



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: 1<sup>st</sup> of May 2024

## REQUEST FOR QUOTATION RFQ N° UNFPA/EGY/RFQ/24/007

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

### **“Youth Friendly Clinics (YFCs) Community Engagement Plan”**

UNFPA is seeking to hire a consultancy firm that can develop and implement a youth-led community engagement plan that encourages active participation and involvement of stakeholders in promoting YFHS.

The plan should aim to create awareness, address cultural and social barriers, and increase demand for YFHS among young people in targeted governorates (Assiut, Sohag, Menya, Luxor, and Aswan.)

#### **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): please review detailed TORs attached as Annex II**

#### **Background:**

Egypt is a country with a large proportion of young population and a very special wide-based population pyramid. More than 60% of the Egyptian population is under the age of 29 and 40% is between the ages of 10 and 29 (census 2017). Egyptian youth have their special and diverse characteristics in terms of social, economic, cultural, educational, and health patterns. While they share many needs, they also live in a community, which is characterized by strong religious, social and cultural values that impact many aspects of health, especially sexual and reproductive health (SRH).

#### **Objective and scope of work:**

The main objective of this consultancy is to develop and implement a youth-led community engagement plan that encourages active participation and involvement of stakeholders in promoting YFHS. The plan should aim to create awareness, address cultural and social barriers, and increase demand for YFHS among young people in targeted governorates (Assiut, Sohag, Menya, Luxor, and Aswan.)

**Activities include the following:**



1. **Stakeholder Engagement Workshops (for 3 days, 1<sup>st</sup> day for governmental stakeholders and the other 2 days for service providers)**
2. **Conduct quarterly meetings with the identified stakeholders to share experience and exchange of knowledge on relevant activities and achievements in relation to YFHS**

**Deliverable(s);**

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

**All deliverables to be submitted in both Arabic and English:**

- Detailed technical proposal and work plan with specific timeline to conduct the workshop and quarterly meetings according to the discussion with MOHP developed and shared with UNFPA and MoHP.
- Workshop and quarterly meeting Packages (agenda, methodology, session plans, handouts, pre and post tests....etc)
- Workshop report summarizing key discussions, recommendations, and action points in addition to the supporting documents (attendance list, ID copies,....)
- Successfully conduct 8 workshops and 3 quarterly meetings and submit the reports for each of the workshops and quarterly meetings including the analysis of key discussion points, recommendations etc.
- Prepare and submit financial and technical reports for each quarter in UNFPA suggested format, highlighting progress, challenges, and recommendations.
- Prepare and submit a final narrative report summarizing progress, achievements and recommendations and a financial report.

**Supervisory arrangements:**

The consultant firm will work closely with the SRH team of UNFPA under the direct supervision of Programme Specialist, RH and under the overall supervision of the Programme Specialist RH/FP at UNFPA-Egypt, in close coordination with the MOHP Youth and School Age Directorate. Regular follow-up meetings will be conducted between the selected firm and UNFPA as well as with the School Age Directorate as needed. All deliverables must be submitted to UNFPA for clearance prior to finalization.

**Timing / Schedule**

Project duration: May- 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>Noha El Maraghy</i>
Email address of contact person:	<i>elmaraghy@unfpa.org</i>

The deadline for submission of questions is 11 May 2024: 23:00pm Cairo Local Time. Questions will be answered in writing and shared with 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 of Egypt, 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 & 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.

**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 : Wednesday, May 15<sup>th</sup> 2024 at 14:00 PM Cairo Time]<sup>1</sup>.

Name of contact person at UNFPA:	<i>Noha El Maraghy- Procurement Associate</i>
Official Email address:	<a href="mailto:egypt.tenders@unfpa.org">egypt.tenders@unfpa.org</a>

Please note the following guidelines for electronic submissions to UNFPAs dedicated email address:

- The following reference must be included by the Bidder in the email subject line:
  - UNFPA/EGY/RFQ/24/007– YFCs Community Engagement [Company name], Technical Bid
  - UNFPA/EGY/RFQ/24/007– YFCs Community Engagement [Company name], Financial Bid
  - Submissions without this text in the email subject line may be rejected or overlooked and therefore not considered.

