

P.O. 11435, Egypt

Email: egypt.tenders@unfpa.org Website: http://www.unfpa.org

Date: 07 August 2023

Modification and Re-advertising REQUEST FOR QUOTATION RFQ Nº UNFPA/EGY/RFQ/23/020

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

"Noura Mentors Capacity Building"

UNFPA is seeking to hire a consultancy firm that can provide capacity building and to coach a group of mentors to address the below needs and challenges and develop a toolkit to be a reference for current and future mentors as part of UNFPA program on Adolescent Girls.

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 October 2021, the National Council for Women (NCW) together with UNFPA and its partners launched Noura, the icon of the Girls Assets Framework in Egypt which became under the Auspices of Mrs. Entissar El Sissy in March 2022 on the occasion of celebrating Women International Day.

As the everyday Egyptian adolescent girl, Noura is a platform to advocate investment in adolescent girls in Egypt to the government, private sectors, NGOs, and communities.

The Noura Framework responds to The National Strategy for the Empowerment of Egyptian Women 2030 and The National Project for Development of Egyptian Family (NAPDEF), and links to the Haya Karima initiative hence it will contribute to the SDG targets set in Egypt's Vision 2030.

Noura Program General objective(s)

In this context, the NCW with the support of UNFPA is working to empower girls to reach their full potential in their lives through a) building health, social, and economic assets of adolescent girls and b) mobilizing communities to advocate for girls and women's empowerment.

The Noura Framework, through a girl-centered approach, seeks to apply a comprehensive approach with long-term and extensive efforts towards multi-sectoral social and behavioral change among



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adolescent girls and their communities. As a comprehensive framework, the Noura framework which builds on the GAF seeks to address the needs of adolescent girls within the context of her community and household. It has 3 key areas of intervention:

- Empower adolescent girls and build their health, social, economic, and digital assets
- Engage households and communities to promote positive attitudes toward adolescent girls
- Ensure quality health, prevention, and protection services responsive to adolescent girls

Noura Program Immediate objective(s)

To build the adolescent girls' capacities and assets, a cadre of mentors, consisting of young women aged 19-24, from the same villages as adolescent girls, will be trained through mentor to lead the assets-building program for mentees, namely adolescent girls. The mentor's role is to deliver the 40 weeks sessions, support the girls throughout the learning journey. They are also responsible for talking with the parents to orient them on the program as well as ensure the continuation of the girls in the program.

The Consultancy requirements and objectives:

- Outputs / Deliverable(s) of this consultancy Please see detailed deliverables attached as Annex II
 - Develop a program to address the needs and challenges stated below.
 - Develop a toolkit to be a guide for future mentors.
 - Capacity building and coaching to 300 mentors from Sohag and Asuit.
 - Developing pre-post tests to measure the knowledge change.
 - Submit a report after each round of the capacity building and a final report. The report must be in English and Arabic and highlights comments on each of the participants and recommendations.

Activities

The consultancy firm is expected to:

- Propose a program to address the listed needs and challenges.
- Develop a toolkit that includes different information and techniques to help mentors address the needs and to support girls.
- The firm will be responsible for designing the toolkit using Noura program branded designed that will be shared with the firm upon signing the contract.
- Design and develop a program to capacitate the mentors to address the above challenges and needs.
- Deliver the program to 300 mentors from Asuit and Sohag. They will be divided into groups of 25 in Sohag and Asuit.
- Design the M&E tools to measure the knowledge change after the program.
- Submit a report after each group. The report will be submitted in English.
- Timing / Schedule : September 2023 September 2024
- UNFPA Input: UNFPA might request a meeting with the short listed candidates to get further clarification on their proposed program.

II. Questions

Questions or requests for further clarifications should be submitted in writing to the contact person below:

Name of contact person at UNFPA:	Noha El Maraghy
Email address of contact person:	elmaraghy@unfpa.org

The deadline for submission of questions is Monday 14 August 2023, 14:00 Cairo Time. Questions will be answered in writing and shared will parties as soon as possible after this deadline.



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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 <u>Compendium of United Nations Security Council</u> <u>Sanctions Lists</u> 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 <u>UN</u>
 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.

