



Date: 17 March 2024

REQUEST FOR QUOTATION RFQ N° UNFPA/EGY/RFQ/24/004

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

“Noura Framework Capacity Building Programme”

UNFPA Egypt Country Office seeks to partner with a firm to organize and deliver 10 camps:

- 5 Communication, leadership, and Facilitation Skills camps, each for 40 Noura Mentors (2 days) in Assiut Governorate.
- 5 Communication, leadership, and Facilitation Skills camps, each for 40 Noura Mentors (2 days) in Sohag Governorate.

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): please review detailed TORs attached as Annex II

Background

Girls Assets Framework is a programme with the aim of providing guidance to design and implement girl-centered programmes focused on the improvement of coverage, how to reach the most marginalized adolescent girls and the expected impact. This approach looks to shape intensive programmes that can equip girls with social, health, and economic assets for girls’ decision-making.

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.

As the everyday Egyptian adolescent girl, Noura is the central character who represents the 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 Action Plan for Family Development and will contribute to the SDG targets set in Egypt’s Vision 2030. The program places adolescent girls’ aspirations and needs at the center:

- Empowers adolescent girls by providing them with health, social, economic, and digital assets to make their own choices.
- Creates positive social and gender norms towards adolescent girls within their households and communities.

- Strengthens systems to ensure quality and accessible services responsive to adolescent girls. in Haya Karima villages.

Objective and scope of work:

The objective of this capacity building programme is to enhance the skills of the mentors of the Noura programme to effectively and efficiently roll out the 40 weeks programme of Noura.

A) The Camps' topics

More specifically, the topics to be covered in the mentors and trainers' camps shall include but not limited to:

1. Enhancing Storytelling Techniques:

- Elevating Story Delivery: Equip mentors with strategies to captivate their mentees by infusing the stories from the Noura Manual with vivid imagery and compelling narration.
- Emotional Engagement: Guide mentors in understanding the emotional resonance of each story and how to convey these sentiments effectively, fostering deeper connections with the mentees.
- Interactive Elements: train mentors to incorporate interactive elements into their storytelling sessions, such as inviting mentees to visualize themselves within the narrative or engaging in role-playing activities.

2. Effective Classroom Management:

- Addressing Diversity: Provide mentors with tools to recognize and deal with the differences among mentees, empowering them to create an inclusive learning environment that accommodates various learning styles and backgrounds.
- Conflict Resolution Strategies: Equip mentors with effective conflict resolution techniques to navigate challenging situations among mentees, ensuring a harmonious classroom atmosphere conducive to learning.
- Establishing Guidelines: Assist mentors in establishing clear guidelines and expectations for behavior within the classroom, promoting mutual respect and cooperation among all
- participants.

3. Mastering Negotiation Skills:

- Educate mentors on the perspectives and concerns of both mentees and their parents, empowering them to tailor their negotiation approach accordingly and address potential objections with empathy and understanding.
- Building Trust and Rapport: Guide mentors in building rapport with parents by effectively communicating the benefits of the program and demonstrating a genuine commitment to the well-being and development of their daughters.
- Equip mentors with persuasive communication techniques and compelling arguments to showcase the value of the program, ultimately persuading parents to enroll their daughters and become active participants in their educational journey.

B) Logistics arrangements and coordination

The firm shall carry out the following tasks, in coordination with the relevant UNFPA team:

- Organization and delivery Ten camps along with coordination and reporting of the activities.
- Manage all the logistics involved in the camps including hotel booking, transportation, meals, etc...



Deliverable(s):

Please review detailed deliverables including the time frame for each deliverable attached as Annex II – TORs

The objective of this capacity building programme is to enhance the skills of the master trainers as well as mentors of the Noura programme in terms of communication skills, moderation as well as utilizing key Noura tools and applied methodologies.

1. A detailed technical proposal and work plan with a specific timeline and training methodology as well as agenda is developed and shared with UNFPA and NCW.
2. Roll-out of a two-day capacity building Camp to 40 Noura mentors each.
3. Pre and post assessment of training participants is conducted along with a qualitative assessment.
4. A detailed training report for each workshop conducted including the analysis of the evaluation, & recommendations for the training development.
5. A final report of the overall project with evaluation and recommendations.

