



Date: 12 March 2024

REQUEST FOR QUOTATION RFQ N° UNFPA/EGY/RFQ/24/003

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

Launching SRH and Employability Skills Online Training Course, for People with Disabilities

UNFPA Egypt Country Office seeks the provision of: “SRH online training course for people with disabilities”.

This Request for Quotation is open to all legally constituted companies that can provide the requested services and have legal capacity to perform in the country, or through an authorized representative.

▪ **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 childbirth is safe and every young person’s potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: [UNFPA about us](#)

▪ **Service Requirements/Terms of Reference (ToR):**

Please review detailed TORs attached as Annex II

▪ **Objectives and Scope of the Services:**

Background Information

In Egypt, there are around 13 million women, men, and boys and girls living with some form of disability (13%). Understanding the meaning of disability and its impact on the ability of everyone to be an active participant in social, economic, sociocultural, and political life remains a challenge. Physical and social barriers continue to limit access to education, and health care including sexual and reproductive health (**SRH**), employment, leisure activities, and family life for millions of Egyptian persons with disabilities. These barriers can be most acute for young persons with disabilities who are likely to face challenges accessing health services and making positive choices about their health.

The kind of education they receive and the investment in capacitating them will be an important determinant of the kind of future they can enjoy and a powerful reflection of how seriously the country takes its commitment to the 2030 Agenda for Sustainable Development.

The 2006 United Nations Convention on the Rights of Persons with Disabilities (**CRPD**) recognized the rights of persons with disabilities of all ages to the full enjoyment of all human rights, including the right to equal participation in society and the right to live a life with dignity. Likewise, the 2030 Agenda for Sustainable Development called on states to



promote inclusive development that recognizes the right of persons with disabilities to equal access to education and employment, among other things. It sets targets for state action to eliminate violence against girls and women, including those with disabilities, and to ensure access to SRH services and education for all. In that context, UNFPA believes that young people with disabilities should be empowered to make decisions about their health, education, employment, and life aspirations.

- **Scope of work, please review the detailed Scope of work (item 3) in the below TORs**
Recognizing that young persons with disabilities are essential partners in its efforts towards sustainable development and in leaving no one behind, UNFPA works to remove barriers that prevent young people with disabilities from achieving their full potential. As part of its efforts to remove these barriers, UNFPA is calling for a qualified company to design and offer a full-fledged module for SRH online courses for People with disabilities (PWD) as part of a working skills module.

There is an increasing need to develop SRH online and flexible learning alternatives to reach a wider audience of PWD and allow participants to learn at their own pace, and in their own time.

- **Deliverable(s) Please review detailed deliverables (item 4) in the below TORs**
The company is dedicated to delivering high-quality online training, focusing on inclusivity and empowerment for young people with disabilities (PWD), designing a specialized online training module that integrates Sexual and Reproductive Health and Employability Skills as part of our comprehensive working skills module course, specifically designed for PWD. Aiming for a gender-balanced outreach, we target 300 PWD from various governorates to participate in our training program, which is carefully structured to not exceed 5 months in duration. Through targeted curriculum and supportive learning environment, the company strives to equip young PWD with the essential skills and knowledge for their personal wellbeing and professional success, underlining our mission to bridge the educational and skills gap for this demographic.
- **Timing / Schedule**
Project duration: End September 2024

I. Questions

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

Name of contact person at UNFPA:	<i>Ashgan Faried</i>
Email address of contact person:	<i>faried@unfpa.org</i>

The deadline for submission of questions is **Wednesday 20 March 2024: 13:00pm** Cairo Local Time. Questions will be answered in writing and shared will parties as soon as possible after this deadline.



II. 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](#).

III. Content of quotations

Quotations should be submitted via a TWO-envelope system. Interested Bidders are requested to submit their Technical Bid **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) 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.

IV. 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 address indicated below no later than: **[Sunday, 31 March 2024, 13:00pm Cairo Local Time]**¹.

Name of contact person at UNFPA:	<i>Operations Unit</i>
Official Email address:	egypt.tenders@unfpa.org

Please note the following guidelines for electronic submissions to UNFPA's Supply Chain Management Unit (SCMU) dedicated email address:

- The following reference must be included by the Bidder in the email subject line: **RFQ N° UNFPA/EGY/RFQ/24/003 – [Training Course, for People with Disabilities]**. 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.
- Please do **NOT** send the emails containing your offer to any other email address (not even as a copy (CC) or blind copy (BCC)); otherwise UNFPA will not be able to guarantee confidentiality and fair and transparent handling of your bid. UNFPA reserves the right to reject bids sent via the appropriate channel but copied or blind copied to other email addresses.

