



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: 20 November 2023

**Re- Advertising among
Consultancy Firms or Individual Consultants
REQUEST FOR QUOTATION
RFQ N° UNFPA/EGY/RFQ/23/026**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

“Edutainment Program Assessment”

UNFPA is seeking to hire a consultancy firm or individual Consultant that can conduct an assessment on the Edutainment program UNFPA is implementing in partnership with Ministry of youth and Sports and Etijah on the level of the youth trained and involved in the program on one hand, and the beneficiaries of the program. Develop an evidenced-based tool demonstrating the importance and the effectiveness and the efficiency of using edutainment for awareness on different issues related to harmful practice against girls in particular FGM

I. About UNFPA

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every 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)

Objectives and scope of the Services

● **Background information**

UNFPA is working through different programs on responding to the National population Strategy, 2030 agenda and the National Action Plan for Family Development. One of the main programs related is establishing Population Awareness Clubs (PACs) within Youth centers in different governorates to act as a hub for awareness dissemination on population issues. The project started in 2015 in cooperation with the Ministry of Youth and Sports (MOYS), Etijah NGO and later ZAD Art Team as the art partner.

● **Objectives and scope of the Services**

Overall objective of the consultancy:

- Conduct an assessment on the Edutainment program UNFPA is implementing in partnership with Ministry of youth and Sports and Etijah on two levels: 1) level of the youth trained and involved in the program on one hand, 2) and the beneficiaries of the program.



- Develop an evidenced-based tool demonstrating the importance and the effectiveness and the efficiency of using edutainment for awareness on different issues related to harmful practice against girls in particular FGM
- Based on the assessment, present recommendations for scaling up the edutainment work UNFPA is implementing with young people.
- Identify two cases studies through the interviews and FGDs to be documented as case studies: The case studies could be either on the level of young volunteers or community member showing, how engaging and involvement in an edutainment intervention have effect on their attitude toward FGM and other harmful practices, or in coordination with UNFPA a case study could be documenting the Edutainment approach on the level of the whole program.
- **Outputs / Deliverable(s) of this consultancy** Please see detailed deliverables attached as Annex II
 - Conduct a comprehensive Assessment as described in the objectives above, this include different focus groups and Key informative interviews in a selected 5 representative governorates.
 - Identify and document two case studies on the level of young volunteers or community member showing how engaging and involvement in an edutainment intervention have effect on their attitude toward FGM and other harmful practices.
 - Submit the assessment document and the case studies in Arabic and English
- Timing / Schedule : Contract duration: From: November 2023- To: February 2024

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

The deadline for submission of questions is Tuesday 28 November 2023, 14:00 Cairo 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 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.
- D) for Individual Consultant it is a requirement to include the CV/s

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 contact person indicated below no later than : Monday 4 December 2023 , 12:00 MD Cairo Time

Name of contact person at UNFPA:	<i>Noha El Maraghy</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/23/026 – [Company name], Technical Bid
 - UNFPA/EGY/RFQ/23/026 - [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
Demonstrated The required experience as per the TORs	100		40%	
Proposed methodology, approach, and timeline	100		20%	
Organizational capacity of company/organization implementing Similar program	100		15%	
Relevance of proposal to requirements outlined in the TOR	100		15%	
Demonstrated experience working with International development organizations	100		10%	
<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] 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 in 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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VII. 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.

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



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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 Ms. Frederika Meijer, Egypt CO Representative at meijer@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.

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/23/026
Currency of quotation :	EGP/USD Payment will be issued in EGP
Delivery charges based on the following 2020 Incoterm:	Choose an item.
Validity of quotation: <i>(The quotation must be valid for a period of at least 3 months after the submission deadline)</i>	

- Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.

