



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: 25 October 2023

REQUEST FOR QUOTATION
Shopping Modality
RFQ N° UNFPA/EGY/RFQ/23/032

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

“Trauma Recovery Yoga Training for GBV service providers”

UNFPA requires the provision a Local/International professional company/Individual consultancy with expertise in delivering yoga-based therapy and trauma recovery techniques, with the know-how in using those techniques as service providers working with refugees and victims of gender-based violence. This training program is targeting UNFPA’s partners, field service providers and members of UN agencies who are directly working in humanitarian programs in Egypt.

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](#)

II – Service Requirements/Terms of Reference (ToR)

Objectives and scope of the Services

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● **Background information**

With the expansion of humanitarian response in Egypt since the Sudan crisis, there has been an increasing need and demand for providing mental health and psychosocial support (MHPSS) for the beneficiaries as well as for the GBV service providers and frontline responders, especially to be capacitated with self-care techniques.

The service under this RFQ will aim to provide capacity building training sessions and TOT for GBV service providers to be able to expand their interventions on MHPSS for beneficiaries, especially women and girls affected by GBV or those at risk of GBV, and to be able to provide staff care support as well.

● **Objectives and scope of the Services**

The company’s services will be directly supporting UNFPA’s program to combat gender-based violence against women and girls, especially vulnerable communities, refugees and migrants in



Egypt. The training will provide participants with information, tools and skills to offer victims of GBV with yoga-based trauma recovery workshops.

Overall objective of the consultancy:

The purpose of the consultancy is to provide an interactive, in-person information and practice leading the Trauma Recovery Yoga (TRY) method as well as In-person feedback and mentoring throughout the training aiming to equip participants with the skills and resources to lead a variety of TRY classes, catering to different audiences and needs.

The participants are also expected to learn how to guide full TRY classes, TRY chair classes, TRY children's classes (Mindful Movements), and Self-Regulation for Resilience (SRR) practices.

● **Outputs / Deliverable(s) of this consultancy:**

The consultancy firm is expected to complete the following activities:

- 1- Skill Acquisition and Certification: provide selected participants from UNFPA implementing partners, GBV partners with a comprehensive 16-hour (2 days) in-person training that combines interactive learning and practical experience in leading the TRY method aiming to target 15 participants. By the end of the training, participants will have gained a deep understanding of trauma-informed yoga practices and will receive a Certificate of Completion.
- 2- Diverse Class Offerings: equip participants with the skills and resources to lead a variety of TRY classes, catering to different audiences and needs. Participants will learn to guide full TRY classes, TRY chair classes, TRY children's classes (Mindful Movements), and Self-Regulation for Resilience (SRR) practices. This diverse skill set empowers instructors to adapt the TRY method to various contexts.
- 3- Comprehensive Post-Training Support: ensure ongoing success by offering comprehensive post-training support. Participants will have access to TRY Global's exclusive online members-only programs, providing resources for continued learning and preparation for the final audition with the TRY Global team. Weekly Zoom meetings will provide mentorship and a platform for participants to practice and receive feedback from peers, fostering ongoing growth and refinement.
- 4- Organize two events in the module of "circles" tailored to male and female beneficiaries offering the opportunity to engage in Trauma Recovery Yoga (TRY) and participate in a meaningful mental health or self-care discussion led by a clinical psychologist. These two events should be conducted in two of UNFPA Women and Girls Safe Spaces.

Timing / Schedule : Contract duration: November- December 2023

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 Saturday 29 October 2023@ 23:00pm Cairo Local Time Questions will be answered in writing and shared with all 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 deliver 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 in a single email whenever possible, depending on file size. Quotations must contain:

- 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 **>Wednesday 1st November 2023 at 14:00 PM Cairo Local Time**¹.

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 in the email subject line: **RFQ N° UNFPA/EGY/RFQ/23/032 – [Trauma Recovery Yoga Training for GBV service providers]**. Proposals, including both technical and financial proposals, that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- 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.

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



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- 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

Quotations will be evaluated based on the technical proposal and the total cost of the services (price quote).

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes.

VII. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Purchase Order to the Bidder(s) that obtain the lowest-priced technically acceptable offer.

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 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



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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 N°:	UNFPA/EGY/RFQ/23/032
Currency of quotation:	USD/EGP Payment for local suppliers will be issued in EGP
Delivery charges based on the following 2020 Incoterm:	Choose an item.
Validity of quotation:	
<i>(The quotation shall 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	Hourly Rate	Hours to be Committed	Total
1. Professional Fees					
	submission of training methodology, structure, agenda and approved objectives and target group				
	completion of 2 days training and 2 circle discussions with UNFPA beneficiaries, field supervisors and partners				
	submission of certification to attendees, submission of the training report, completed online follow-up forms as well as photo documentation				
	completion of two post-training virtual support meetings with UNFPA participants and submission of final post-training assessment and needed technical report				
<i>Total Professional Fees</i>					\$\$
2. Out-of-Pocket expenses					
<i>Total Out of Pocket Expenses</i>					\$\$
<i>Total Contract Price</i> <i>(Professional Fees + Out of Pocket Expenses)</i>					\$\$

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/EGY/RFQ/23/032 including all annexes, amendments to the RFQ document (if applicable) and



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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 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"/>

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.



