



Date: 21 August 2023

**Re-Advertising for wider dissemination**  
**REQUEST FOR QUOTATION**  
**RFQ N° UNFPA/EGY/RFQ/23/019**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**“Generation Dialoguer - Phase II”**

UNFPA is seeking to hire a consultancy Firm for the provision of “Generation Dialoguer - Phase II” A community approach for changing social norms and eliminating 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**

In 2022 UNFPA Egypt adapted to the Egyptian context the GIZ Generation dialogue model. Developed in 2001 by GIZ, Generation Dialogue has been adapted to address topics related to Reproductive Health as well as Female Genital Mutilation (FGM) implemented in a number of African and Asian countries. The Generation Dialogue is an ever-evolving methodology, constantly being refined on the basis of implementation experiences.

The approach comes from the idea that communities have their own reasons for practicing harmful practices such as FGM and the Generation Dialogue is there to create a space for discussion over this topic so that their legitimacy is questioned and challenged by the community members themselves. UNFPA targets women from the older generation, with the focus on grandmothers and mothers-in-law “the gatekeepers”, to build mutual trust with younger generation and discuss finding participatory solutions to combat FGM against adolescent girls. Through generation dialogue, grandmothers and mothers-in-law will be actively engaged and become active advocates to change social and gender norms against FGM.

- **Developed objective(s)**

UNFPA adapted the generation dialogues methodology developed by the Deutsche (GIZ) and contextualized it to the Egyptian context to address the elimination of harmful practices with a focus on FGM.



In 2021, UNFPA Egypt piloted the GD in five governorates in Upper Egypt; namely Sohag, Assuit, Menya, Beni Suef, and Qena covering a total of 6 communities and the first pilot was completed successfully by the end of 2022.

Please refer to this link: <https://health.bmz.de/toolkits/generation-dialogue-toolkit/> to understand the GIZ toolkit methodology. UNFPA Egypt has adapted the methodology to the Egyptian context and this will be shared with the selected service provider.

- **Immediate objective(s)**

UNFPA is seeking to hire a consultancy firm that can provide ongoing support on implementing the generation dialogue methodology.

- **Outputs / Deliverable(s)** Please see detailed deliverables attached as Annex II

- Needs assessment of the implementing partners implementing the GD.
- 3 capacity building- refresher workshops per IP/ governorate.
- Develop a roadmap for rolling out the generation dialogue in the new communities (specify no of communities and no of new partners).
- Provide support and supervise the selection of the community coordinators and facilitators (based on the selection criteria identified in the manual).
- Provide capacity building workshop on each of the 6 implementation steps of the GD (explained in the manual).
- Follow up on the implementation of the GD 6 steps.

- **Activities**

key steps below to be done in the communities and with implementing partners identified by UNFPA:

- Listening and learning through consultations
- Designing your Dialogue sessions
- Conducting Dialogue sessions
- Widening the Dialogue
- Sustaining the momentum

- **Inputs:** GD Manual

- **Timing / Schedule :** September 2023 - August 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 Monday 28 August 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.

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 September 2023, 14:00 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/23/019 – [Company name], Technical Bid
  - UNFPA/EGY/RFQ/23/019 - [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 experience in social norms change programming as well as working on FGM and harmful practices.	100		40%	
Proposed methodology, approach, and timeline	100		20%	
Organizational capacity of company/organization implementing the generation dialogue methodology	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:

$$\text{Financial score} = \frac{\text{Lowest quote (\$)}}{\text{Quote being scored (\$)}} \times 100 \text{ (Maximum score)}$$

**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.

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

**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 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



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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](mailto: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](mailto: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

<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/23/019
<b>Currency of quotation :</b>	EGP/USD payment will be issued in EGP
<b>Delivery charges based on the following 2020 Incoterm:</b>	Choose an item.
<b>Validity of quotation:</b>	(The quotation must be valid for a period of at least 3 months after the submission deadline)

