectiveness

project is open for Firms as well as Individual consultants

1. Background

Y-PEER Egypt, a youth-led network under the umbrella of the United Nations Population Fund (UNFPA), plays a critical role in peer education, advocacy, and awareness on youth-related issues, including sexual and reproductive health (SRH), gender-based violence (GBV), and youth empowerment. To ensure the sustainability and expansion of Y-PEER Egypt's operations, it is essential to identify suitable NGOs that can host the network and assess how to enhance its effectiveness. To this end, UNFPA Egypt seeks to hire a consultant to conduct a mapping of potential host NGOs, foundations, and academic partners and perform an evaluation and assessment study to improve the functionality, reach, and sustainability of Y-PEER Egypt.

Y-PEER – Overview:

Y-PEER is a pioneering youth-to-youth initiative launched by UNFPA in 2002, uniting non-profit organizations and governmental institutions with thousands of young members advocating for adolescent and reproductive health. In Egypt, Y-PEER stands out as one of the most dynamic national networks, celebrating 20 years of impactful work across 27 governorates in collaboration with over 300 national and local partners, including governmental institutions, NGOs, and international organizations. The network empowers young people through peer education, capacity-building training, and awareness campaigns, leveraging edutainment and gamification approaches such as interactive theater, sports techniques, and digital engagement to address SRH and GBV issues. Since 2005, Y-PEER Egypt has conducted outreach initiatives that have directly engaged over 45,000 peer educators while expanding its reach through online campaigns. As the network continues to grow, it remains a vital platform for youth empowerment, knowledge-sharing, and advocacy on population and health-related issues.

Y-PEER operates under a structured management framework designed to sustain its network and amplify its impact. Traditionally, it has been managed through an umbrella organization, often the host organization, which provides strategic direction, administrative oversight, and logistical support. This umbrella organization plays a crucial role in leading capacity-building initiatives, securing funding, and ensuring the sustainability of Y-PEER activities. The network itself is structured into national, regional, and global levels, with a core team at each level responsible for coordination, program implementation, and policy alignment. At the national level, Y-PEER typically consists of a National Core team (7 members) who oversees network operations, along with an Advisory Board that guides decision-making, partnerships, and strategic planning. Additionally, coordinators in each governorate manage local activities, engage peer educators, and ensure alignment with national goals. The network relies on youth-led teams of peer educators, trainers, and advocates who are responsible for implementing awareness campaigns, conducting training sessions, and mobilizing communities. The umbrella organization also provides technical assistance, capacity-building programs, and policy advocacy support to strengthen Y-PEER's governance and enhance its outreach. Through this structured approach, Y-PEER maintains a

sustainable, decentralized model that enables young people to take leadership roles while ensuring institutional support for long-term impact.

2. Objectives

The consultant will be responsible for:

- Conduct a mapping exercise to assess and identify potential NGO, foundation, and academic partners with the organizational structure, management capacity, on-ground presence, and relevant expertise to host or serve as an umbrella organization for YPEER Egypt while also being able to evaluate youth-led initiatives.
- Conduct an evaluation and assessment study to analyze the effectiveness of Y-PEER Egypt, identify gaps, and provide recommendations for enhancing its impact and sustainability, This includes conducting desk research to identify global and regional best practices that can be applied in Egypt.

3. Scope of Work

The consultant is expected to perform the following tasks:

A. Mapping of NGOs for Hosting Y-PEER Egypt

1. Develop criteria for selecting potential NGOs, foundations, and academic partners that can serve as potential hosts.
2. Conduct desk research and key informant interviews to identify at least 5 organizations across Egypt.
3. Assess each NGO's technical, financial, and administrative capacity to host Y-PEER Egypt.
4. Analyze each NGO's alignment with Y-PEER's vision, mission, and youth-centered approach.
5. Provide a detailed mapping report with a comparative analysis of the NGOs, including strengths, challenges, and feasibility for hosting Y-PEER Egypt.

B. Evaluation and Assessment of Y-PEER Egypt

1. Develop a timeline and methodology for the assessment.
2. Conduct a stakeholder analysis, including interviews with key partners, network members, and relevant stakeholders.
3. Assess the operational model, governance structure, funding mechanisms, and sustainability of Y-PEER Egypt.
4. Identify key challenges and barriers affecting the network's effectiveness.
5. Ensure that the assessment includes a comprehensive review of global and regional best practices relevant to Y-PEER's organizational structure, management, and sustainability.
6. Provide recommendations for strengthening the network, including strategies for increasing engagement, funding opportunities, and operational improvements.
7. Present findings in a comprehensive report with an actionable roadmap for enhancing Y-PEER Egypt's impact.

4. Deliverables

The consultant is expected to submit the following:

Deliverable	Deadline
Inception Report (methodology, work plan)	2 weeks after the contract signing
NGO Mapping Report (list of potential host NGOs with evaluation)	6 weeks after the contract signing
Evaluation and Assessment Report (findings, recommendations)	10 weeks after the contract signing
Presentation of Findings (workshop with UNFPA and stakeholders)	12 weeks after the contract signing

5. Required Qualifications

- Master’s degree in social sciences, development studies, public health, or a related field.
- At least 5 years of experience in NGO capacity assessment, youth program evaluation, or organizational development.
- Proven expertise in mapping, evaluation, and policy recommendations for youth-led initiatives.
- Experience working with international organizations, youth networks, or UN agencies is preferred.
- Strong analytical, report-writing, and stakeholder engagement skills.
- Fluency in Arabic and English (written and spoken).

6. Duration and Location

- The consultancy will last 4 months from the contract signing date.
- The consultant will work remotely with periodic field visits to engage with NGOs and stakeholders in Egypt.

7. Application Process

Interested consultants should submit:

- **A technical proposal**, including methodology and a work plan.
- **A financial proposal**, detailing expected consultancy fees.
- **A CV** highlighting relevant experience.

- **At least two references** from previous related work.

8. Technical Evaluation

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 assignment objectives	100		25%	
Relevant professional experience in NGO mapping, network assessments, and youth-led program evaluations	100		25%	
Specific experience and expertise in working with youth networks, particularly in SRHR, GBV, and peer education, including innovation and added value (CVs & references required)	100		20%	
Knowledge and use of global and regional best practices related to youth networks (e.g., IPPF, AfriYAN, Youth Forums)	100		15%	
Quality of previous assignments and clarity of communication/reporting (sample reports or portfolio required)	100		15%	
Grand Total All Criteria	500		100%	

9. Reporting and Supervision

The consultant will report to **UNFPA Egypt's team**, with regular check-ins to ensure alignment with project objectives.

10. Payment Schedule

The consultant will be compensated as follows:

Milestone	Payment (%)
-----------	-------------



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

Submission of Inception Report	20%
Submission of NGO Mapping Report	30%
Submission of Final Evaluation and Assessment Report	40%
Completion of Presentation of Findings	10%

11. Ethical Considerations

The consultant must adhere to UN ethical guidelines and ensure data confidentiality, informed consent, and impartiality in all assessments.