Monitoring, progress control and reporting:

- All deliverables are to be submitted to UNFPA for clearance prior to finalization.
- Full coordination and email approval from UNFPA and the NCW for all deliverables
- UNFPA review/clearance of deliverables will be communicated with the selected supplier/bidder via official emails.
- Regular follow up meetings will be held between UNFPA team, and NCW team.
- Methodology of implementation might be subject to modifications without changing the overall objective and the scope of work based on mutual consultation.

Timing / Schedule

Project duration: End December 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 **Monday 25 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 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) 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: **[Thursday, 4 April 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 UNFPAs SCMU's dedicated email address:

- The following reference must be included by the Bidder in the email subject line **UNFPA/EGY/RFQ/24/004 – "Noura Framework Capacity Building Programme"**. 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.
- 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]

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

- 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

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
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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.

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.



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>

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/24/004
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					
1	Submission of a detailed proposal and work plan				
2	Roll-out of the training camps				
3	Submission of the final report				
Total Professional Fees					EGP
2. Out-of-Pocket expenses					
Total Out of Pocket Expenses					EGP
Total Contract Price <i>(Professional Fees + Out of Pocket Expenses)</i>					EGP

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/24/004 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	



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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)
Noura Framework Capacity Building Programme

Background

Girls Assets Framework is a programme with the aim of providing guidance to design and implement girl-centered programmes focused on the improvement of coverage, how to reach the most marginalized adolescent girls and the expected impact. This approach looks to shape intensive programmes that can equip girls with social, health, and economic assets for girls' decision-making.

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The objective of this capacity building programme is to enhance the skills of the mentors of the Noura programme to roll out the 40 weeks programme of Noura effectively and efficiently.

A) The Camps' topics

More specifically, the topics to be covered in the mentors and trainers' camps shall include but not limited to:

4. Enhancing Storytelling Techniques:

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B) Logistics arrangements and coordination

The firm shall carry out the following tasks, in coordination with the relevant UNFPA team:

- Organization and delivery Ten camps along with coordination and reporting of the activities.
- Manage all the logistics involved in the camps including hotel booking, transportation, meals, etc...

Deliverable(s):

1. A detailed technical proposal and work plan with a specific timeline and training methodology as well as agenda is developed and shared with UNFPA and NCW.
2. Roll-out of a two day capacity building Camp to 40 Noura mentors each.
3. Pre and post assessment of training participants is conducted along with a qualitative assessment.
4. A detailed training report for each workshop conducted including the analysis of the evaluation, & recommendations for the training development.
5. A final report of the overall project with evaluation and recommendations.

Monitoring, progress control and reporting:

- All deliverables are to be submitted to UNFPA for clearance prior to finalization.
- Full coordination and email approval from UNFPA and the NCW for all deliverables
- UNFPA review/clearance of deliverables will be communicated with the selected supplier/bidder via official emails.
- Regular follow up meetings will be held between UNFPA team, and NCW team.
- Methodology of implementation might be subject to modifications without changing the overall objective and the scope of work on the basis of mutual consultation.

Competency and expertise:

1. Proven minimum of 10 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. Expertise/minimum of 5 years in awareness-raising, and peer education
5. Organizational capacity to implement large-scale trainings and community-based campaigns at the governorate level.
6. Physical presence and/or partnerships at the local level

Professionalism: The selected company has to demonstrate at least 10 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.

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 10 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.

Deliverable	Deadline
1. Submission of a detailed proposal and work plan	2 weeks after the signing of the contract
2. Roll-out of the training camps	Upon approval on the final plan and timeline and no later than 1 months of the contract signing
3. Submission of the final report	End of the project

Evaluation Criteria	[A] Maximum Points	[B] Points attained by Bidder	[C] Weight (%)	[D] [B] X [C] 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%	

Scoring Scale System

The following scoring scale system will be used by the technical evaluation panel to conduct the Technical Bid evaluation objectively.

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

Method of Payment:

UNFPA does not issue down payments; all payments to be settled based on the completion of required deliverables.

50% upon approving the submitted detailed proposal and work plan.

30% upon completion of the Roll-out for the training camps.

20% upon approving the Submitted final report.