- 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
<b>1. Professional Fees</b>					
1	Needs assessment of the implementing partners implementing the GD				
2	3 capacity building- refresher workshops per IP/ governorate				
3	Develop a roadmap for rolling out the generation dialogue in the new communities (specify no of communities and no of new partners)				
4	Provide support and supervise the selection of the community coordinators and facilitators (based on the selection criteria identified in the manual)				
5	Provide capacity building workshop on each of the 6 implementation steps of the GD (explained in the manual)				
6	Follow up on the implementation of the GD 6 steps				
<i>Total Professional Fees</i>					EGP/\$\$
<b>2. Out-of-Pocket expenses</b>					
	Travel, accommodation, Transportation, ...etc . Please specify in detail				
	Venue renting, printing, hospitality & coffee breaks..etc. Please specify in detail				
<i>Total Out of Pocket Expenses</i>					EGP/\$\$
<b>Total Contract Price</b> (Professional Fees + Out of Pocket Expenses)					EGP/\$\$

Vendor's Comments:



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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/23/019 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:

		YES	NO
1.	The Company and its Management <sup>1</sup> have not been found guilty pursuant to a final judgement or a final administrative decision of any of the following:		
	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"/>

<sup>1</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.



3.	The Company and its Management are not: bankrupt, subject to insolvency or winding-up procedures, subject to the administration of assets by a liquidator or a court, in an arrangement with creditors, subject to a legal suspension of business activities, or in any analogous situation arising from a similar procedure provided for under applicable national law.	<input type="checkbox"/>	<input type="checkbox"/>
4.	The Company and its Management have not been the subject of a final judgment or a final administrative decision finding them in breach of their obligations relating to the payment of taxes or social security contributions.	<input type="checkbox"/>	<input type="checkbox"/>
5.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found they created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration, or principal place of business ( <i>creating a shell company</i> ).	<input type="checkbox"/>	<input type="checkbox"/>
6.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found the Company was created with the intent referred to in point (5) ( <i>being a shell company</i> ).	<input type="checkbox"/>	<input type="checkbox"/>

The UNFPA reserves the right to disqualify the Company, suspend or terminate any contract or other arrangement between the UNFPA and the Company, with immediate effect and without liability, in the event of any misrepresentation made by the Company in this Declaration.

It is the responsibility of the Company to immediately inform the UNFPA of any changes in the situations declared above.

This Declaration is in addition to, and does not replace or cancel, or operate as a waiver of, any terms of contractual arrangements between the UNFPA and the Company.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name and Title: \_\_\_\_\_

Name of the Company: \_\_\_\_\_



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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 - “Generation Dialoguer - Phase II” A community approach for changing social norms and eliminating FGM

#### Background

#### Objectives and scope of the Services

In 2022 UNFPA Egypt adapted to the Egyptian context the GIZ Generation dialogue model.

Developed in 2001 by GIZ, Generation Dialogue has been adapted to address topics related to Reproductive Health as well as Female Genital Mutilation (FGM) implemented in a number of African and Asian countries. The Generation Dialogue is an ever-evolving methodology, constantly being refined on the basis of implementation experiences.

The approach comes from the idea that communities have their own reasons for practicing harmful practices such as FGM and the Generation Dialogue is there to create a space for discussion over this topic so that their legitimacy is questioned and challenged by the community members themselves. UNFPA targets women from the older generation, with the focus on grandmothers and mothers-in-law “the gatekeepers”, to build mutual trust with younger generation and discuss finding participatory solutions to combat FGM against adolescent girls. Through generation dialogue, grandmothers and mothers-in-law will be actively engaged and become active advocates to change social and gender norms against FGM.

UNFPA adapted the generation dialogues methodology developed by the Deutsche (GIZ) and contextualized it to the Egyptian context to address the elimination of harmful practices with a focus on FGM.

In 2021, UNFPA Egypt piloted the GD in five governorates in Upper Egypt; namely Sohag, Assuit, Menya, Beni Suef, and Qena covering a total of 6 communities and the first pilot was completed successfully by the end of 2022.

Please refer to this link: <https://health.bmz.de/toolkits/generation-dialogue-toolkit/> to understand the GIZ toolkit methodology. UNFPA Egypt has adapted the methodology to the Egyptian context and this will be shared with the selected service provider.

UNFPA is seeking to hire a consultancy firm that can provide ongoing support on implementing the generation dialogue methodology.

Please see some of the key steps below to be done in the communities and with implementing partners identified by UNFPA:

- **Listening and learning through consultations**

In a structured consultative process, community members and the Dialogue team build a trusting relationship.

- **Designing your Dialogue sessions**

The Dialogue team adapts the standard Dialogue sessions so that they are tailored to the specifics of the community and the Dialogue topic.

