



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: May 12, 2024

REQUEST FOR QUOTATION RFQ N° UNFPA/EGY/RFQ/24/008

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

“Population Awareness Clubs Evaluation and Process Documentation”

UNFPA is seeking to hire a consultancy firm that can conduct a comprehensive evaluation and documentation of the Population Awareness Clubs program in Egypt as per the below ToRs.

I. About UNFPA

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every child birth is safe and every young person’s potential is fulfilled.

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

Service Requirements/Terms of Reference (ToR)

Objectives and Scope of the Services

- **Background information**

- The formal strategic collaboration with the Ministry of Youth commenced in 2014 with the initiation of the Egyptian population strategy. This partnership operates within the overarching program of the "Youth Empowerment and Awareness raising on Population Issues within Population Awareness Clubs (PACs) Program."
- The program is strategically aligned with the Sustainable Development Goals (SDGs), the National Population and Development Strategy 2023-2030, the 2030 Agenda of Sustainable Development and the Egyptian National Action Plan for Family Development. A central component of this program is the establishment of Population Awareness Clubs (PACs), launched in 2015 through the collaboration between UNFPA, the Ministry of Youth and Sports (MOYS), Etijah NGO, and later ZAD Art Team as the artistic partner.
- The program has emerged as a beacon of change, influencing young people’s skills, attitudes and awareness in addition to fostering community development. What initially began as a small initiative in a collaborative effort among visionary partners, has now evolved into a national initiative spanning 27 governorates and leaving a significant mark on the journey toward sustainable development and youth empowerment.



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- The PACs are hosted within youth centers to serve as vibrant hubs for empowering young people and fostering awareness among community members. The program has established so far 432 PACs across all 27 governorates of Egypt.

- **Development objective(s)**

- To effectively reach and empower these young individuals, UNFPA employs diverse innovative techniques and approaches tailored to their interests such as interactive theatre, music, and filmmaking. Within the PACs, the program has formed teams of young volunteers to ensure sustained engagement in club activities. Notably, the program has successfully established 17 Nawah Theatre teams and 24 Shamandora singing/music teams across 17 governorates, further enriching community engagement and youth empowerment initiatives.
- Furthermore, recognizing the power of art as a compelling medium to engage individuals of varying ages, backgrounds, and interests, UNFPA started Egypt's first Community Art Festival. This festival serves as a vibrant platform for diverse artistic and cultural expressions, fostering dialogue, creativity, and community connection through the transformative power of art. To date, six successful rounds of this festival have been organized.

- **Outputs / Deliverable(s) Please review detailed deliverables attached as Annex II.**

- 1- Comprehensive Evaluation Report in Arabic and English
- 2- Process Documentation Document in a designed format with visual demonstration in Arabic and English
- 3- At least 3 case studies, in a designed format with visuals in Arabic and English
- 4- Recommendation and Best Practices Document in Arabic and English

- **Activities**

1. Submission of a detailed workplan and evaluation Methodology
2. Conducting the field data collection: KIIs, FGDs
3. Submission of first draft of the evaluation
4. Submission of the Process documentation draft
5. Presenting the plan for the case studies
6. Final Reports and documents

- **Timing / Schedule:** Contract duration May-December 2024

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; Procurement Associate</i>
Email address of contact person:	<i>elmaraghy@unfpa.org</i>

The deadline for submission of questions is Tuesday 21st May 2024 . Questions will be answered in writing and shared with 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 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](#).

IV. Content of quotations

Quotations should be submitted via a TWO-envelope system. Interested Bidders are requested to submit their Technical Bid & Declaration From **separately** from their Financial Bid containing the price information. Each envelope shall consist of a single email whenever possible, depending on file size.

- Technical proposal, in response to the requirements outlined in the service requirements / TORs.
- Signed Declaration Form, to be submitted strictly in accordance with the document.
- 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 : [Sunday, May 26th 2024 at 23:00 PM Cairo Time](#)¹.