- a) Technical proposal, in response to the requirements outlined in the service requirements / TORs.
- b) Signed Declaration Form, to be submitted strictly in accordance with the document.
- c) 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 21st of August 2023, 14:00 Cairo Time

Name of contact person at UNFPA:	Noha El Maraghy
Email address of contact person:	egypt.tenders@unfpa.org

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/23/020 [Company name], Technical Bid
 - O UNFPA/EGY/RFQ/23/020 [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.



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- 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 the required tasks	100		15%	
Relevance of proposal to requirements outlined in the TOR	100		15%	
Demonstrated experience working with International development organizations	100		10%	
Grand Total All Criteria	500		100%	



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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)
- manetal score –	Quote being scored (\$)	A 100 (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.

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.



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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: <u>Fraud Policy</u>. 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 <u>UNFPA</u> 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).



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PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation Nº:	UNFPA/EGY/RFQ/23/020
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:	

Validity of quotation:

(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
1. Pr	rofessional Fees				
1	Develop a toolkit that include different information and techniques to help mentors address the above needs and to support girls				
2	The firm will be responsible for designing the toolkit using Noura program branded designed that will be shared with the firm upon signing the contract.				
3	Design and develop a program to capacitate the mentors to address the above challenges and needs including the M&E tools				
4	Deliver the program to 300 mentors from Asuit and Sohag. They will be divided into groups of 25 in Sohag and Asuit				
5	Submit a report after each group. The report will be submitted in English and Arabic				



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6	Submit a final comprehensive report in English and Arabic				
			Total Prof	essional Fees	EGP/\$\$
2. 0	ut-of-Pocket expenses				
	Travel, accommodation, Transportation,etc . Please specify in detail				
	Venue renting, printing, hospitality & coffee breaksetc. Please specify in detail				
		To	otal Out of Poc	ket Expenses	EGP/\$\$
	(P.	rofessional Fees		ontract Price ket Expenses)	EGP/\$\$
Vend	dor's Comments:				
RFQ U the re	I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/EGY/RFQ/23/020 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.				
			to enter a ate.		
	Name and title		Date ar	nd place	



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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;		
	b. Corruption;		
	c. conduct related to a criminal organization;		
	d. money laundering or terrorist financing;		
	e. terrorist offences or offences linked to terrorist activities;		
	f. sexual exploitation and abuse;		
	g. child labour, forced labour, human trafficking; or		
	h. irregularity (non-compliance with any legal or regulatory requirement applicable to the Organization or its Management).		
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.		

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.



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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.			
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.			
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>).			
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) (being a shell company).			
arrangem of any mis	PA reserves the right to disqualify the Company, suspend or terment between the UNFPA and the Company, with immediate effect and srepresentation made by the Company in this Declaration. esponsibility of the Company to immediately inform the UNFPA of above.	l without lial	bility, in the	event
	aration is in addition to, and does not replace or cancel, or operate al arrangements between the UNFPA and the Company. e:	as a waiver	of, any te	rms of
Date:				
Name ar	nd Title:			



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Name of the Company:	
UNGM №:	
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: <u>English</u>

https://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20%20De%20Minimis%20Contracts%20EN.pdf



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ANNEX II: TOR - "Noura Mentors Capacity Building"

Background

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As the everyday Egyptian adolescent girl, Noura is a platform to advocate investment in adolescent girls in Egypt to the government, private sectors, NGOs, and communities.

The Noura Framework responds to The National Strategy for the Empowerment of Egyptian Women 2030 and The National Project for Development of Egyptian Family (NAPDEF), and links to the Haya Karima initiative hence it will contribute to the SDG targets set in Egypt's Vision 2030.

In this context, the NCW with the support of UNFPA is working to empower girls to reach their full potential in their lives through a) building health, social, and economic assets of adolescent girls and b) mobilizing communities to advocate for girls and women's empowerment.

The Noura Framework, through a girl-centered approach, seeks to apply a comprehensive approach with long-term and extensive efforts towards multi-sectoral social and behavioral change among adolescent girls and their communities. As a comprehensive framework, the Noura framework which builds on the GAF seeks to address the needs of adolescent girls within the context of her community and household. It has 3 key areas of intervention:

- Empower adolescent girls and build their health, social, economic, and digital assets.
- Engage households and communities to promote positive attitudes toward adolescent girls.
- Ensure quality health, prevention, and protection services responsive to adolescent girls.