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



- 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.
- 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 **Ms. Noha El-Maraghy- Procurement Associate at: [elmaraghy@unfpa.org](mailto: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**

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 of developing and implementing the youth- led community engagement plan and understanding of objectives.	100		30%	
Organizational & staff capacity to operate in different governorates and handle logistics, financial and technical matters	100		20%	
Professional experience of the company & staff in community	100		25%	



engagement, youth participation and stakeholder management in addition to organizing events and interactive sessions ((15%; 3% deduction on each year less than 5 years), CVs required (10%)				
Reference and past performance of the company in similar projects (15%; 5% deduction on each year less than 3years) Previous experience with UN Agencies is an asset (5%)	100		20%	
Profile of the company and relevance to the Project	100		5%	
<i>Grand Total All Criteria</i>	500		100%	

The following scoring scale will be used to ensure objective evaluation:

Degree to which the Terms of Reference requirements are met based on evidence included in the Bid submitted	Points out of 100
Significantly exceeds the requirements	90 – 100
Exceeds the requirements	80 – 89
Meets the requirements	70 – 79
Partially meets the requirements	1 – 69
Does not meet the requirements or no information provided to assess compliance with the requirements	0

**Financial Evaluation**

Price quotes will be evaluated only for bidders whose technical proposals achieve a minimum score of [70% ] points in the technical evaluation.

Price quotes will be evaluated based on their responsiveness to the price quote form. The maximum number of points for the price quote is 100, which will be allocated based on the specific formula indicated in the TORs. All other price quotes will receive points in inverse proportion according to the following formula:

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



### **Total score**

The total score for each proposal will be the weighted sum of the technical score and the financial score.  
The maximum total score is 100 points.

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

### **VI. 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.

### **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.

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**



United Nations Population Fund  
70A Nahda St., Saryat El- Maadi,  
Cairo.  
P.O. 11435, Egypt  
Email: [egypt.tenders@unfpa.org](mailto:egypt.tenders@unfpa.org)  
Website: <http://www.unfpa.org>

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. Germaine Haddad, Assistant Representative/OIC** at [Haddad@unfpa.org](mailto:Haddad@unfpa.org). Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Supply Chain management Unit at [procurement@unfpa.org](mailto:procurement@unfpa.org).

## **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

<b>Name of Bidder:</b>	
<b>Date of the quotation:</b>	<a href="#">Click here to enter a date.</a>
<b>Request for quotation N°:</b>	UNFPA/EGY/RFQ/24/007
<b>Currency of quotation :</b>	EGP/USD Vendors can quote in U.S Dollars noting that payment will be issued for the equivalent amount in EGP @ the date of issuing the PO.
<b>Validity of quotation:</b>	<i>(The quotation must be valid for a period of <b>at least 3 months</b> after the submission deadline</i>

Item	Description	Number & Description of Staff by Level	Daily Rate	Days to be Committed	Total
<b>1. Professional Fees</b>					
1	Detailed technical proposal and work plan with specific timeline to conduct the workshop and quarterly meetings according to the discussion with MOHP developed and shared with UNFPA and MoHP.				
2	Successfully conduct 4 workshops and 1 quarterly meeting and approval of submitted reports.				
3	Successfully conduct the remaining 4 workshops and 2 quarterly meetings				
4	Submission and approval of final narrative and financial reports				
<i>Total Professional Fees</i>					EGP/\$\$
<b>2. Out-of-Pocket expenses will be settled against original invoices offered by 3<sup>rd</sup> party</b>					
	Coffee breaks, accommodation, rental fees, printing ...etc ( please specify in details)				
	Travel, transportation allowances ..etc ( please specify in details)				
	Others (please specify in details)				
<i>Total Out of Pocket Expenses</i>					EGP/\$\$
<b>Total Contract Price</b> <i>(Professional Fees + Out of Pocket Expenses)</i>					EGP/\$\$

*Vendor's Comments:*





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>

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed **RFQ UNFPA/EGY/RFQ/24/007- YFCs COMMUNITY ENGAGEMENT** including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

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

## DECLARATION FROM

The undersigned, being a duly authorized representative of the Company represents and declares that:

1.	The Company and its Management <sup>2</sup> 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"/>

<sup>2</sup> "Management" means any person having powers of representation, decision-making or control over the Organization. This may include, for example, executive management and all other persons holding downstream managerial authority, anyone on the board of directors, and controlling shareholders.



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

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

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

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

Signature:

---

Date:

---

Name and Title:

---



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>

Name of the Company:

UNGM N°:

Postal Address:

Email:

---

---

---

---

---



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>

**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>

[May 2012 - UNFPA General Conditions - Form 4 - De Minimis Contracts](#)



## Terms of Reference ToRs

### Youth Friendly Clinics (YFCs) Community Engagement Plan

#### 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.

#### Background

Egypt is a country with a large proportion of young population and a very special wide-based population pyramid. More than 60% of the Egyptian population is under the age of 29 and 40% is between the ages of 10 and 29 (census 2017). Egyptian youth have their special and diverse characteristics in terms of social, economic, cultural, educational, and health patterns. While they share many needs, they also live in a community, which is characterized by strong religious, social and cultural values that impact many aspects of health, especially sexual and reproductive health (SRH).