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

- 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.
- When submitting electronic offers, Bidders will receive an auto-reply acknowledging receipt of the **first** email. Should your offer require you to submit more than one email, in the body of this first email, bidders are requested to list the number of messages, which make up their technical offer and the number of messages, which make up their financial offer. If you do not receive any auto-reply for the first email from UNFPA's email system, please inform [Noha El-Maraghy] at: [elmaraghy@unfpa.org]
- 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.

V. 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

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

Technical proposals will be evaluated based on their responsiveness to the service requirements /TORs listed in Section II and in accordance with the evaluation criteria below.

Criteria	[A] Maximum Points	[B] Points obtained by Bidder	[C] Weight (%)	[B] x [C] = [D] Total Points
Technical approach, methodology and level of understanding of the objectives of the project	100		20%	
Work plan/time scales given in the proposal and its adequacy to meet the project objectives	100		20%	
Professional experience of the staff that will be employed to the project proving demonstrated expertise in evaluation and related processes (CVs, etc.)	100		15%	
Specific experience and expertise relevant to the assignment	100		30%	
Profile of the company and relevance to the Project	100		15%	
Grand Total All Criteria	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 based on the specific formula indicated in the TORs. All other price quotes will receive points in inverse proportion according to the following formula:

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

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.

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

VI. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA intends to award a [Purchase Order / Professional Service Contract on a fixed-cost basis] to the Bidder(s) that obtain the highest total score.

VII. 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.

VIII. 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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IX. 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](#).

X. 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](#).

XI. 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. Germain Haddad, Egypt Country Office Assistant Representative/OIC at Ghaddad@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.

XII. 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/24/003
Currency of quotation:	EGP/USD You may quote in USD noting that payment will be issued in EGP based on the UN exchange rate
Validity of quotation:	<i>(The quotation must be valid for a period of at least 3 months after the submission deadline)</i>

Item	Description	Number & Description of Staff by Level	Daily/Monthly Rate	Days/months to be Committed	Total
1. Professional Fees					
A.	Development of interactive online Reproductive health and employability skills course specially designed and customized for PWD.				
B.	Reach out to 300 young people with disabilities to complete the designed course online and who did not attend similar training before.				
C.	Final report				
Total Professional Fees					EGP/USD
2. Out-of-Pocket expenses					
	Please specify in detail any out of pocket expenses such as; travel, accommodations, printing...etc.				
Total Out of Pocket Expenses					EGP/USD
Total Contract Price <i>(Professional Fees + Out of Pocket Expenses)</i>					EGP/USD

<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/24/003 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.



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



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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-%20Services%20EN.pdf>

Annex II

Terms of Reference (ToRs)

RH and Employability skills online training for People with Disabilities

1. Introduction

Today's youth in Egypt constitute about 60% of the population and there are around 13 million women, men, and boys and girls living with some form of disability (13%). Understanding the meaning of disability and its impact on the ability of everyone to be an active participant in social, economic, sociocultural, and political life remains to be a challenge. Physical and social barriers continue to limit the access to education, health care including sexual and reproductive health (SRH), employment, leisure activities, and family life for millions of Egyptian persons with disabilities. These barriers can be most acute for young persons with disabilities who are likely to face challenges accessing health services and making positive choices about their health.

The kind of education they receive and the investment in capacitating them will be an important determinant of the kind of future they can enjoy and a powerful reflection of how seriously the country takes its commitment in the 2030 Agenda for Sustainable Development.

The 2006 United Nations Convention on the Rights of Persons with Disabilities (CRPD) recognized the rights of persons with disabilities of all ages to the full enjoyment of all human rights, including the right to equal participation in society and the right to live a life with dignity. Likewise, the 2030 Agenda for Sustainable Development called on states to promote inclusive development that recognizes the right of persons with disabilities to equal access to education and employment, among other things. It sets targets for state action to eliminate violence against girls and women, including those with disabilities, and to ensure access to SRH services and education for all. In that context, UNFPA believes that young people with disabilities should be empowered to make decisions about their health, education, employment, and life aspirations.

2. Purpose:

In today's rapidly evolving world, the integration of employability skills with comprehensive Sexual and Reproductive Health (SRH) education for Persons with Disabilities (PWDs) is crucial. PWDs face unique challenges that extend beyond the realm of SRH, including barriers to entering the workforce and achieving economic independence. These challenges are compounded by a significant knowledge gap in SRH, exacerbated by social and communication deficits that can hinder their ability to access vital SRH information and services.

In Egypt, youth with disabilities often lack access to the necessary resources to manage

their reproductive health effectively. This is further complicated by the fact that SRH education and services are frequently inaccessible or not tailored to meet the needs of PWDs, leaving them at a greater risk of SRH issues, including gender-based violence (GBV).

Understanding the critical intersection between the different challenges PWDs are facing, UNFPA would like to address two main challenges identified that are related to the health wellbeing of PWDs and their personal skills that could help them get employed. , there is an urgent need for a holistic approach that not only addresses the SRH knowledge gap but also equips these individuals with the skills required to navigate the job market successfully. This approach should encompass skill development in areas such as communication, problem-solving, and teamwork, which are essential for both personal development and professional success.