Item	Description	Number & Description of Staff by Level	Daily Rate	Days to be Committed	Total
1. Professional Fees					
1	Orientation on the Project				
2	Conducting FGDs, and KIIs in the selected governorates. (some interviews or FGD can be conducted online)				
3	Documenting Two case studies				
4	Preliminary findings/draft report for review and case studies				
5	Final report and power point presentation				
<i>Total Professional Fees</i>					EGP/\$\$
2. Out-of-Pocket expenses					
	Travel, accommodation, Transportation, ...etc . Please specify in detail				



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	Venue renting, printing, hospitality & coffee breaks..etc. Please specify in detail				
<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/23/026 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

	Click here to enter a date.
Name and title	Date and place

DECLARATION FROM

The undersigned, being a duly authorized representative of the Company represents and declares that:

1.	The Company and its Management ¹ have not been found guilty pursuant to a final judgement or a final administrative decision of any of the following:	YES	NO
	a. Fraud;	<input type="checkbox"/>	<input type="checkbox"/>
	b. Corruption;	<input type="checkbox"/>	<input type="checkbox"/>
	c. conduct related to a criminal organization;	<input type="checkbox"/>	<input type="checkbox"/>
	d. money laundering or terrorist financing;	<input type="checkbox"/>	<input type="checkbox"/>
	e. terrorist offences or offences linked to terrorist activities;	<input type="checkbox"/>	<input type="checkbox"/>
	f. sexual exploitation and abuse;	<input type="checkbox"/>	<input type="checkbox"/>
	g. child labour, forced labour, human trafficking; or	<input type="checkbox"/>	<input type="checkbox"/>
	h. irregularity (non-compliance with any legal or regulatory requirement applicable to the Organization or its Management).	<input type="checkbox"/>	<input type="checkbox"/>
2.	The Company and its Management have not been found guilty pursuant to a final judgment or a final administrative decision of grave professional misconduct.	<input type="checkbox"/>	<input type="checkbox"/>

¹ "Management" means any person having powers of representation, decision-making or control over the Organization. This may include, for example, executive management and all other persons holding downstream managerial authority, anyone on the board of directors, and controlling shareholders.



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:



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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-%20De%20Minimis%20Contracts%20EN.pdf>

ANNEX II: TOR - “Edutainment Program Assessment”

Background

UNFPA is working through different programs on responding to the National population Strategy, 2030 agenda and the National Action Plan for Family Development. One of the main programs related is establishing Population Awareness Clubs (PACs) within Youth centers in different governorates to act as a hub for awareness dissemination on population issues. The project started in 2015 in cooperation with the Ministry of Youth and Sports (MOYS), Etijah NGO and later ZAD Art Team as the art partner.

These clubs are hosted within Youth centers and have been serving as hubs for youth empowerment and raising awareness of young community members on various issues including family planning, GBV against girls and women and the harmful practices against girls. UNFPA in cooperation with its partners have been adopting and using various techniques and approaches that could be attractive to those youth. Edutainment and cultural interventions have been among the different techniques. The Edutainment tools include interactive theatre, music and film making.

The program within the PACs formed teams of young volunteers to ensure engaging them in the PACs activities and set a mechanism for their contribution and participation for sustainability. The program managed to establish 17 Nawah Theatre teams, 17 Shamandora singing/music teams in 17 governorates. The teams were established with the belief in the importance of art that works toward social change that focuses on community issues and works on establishing a dialogue around them; presents and visualizes the potential impact; presents different points of views or proposes solutions. The program has adopted the ZAD's Hands-on model (developed by ZAD Art Team) that presents how to employ Art including theatre, Storytelling and music as tools to address different community issues using simple and available tools with the targeted communities.

The program include:

- Theatre and music workshops that the young volunteers attend as part of the program to produce interactive theatre performances or songs
- Training on the targeted population issues that will be addressed in the songs or the performances
- The workshops also work on building and boosting the youth's interpersonal skills,
- Supporting youth to present their produced performances in front of audiences within the PACs in different governorates.