There have been advancements in Egypt's overall environment for reproductive health (RH); however, it does not yet sufficiently address the needs of young people. Egypt's updated national population and development strategy addresses youth and adolescents through the provision of healthcare for young people through youth-friendly clinics and premarital exams and counselling. Yet, most RH services are only available to married couples, although RH services cover issues related to the whole life cycle. This why UNFPA Egypt is supporting the Ministry of Health and Population (MoHP) to set and endorse national standards for youth-friendly health services.

Youth friendly clinics (YFCs) affiliated to the school-age directorate, Primary health Care (PHC) Sector, MoHP, provide information, counselling and clinical services aimed at promoting youth health and preventing health risky behaviors and problems, and referral to other health services, when necessary. However, the utilization of these services might not be sufficient due to many reasons such as cultural and social norms that restrict young people's access to the services or embarrassment to be seen in the clinic or they do not have information that such services exist.

In this regard, community engagement has a vital role to play. Community engagement is central in public health and development programs as community engagement interventions are considered one of the high-impact practices tackling cultural and social norms in general, and in affecting youth health seeking behavior, particularly the non-curative services.

With the above background, It is proposed to develop and roll out governorate-level yearly community engagement plan that is youth-led and targets parents, religious leaders, service providers and other key stakeholders for creating more demand on YFCs. It is proposed to hire the services of a firm to develop and implement a youth-led community engagement plan.

#### Objective and scope of work:

The main objective of this consultancy is to develop and implement a youth-led community engagement plan that encourages active participation and involvement of stakeholders in promoting YFHS. The plan should aim to create awareness, address cultural and social barriers, and increase demand for YFHS among young people in targeted governorates (Assiut, Sohag, Menya, Luxor, and Aswan.)



**Activities include the following:**

**1. Stakeholder Engagement Workshops (for 3 days, 1<sup>st</sup> day for governmental stakeholders and the other 2 days for service providers)**

- Developing a workshop package, conducting eight workshops in the proposed governorates (Assiut, Sohag, Menya, Luxor, and Aswan) by December 2024 in coordination with the Ministry of Health and Population(MOHP) and reporting . Number of attendees can be decided based on discussion with MOHP.
- Support logistics, technical and financial tasks during workshop (facilitate technical sessions in the workshops, arrange venue, transportation, MOH Staff travel & accommodation, payment of DSA according to MOHP by-law)

**2. Conduct quarterly meetings with the identified stakeholders to share experience and exchange of knowledge on relevant activities and achievements in relation to YFHS at the governorate level."**

**Deliverables (All deliverables to be submitted in both Arabic and English):**

- Detailed technical proposal and work plan with specific timeline to conduct the workshop and quarterly meetings according to the discussion with MOHP developed and shared with UNFPA and MoHP.
- Workshop and quarterly meeting Packages (agenda, methodology, session plans, handouts, pre and post tests....etc)
- Workshop report summarizing key discussions, recommendations, and action points.
- Verification documents (attendance list, ID copies,....)
- Successfully conduct 8 workshops and 3 quarterly meetings and submit the reports for each of the workshops and quarterly meetings including the analysis of key discussion points, recommendations etc.
- Prepare and submit financial and technical reports for each quarter in UNFPA suggested format, highlighting progress, challenges, and recommendations.
- Prepare and submit a final narrative report summarizing progress, achievements and recommendations and a financial report.

**Supervisory arrangements:**

The consultant firm will work closely with the SRH team of UNFPA under the direct supervision of Programme Specialist, RH and under the overall supervision of the Programme Specialist RH/FP at UNFPA-Egypt, in close coordination with the MOHP Youth and School Age Directorate. Regular follow-up meetings will be conducted between the selected firm and UNFPA as well as with the School Age Directorate as needed. All deliverables must be submitted to UNFPA for clearance prior to finalization.

**Required expertise:**

The consultant firm should possess the following qualifications and expertise:

- At least 5 years of demonstrated experience in community engagement, youth participation, and stakeholder management.
- Proven track record in organizing workshops, meetings, and interactive sessions, monitoring and reporting.



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>

- Strong understanding of the cultural and social context of Egypt, particularly regarding youth health and reproductive rights.
- Excellent communication and coordination skills, with the ability to work effectively with governmental and non-governmental stakeholders.
- Organizational capacity to implement large-scale workshops and meetings in different governorates.

### **Language Requirements**

The consultant firm must have proficient communication and reporting skills in Arabic and English.

### **Timing & Payment Schedule**

The consultancy services will be conducted from May 2024 to December 2024.

#### **Payment schedule:**

UNFPA does not issue down payments, all payments will be settled based on the completion of the deliverables as follows:

25% payment upon approval of the submitted detailed proposal and work plan with specific timelines.

30% upon completion of at least 4 workshops and 1 quarterly meeting and approval of submitted reports.

30% upon completion of the remaining 4 workshops and 2 quarterly meetings

15% Upon approval of the submitted final narrative and financial report.