To build the adolescent girls' capacities and assets, a cadre of mentors, consisting of young women aged 19-24, from the same villages as adolescent girls, will be trained through mentors to lead the assets-building program for mentees, namely adolescent girls. The mentor's role is to deliver the 40 weeks sessions, support the girls throughout the learning journey. They are also responsible for talking with the parents to orient them on the program as well as ensure the continuation of the girls in the program.

Objectives and scope of the Services of this consultancy

During the reflection meetings with the mentors after working on the program with the girls, some challenges are identified that derive the needs for this assignment and the purpose of this consultancy. The main gaps and challenges identified include:

- The mentors reported different challenges on dealing with some attitudes of some girls that affect the flow of the sessions and their learning as well as negatively affect their peers in the sessions. Examples are: aggressive girls, dominant girls, girls who distract their peers.
- The mentors also reported a challenge on dealing with emotions, distress and their basic knowledge on psychological first aid, like what would be the best approach to deal with girls who cry, who are angry..etc.
- It was also observed that the mentors do not have experience with self-care which make them negatively affected by the girls stories or challenges.
- The mentors reported feeling guilty when they cannot help girls deal with their challenges at home



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 They need a better understanding on dealing with and understanding adolescents and adolescents' psychology.

To address all the above, UNFPA is seeking to hire a consultancy firm that can provide capacity building and coaching to the mentors to address the above needs and challenges and develop a toolkit to be a reference for current and future mentors.

Timeline:

Contract duration: From: September 2023 - September 2024

Timeframe and Scope of Work

The consultancy firm is expected to:

- 1) Propose a program to address the above-listed needs and challenges.
 - The program is recommended to include topics and skills like self-care, distress tolerance, mindfulness, emotions regulation, elements of psychological first aid in addition to guidance on how to deal with adolescence and the adolescence wellbeing.
 - The training should not be around 4-5 days for each group
 - Deliver the program to 300 mentors from Asuit and Sohag. They will be divided into groups of 25 in Sohag and Asuit.

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2) The toolkit:

Develop a toolkit that includes different information and techniques to help mentors address the above needs and to support girls.

- The firm will be responsible for designing the toolkit using Noura program branded design that will be shared with the firm upon signing the contract.
- Design and develop a program to capacitate the mentors to address the above challenges and needs.
- Design the M&E tools to measure the knowledge change after the program.
- Submit a report after each group. The report will be submitted in English.

	Deliverable	Deadline
1	Develop a toolkit that include different information and techniques to help mentors address the above needs and to support girls	10 September 2023
2	The firm will be responsible for designing the toolkit using Noura program branded design that will be shared with the firm upon signing the contract.	30 th of September 2023
3	Design and develop a program to capacitate the mentors to address the above challenges and needs including the M&E tools	End of August 2023
4	Deliver the program to 300 mentors from Asuit and Sohag. They will be divided into groups of 25 in Sohag and Asuit.	Starting from 1st of September 2023



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5	Submit a report after each group. The report will be submitted in English and Arabic	On going
6	Submit a final comprehensive report in English and Arabic	Upon the completion of all
		training rounds

Expected deliverables:

- Develop a program to address the needs and challenges stated above.
- Develop a tool kit to be a guide for future mentors.
- Capacity building to 300 mentors from Sohag and Asuit.
- Developing pre-post test to measure the knowledge change and other M&E tools relevant
- Submit a report after each round of the capacity building and a final report. The report must be in English and Arabic and highlights comments on each of the participants and recommendations.

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:

- Demonstrated at least 5 years sold experience in work on social norms change and with community mobilization on issues related to gender, adolescents' health harmful practices, FGM.
- The assigned consultants or at least the lead consultants from the company must have a Psychological education background with minimum 5 years of experience.
- Previous experience in working with adolescents' girls.
- Delivering training experience
- Report writing in English and Arabic
- 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 5 years 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



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Submission and Selection Criteria:

Demonstrated	Proposed	Organizationa	Relevance of	Demonstrated	Total
Required experience on social norms change, community mobilization on issues related to gender, adolescents' health harmful practices, FGM	methodology, approach, and timeline	I capacity of company/org anization	proposal to requirements outlined in the TOR	experience working with International development organizations	
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 Form
- 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:

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