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

Please note the following guidelines for electronic submissions:

- The following reference must be included by the Bidder in the email subject line:
 - UNFPA/EGY/RFQ/24/008 – [Company name], Technical Bid
 - UNFPA/EGY/RFQ/24/008 - [Company name], Financial Bid

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



- Submissions without this text in the email subject line may be rejected or overlooked and therefore not considered.
- It is the Bidder’s responsibility to assure compliance with the submission process. If the envelopes or emails are not marked / submitted per the instructions, UNFPA will neither assume responsibility for the bid’s misplacement or premature opening nor guarantee the confidentiality of the Bid process. Incorrect submissions might result in your Bid being declared invalid.
- The total email size may not exceed **10 MB (including email body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.
- Any quotation submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of any quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

VI. Overview of Evaluation Process

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated and scored first, prior to the evaluation and scoring of price quotations

Technical Evaluation

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

Criteria	[A] Maximum Points	[B] Points obtained by Bidder	[C] Weight (%)	[B] x [C] = [D] Total Points
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%	
<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%] in the technical evaluation.

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

Financial score =	Lowest quote (\$)	X 100 (Maximum score)
	Quote being scored (\$)	

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.

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

VII. Award Criteria

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



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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. Germaine Haddad, 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.

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/24/008
Currency of quotation :	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.
Delivery charges based on the following 2020 Incoterm:	Choose an item.
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 Rate	Days to be Committed	Total
1. Professional Fees					
	Comprehensive Evaluation Report in Arabic and English				
	Process Documentation Document in a designed format with visual demonstration in Arabic and English				
	At least 3 case studies, in a designed format with visuals in Arabic and English				
	Recommendation and Best Practices Document in Arabic and English				
<i>Total Professional Fees</i>					EGP/\$\$
2. Out-of-Pocket expenses					
	Travel, transportation allowances ..etc (please specify in details)				
	Others (please specify in details)				



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<i>Total Out of Pocket Expenses</i>	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/24/008** 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 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"/>
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"/>

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.



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:

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 ToRs

Population Awareness Clubs Evaluation and Process Documentation

Background

The formal strategic collaboration with the Ministry of Youth commenced in 2014 with the initiation of the Egyptian population strategy. This partnership operates within the overarching program of the "Youth Empowerment and Awareness raising on Population Issues within Population Awareness Clubs (PACs) Program."

The program is strategically aligned with the Sustainable Development Goals (SDGs), the National Population and Development Strategy 2023-2030, the 2030 Agenda of Sustainable Development and the Egyptian National Action Plan for Family Development. A central component of this program is the establishment of Population Awareness Clubs (PACs), launched in 2015 through the collaboration between UNFPA, the Ministry of Youth and Sports (MOYS), Etijah NGO, and later ZAD Art Team as the artistic partner.

The program has emerged as a beacon of change, influencing young people's skills, attitudes and awareness in addition to fostering community development. What initially began as a small initiative in a collaborative effort among visionary partners, has now evolved into a national initiative spanning 27 governorates and leaving a significant mark on the journey toward sustainable development and youth empowerment.

Since 2014, their collaboration has been instrumental in implementing Egypt's National Population Strategy, challenging societal norms around reproductive health, family planning, harmful practices against girls and gender-based violence against women and girls (GBVAWG).

The PACs are hosted within youth centers to serve as vibrant hubs for empowering young people and fostering awareness among community members. The program has established so far 432 PACs across all 27 governorates of Egypt.

To effectively reach and empower these young individuals, UNFPA employs diverse innovative techniques and approaches tailored to their interests such as interactive theater, music, and filmmaking. Within the PACs, the program has formed teams of young volunteers to ensure sustained engagement in club activities. Notably, the program has successfully established 17 Nawah Theater teams and 24 Shamandora singing/music teams across 17 governorates, further enriching community engagement and youth empowerment initiatives.

Furthermore, recognizing the power of art as a compelling medium to engage individuals of varying ages, backgrounds, and interests, UNFPA started Egypt's first Community Art Festival. This festival serves as a vibrant platform for diverse artistic and cultural expressions, fostering dialogue, creativity, and community connection through the transformative power of art. To date, six successful rounds of this festival have been organized.