- **Conducting Dialogue sessions**

Over the course of the Dialogue sessions participants jointly envision a roadmap for change in their community.

- **Widening the Dialogue**

At a Public Meeting persons of influence and community members at large are invited to support the envisioned process of change.

- **Sustaining the momentum**

In the months following these structured activities all those involved in the Dialogue need to keep the community's change process alive.

**Timeline:**

Contract duration: From: September 2023 - August 2024

**Timeframe and Scope of Work**

	<b>Deliverable</b>	<b>Payment Percentage</b>	<b>Deadline</b>
<b>1</b>	Needs assessment of the implementing partners implementing the GD	<b>5%</b>	15 September 2023
<b>2</b>	Develop a roadmap for rolling out the generation dialogue in the new communities (specify no of communities and no of new partners)	<b>5%</b>	End of September 2023
<b>3</b>	3 capacity building- refresher workshops per IP/ governorate	<b>30%</b>	End of December 2023
<b>4</b>	Provide support and supervise the selection of the community coordinators and facilitators (based on the selection criteria identified in the manual)	<b>10%</b>	Ongoing
<b>5</b>	Provide capacity building workshop on each of the 6 implementation steps of the GD (explained in the manual)	<b>30%</b>	February 2024
<b>6</b>	Follow up on the implementation of the GD 6 steps	<b>10%</b>	Ongoing

**Expected deliverables:**

**1. CAPACITY BUILDING and SUPPORT OF NEW PARTNER:**

- Undertake needs assessment of new partners implementing GD.
- Provide capacity-building workshops to key partners on the generation dialogue methodology for 2 pilot governorates Sohag and one in Assiut
- Capacitate a new cohort of facilitators cadres in 6 communities in the 2 governorates
- Organize and facilitate a workshop with partners/coordinators to assess the pilot & agree on next steps of the new cohort.
- Provide support and supervise a series of community consultations in 6 communities in 2 Governorates.
  1. This will include supporting the partner in producing, reviewing, and analyzing a baseline study based on the manual
  2. Organizing a workshop with the GD focal points in the implementing partners on the different steps of the methodology
  3. Provide continuous monitoring and follow-up with Implementing partners and their assigned staff members to the GD roll-out



4. Provide support for the development of roadmaps for social change at community level based on generation dialogues.

**2. CAPACITY BUILDING and SUPPORT OF EXISTING PARTNERS:**

- Undertake needs assessment of partners implementing GD.
- Undertake 1 refresher workshops on the generation dialogue for the existing facilitators.
- Follow up with the 3 implementing partners on implementation of the 2nd round. This may include based on the needs assessment conducting and supervising a series of community consultations in 6 communities in 5 Governorates including reviewing and analyzing the baseline studies produced and organizing a workshop with the Generation Dialogue focal points in the implementing partners.

**3. DOCUMENTATION AND ASSESSMENT**

- Documentation of stories of change based on the GD approach by collecting human interest stories and stories of change.
- Develop an assessment of the model and applicability for scaling up.

**4. TOOLS DEVELOPMENT:**

- Develop, adapt and design a summary tool for the partners to use during the implementation.

**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.

**Competency and expertise:**

- Demonstrated experience in work on social norms change and with community mobilization on issues related to gender, harmful practices, FGM.
- Previous experience working with an international organization and/or development entity is considered an asset.
- Demonstrated knowledge in UNFPA mandate topics.
- Demonstrated experience in partnership building and development.

**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.

**Technical Experts:**

The selected company shall make sure that the needed number of high-caliber professionals in each necessary aspect of work is available to ensure the optimal quality of the project.



**Supervision:**

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

**Qualifications and Experience:**

UNFPA is seeking a Company with vast experience (at least three years successful experience) in on social norms change, community mobilization programme and capacity building. Company’s portfolio and CV is required in order to prove the standard of quality of the company’s previous work.

**Submission and Selection Criteria:**

Demonstrated experience in social norms change programming as well as working on FGM and harmful practices.	Proposed methodology, approach, and timeline	Organizational capacity of company/organization implementing the generation dialogue methodology	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. Completed Declaration From
3. Financial offer including Detailed Budget
4. Completed Quotation Form (attached with the Request for Quotations Announcement)

**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:

$$\text{Financial score} = \frac{\text{Lowest quote}}{\text{Quote being scored}} \times 100 \text{ (Maximum score)}$$

**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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