Recognizing this, the United Nations Population Fund (UNFPA) is seeking the collaboration of a qualified company to provide a comprehensive program that offers adolescents and youth with disabilities a tangible opportunity to develop their knowledge and practices towards improved SRH, while simultaneously enhancing their employability skills. This collaboration aims to empower PWDs with the tools they need to lead healthy, productive lives and to participate fully in the economic development of their communities.

3. Scope of Work and Assignment Description

Recognizing that young persons with disabilities are essential partners in its efforts toward sustainable development and in leaving no one behind, UNFPA works to remove barriers that prevent young people with disabilities from achieving their full potential. As part of its efforts to remove these barriers, UNFPA is calling for a qualified company to design and/or offer a full-fledged module for RH online courses for PWD as part of the employability skills module. There is an increasing need to develop SRH online and employability skills with flexible learning alternatives to reach a wider audience of PWD and allow participants to learn at their own pace, and in their own time.

A. Priority will be given to firms that already have either or both of modules developed already. We are expecting the training module to include:

The course module will provide online training on employability skills and reproductive health including adolescent health, and Youth Reproductive Health Rights. The content of the course should be interactive and engaging for the participants through mixed-style e-learning with videos, animations, still photo simulations, and info graphs. The final course format will be reviewed and approved by UNFPA before launching.

B. Operating Systems

The course will need to be compatible with the operating systems from Chrome, Internet Explorer, Firefox, and Safari. The e-learning should be suitable for delivery on desktop and laptop PCs and tablets as well as mobile delivery in line with the existing English versions. The training module should be SCORM compliant to be able to

migrate to any other LMS platform if needed. The training module should support smartphones and tablets on both Android and Apple.

C. Tracking and Bookmarking

The course should have bookmarking requirements. The course should record at least one of the following progress statuses within the LMS: Not Started/In Progress/Complete. The course should send a bookmark for the last screen studied before the learner leaves the course. This can then be used to return to the last screen studied at the next session.

Monitoring and Evaluation tools:

The module will have pre- and post-tests to test the knowledge gained by the participants on the different topics in the module in addition to the evaluation for each lesson and the whole module at the end. The company will analyze the results of the tests and the evaluation forms and report on these results after the project is over.

Reporting

The company is requested to submit 3 reports during the whole assignment duration.

4. Deliverables

- A. Development of interactive online Reproductive health and employability skills course
 - specially designed and customized for PWD.
- B. Reach out to 300 young people with disabilities to complete the designed course online and who did not attend similar training before.
- C. Final report

Notes:

- Priority will be given to firms that already have either or both of modules developed.
- An interview can be requested if UNFPA requires further clarification on the submitted proposal.

5. Milestones and Payment Schedule

Payment will be made in line with the milestones and deadlines for key project deliverables as follows:

- 30% upon completion of Milestone 1: Drafting the timeline and the outline of the course, Completion, and submission of the lesson's scripts and messages.
- 30% upon completion of Milestone 2: Upon the completion of 150 participants the full course.
- 40% upon completion of Milestone 3: Upon the Completion the rest of the participants of the full course and submitting the final report documenting the results of the project, the analysis of the pre and post-tests in the module, the evaluation and feedback from the participants on the module and the lessons learned.

Essential Profile of the Supplier

The supplier should have the following essential skills and knowledge:

- Extensive reach and experience in working with PWDs.
- Experience in developing e-learning.
- Experience in developing creative and innovative solutions to online learning, including interactive and engaging e-learning options.
- Essential knowledge of employability skills, and SRH with the mandate of UNFPA. (Not necessarily but added advantage).

Competency and expertise:

1. Proven minimum of 3-5 years' experience in planning, organizing and overseeing trainings, capacity building/development activities, community mobilization and awareness-raising activities.
2. Proven experience with training programmes targeting different community segments with special emphasis on adolescents and their parents.
3. Solid experience in monitoring and evaluation and reporting of projects/programs.
4. Familiar in working around the areas of gender and adolescent girls.
5. Expertise/minimum of 5 years in awareness raising, and peer education.
6. Organizational capacity to implement large-scale trainings and community-based campaigns at the governorate level.
7. Physical presence and/or partnerships at the local level

Professionalism:

The selected company has to demonstrate at least 5 years solid experience in training, monitoring and evaluation, and community mobilization and outreach. Coordination: UNFPA team will closely collaborate with the selected company to ensure the smooth and timely implementation of the assignment.



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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 are available (CVs to be attached) to ensure the optimal quality of the project.

Supervision:

UNFPA in cooperation with NCW 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 five years successful experience) in training, monitoring and evaluation, and community mobilization and outreach. Company's portfolio and CV is required in order to prove the standard of quality of the company's previous work.