Objectives and scope of the Services

Overall objective of the consultancy:

- Conduct an assessment on the Edutainment program UNFPA is implementing in partnership with Ministry of youth and Sports and Etijah on two levels: 1) level of the youth trained and involved in the program on one hand, 2) and the beneficiaries of the program.
- Develop an evidenced-based tool demonstrating the importance and the effectiveness and the efficiency of using edutainment for awareness on different issues related to harmful practice against girls in particular FGM
- Based on the assessment, present recommendations for scaling up the edutainment work UNFPA is implementing with young people.



- Identify two cases studies through the interviews and FGDs to be documented as case studies: The case studies could be either on the level of young volunteers or community member showing, how engaging and involvement in an edutainment intervention have effect on their attitude toward FGM and other harmful practices, or in coordination with UNFPA a case study could be documenting the Edutainment approach on the level of the whole program.

Timeline:

Contract duration: From: November 2023- To: February 2024

Timeframe and Scope of Work

The consultancy firm or the consultant is expected to:

- Conduct a comprehensive Assessment as described in the objectives above, this includes different focus groups and Key informative interviews in at least 5 representative governorates.
- Identify and document two case studies as explained above
- Submit the assessment document and the case studies in Arabic and English

	Deliverable	Deadline
1	Orientation on the Project	10 Dec
2	Conducting FGDs, and KIs in the selected governorates. (some interviews or FGD can be conducted online)	15 Dec
3	Documenting Two case studies	30 January
4	Preliminary findings/draft report for review and case studies	30 January
5	Final report and power point presentation	30 January

Expected deliverables:

- A comprehensive Assessment report in Arabic and English
- Two case studies in Arabic and English

Monitoring, progress control and reporting

- All deliverables are to be submitted to UNFPA for clearance prior to finalization.
- Present ToR may be subject to modification without changing the overall objective and the scope of work on the basis of mutual consultation.
- UNFPA will hold the copyright of the assignment products.

Qualification and expertise:

Consultancy firms or individual consultants are eligible for applying.

- Should have a proven record of a minimum of 5 years' experience in conducting assessments/evaluations and review of development programs,
- Recognized experience in monitoring and evaluation, including knowledge of results-based management techniques,
- Strong qualitative and quantitative research skills, and proven ability to analyze results,



- Field experience is an asset
- Familiarity with UN development programmes and working procedures, especially UNFPA ones and
- Strong presentation, communication and writing skills in English and Arabic required.
- Demonstrated knowledge in UNFPA mandate topics;

Professionalism:

The selected company has to demonstrate solid experience in design thinking and social innovation, conducting capacity development workshops, the ability to work under strict deadlines and flexibility to accommodate various requests and needs of the client/s.

Coordination:

UNFPA will closely collaborate with the selected company to ensure the smooth and timely implementation of the assignment.

Teamwork:

Proven teamwork experience will be highly considered.

Supervision:

UNFPA will provide job-related guidance in a timely manner through UNFPA team

Submission and Selection Criteria:

Demonstrated experience as required above	Proposed methodology, approach, and timeline	Organizational capacity of company/organization implementing similar program	Relevance of proposal to requirements outlined in the TOR	Demonstrated experience working with International development organizations	Total
40 Points	20 Points	15 Points	15 points	10 points	100 Points

The submission of each company shall contain technical and financial offers as follows:

1. Technical offer
2. Financial offer including Detailed Budget. Please include the travel and accommodation expenses of the trainers and your team in your financial offer.
3. Completed Quotation Form (attached with the Request for Quotations Announcement)
4. If needed, UNFPA team will request a meeting with the shortlisted for further clarification.



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Payment Conditions

UNFPA never pay an advance, all payment to be issued against deliverables.

25% upon submitting and approving of the 1st & 2nd deliverables.

25% upon submitting and approving of the 3rd & 4th Deliverables.

50% upon satisfactory completion and approving of the final Report.