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>



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Annex II

Terms of Reference (TOR)

For a company specialized in Trauma Recovery Yoga Training for GBV service providers

Background information

With the expansion of humanitarian response in Egypt since the Sudan crisis, there has been an increasing need and demand for providing mental health and psychosocial support (MHPSS) for the beneficiaries as well as for the GBV service providers and front-line responders, especially to be capacitated with self-care techniques. The service under this RFQ will aim to provide capacity building training sessions and TOT for GBV service providers to be able to expand their interventions on MHPSS for beneficiaries, especially women and girls affected by GBV or those at risk of GBV, and to be able to provide staff care support as well.

UNFPA is seeking to contract a professional company with expertise in delivering yoga-based therapy and trauma recovery techniques, with the know-how in using those techniques as service providers working with refugees and victims of gender-based violence. This training program is targeting UNFPA's partners, field service providers and members of UN agencies who are directly working in humanitarian programs in Egypt.

The company's services will be directly supporting UNFPA's program to combat gender-based violence against women and girls, especially vulnerable communities, refugees and migrants in Egypt. The training will provide participants with information, tools and skills to offer victims of GBV with yoga-based trauma recovery workshops.

The purpose of the consultancy is to provide an interactive, in-person information and practice leading the Trauma Recovery Yoga (TRY) method as well as In-person feedback and mentoring throughout the training aiming to equip participants with the skills and resources to lead a variety of TRY classes, catering to different audiences and needs.

The participants are also expected to learn how to guide full TRY classes, TRY chair classes, TRY children's classes (Mindful Movements), and Self-Regulation for Resilience (SRR) practices.

Activities:

The consultancy firm is expected to complete the following activities:

1- Skill Acquisition and Certification: provide selected participants from UNFPA implementing partners, GBV partners with a comprehensive 16-hour (2 days) in-person training that combines interactive learning and practical experience in leading the TRY method aiming to target 15 participants. By the end of the training, participants will have gained a deep understanding of trauma-informed yoga practices and will receive a Certificate of Completion.



2- Diverse Class Offerings: equip participants with the skills and resources to lead a variety of TRY classes, catering to different audiences and needs. Participants will learn to guide full TRY classes, TRY chair classes, TRY children's classes (Mindful Movements), and Self-Regulation for Resilience (SRR) practices. This diverse skill set empowers instructors to adapt the TRY method to various contexts.

3- Comprehensive Post-Training Support: ensure ongoing success by offering comprehensive post-training support. Participants will have access to TRY Global's exclusive online members-only programs, providing resources for continued learning and preparation for the final audition with the TRY Global team. Weekly Zoom meetings will provide mentorship and a platform for participants to practice and receive feedback from peers, fostering ongoing growth and refinement.

4- Organize two events in the module of "circles" tailored to male and female beneficiaries offering the opportunity to engage in Trauma Recovery Yoga (TRY) and participate in a meaningful mental health or self-care discussion led by a clinical psychologist. These two events should be conducted in two of UNFPA Women and Girls Safe Spaces.

Contract duration:

Qualification and expertise:

- The company is required to have experience with teaching Trauma Recovery Yoga to professionals who work with women and girls subjected to violence as well as refugees;
- Be familiar with the context of violence against women and girls in Egypt;

Core Values:

- Respect for Diversity;
- Integrity;
- Professionalism;

Core Competencies:

- Awareness and Sensitivity Regarding Gender Issues;
- Accountability;
- Effective Communication;
- Inclusive Collaboration;

Functional Competencies:

- Demonstrated experience in development and implementation of Yoga-based trauma recovery;
- Demonstrated TOT and training certification in application of yoga techniques;
- Demonstrated previous experience with civil society or humanitarian actors in Egypt, or in the MENA Region;



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- **Understanding of women human rights, vulnerability, GBV and humanitarian contexts is an asset**

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

Language Requirements:

Fluency in English is required. Arabic is an asset/ translation is required if proficiency in Arabic is not possible.

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

1. Technical offer including required CVs
2. Completed Declaration Form
3. Financial offer including Detailed Budget
4. Completed Quotation Form (attached with the Request for Quotations Announcement)

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 below:

- 25% upon submission of training methodology, structure, agenda and approved objectives and target group
- 50% upon completion of 2 days training and 2 circle discussions with UNFPA beneficiaries, field supervisors and partners
- 15% upon submission of certification to attendees, submission of the training report, completed online follow-up forms as well as photo documentation
- 10% upon completion of two post-training virtual support meetings with UNFPA participants and submission of final post-training assessment and needed technical report