The program's main components:

A) **Selecting and preparing the PACs:** By the year 2023, the PACs project marked a significant milestone by successfully establishing and furnishing a total of 432 PACs spread across 27 governorates in Egypt, working towards this goal since 2014. The meticulous selection of Youth Centers, to host the PACs, crucial for the PACs' implementation, was undertaken through a comprehensive process involving assessment visits. The PACs are furnished with essential basics tools and furniture to facilitate the implementation of the Awareness program.

B) Youth Empowerment and Awareness dissemination

The program employs diverse innovative interactive techniques and tools tailored to youth and community needs. These Tools include: Interactive sessions, Sport, Interactive Theatre, Songs, Short film. In collaboration with professional art experts, ZAD Art team, the program has formed teams of young volunteers to ensure sustained engagement in club activities. It has successfully established 17 Nawah Theater teams and 24 Shamandora singing/music teams across 24 governorates, further enriching community engagement and youth empowerment initiatives.

Objective and scope of work:

The primary purpose of this consultancy is composed of Four main assignments:

- 1) **To conduct a comprehensive evaluation of the Population Awareness Clubs (PACs) program** interventions across various governorates. The evaluation aims to assess the effectiveness, efficiency, relevance, sustainability, and impact of the program regarding the following components of the program:
 - Empowering youth through the different capacity building components: TOTs, Theatre, music...etc.
 - Activating the role of Youth Center in community development
 - Raising awareness of population issues among youth and community members.
 - The Edutainment interventions
 - The establishment and maintaining youth networks.
- 2) **Process documentation.** The consulting firm will undertake the task of thoroughly documenting the operational process, starting from the inception of the plan through the establishment and launch of PACs, extending to field implementation and the subsequent awareness program and evaluation phases. The aim is to comprehensively capture the procedural details of the program, facilitating its replication and enabling detailed analysis.
- 3) **Case studies documentation:** throughout the interviews and the FGDs, the consultant is required to identify stories, achievements, processes that can be documented as case studies demonstrating and responding to the following:
 - Demonstrating how this program influenced the behavior and attitudes of young people and which component of the program exactly.



- How the edutainment program supports the empowerment of young people
- How this program could be making a difference over the past 10 years.

4) **Recommendations and best practices:** The consultant needs to provide recommendations and best practices.

The findings will inform future strategies, identify best practices, and recommend areas for improvement.

Implementation of the consultancy:

- The consultancy firm will need to conduct multiple visits to different governorates in additions to meetings to partners in Cairo, the cost needs to be included in the consultancy financial offer under other expenses noting that settlement of these expenses will be **based on actual invoices**.

Deliverable(s):

Assignment	Deliverable
A comprehensive evaluation of the Population Awareness Clubs (PACs) program	<ul style="list-style-type: none"> ● Comprehensive Evaluation Report in Arabic and English
Process documentation	<ul style="list-style-type: none"> ● Process Documentation Document in a designed format with visual demonstration in Arabic and English
Case studies documentation	<ul style="list-style-type: none"> ● At least 3 case studies, in a designed format with visuals in Arabic and English
Recommendations and best practices	<ul style="list-style-type: none"> ● Recommendation and Best Practices Document in Arabic and English

Monitoring, progress control and reporting

- The Evaluation methodology and plan are to be submitted to UNFPA for clearance prior to finalization.
- Full coordination and email approval from UNFPA 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 the partners’ team
- Case studies to be documented needs prior approval from UNFPA before documenting them.



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Time Frame:

Deliverable	Deadline
1.Submission of a detailed workplan and evaluation Methodology	2 weeks after the signing of the contract
2. Conducting the field data collection: KIIs, FGDs	During June and July
3. Submission of first draft of the evaluation	Mid-August
4. Submission of the Process documentation draft	15 September
5. Presenting the plan for the case studies	Mid-August
6. Final Reports and documents	30 November

Competency and expertise:

1. Proven minimum of 8 years' experience in Program evaluation, and case studies documentation in similar fields related to Reproductive health, GBV, and youth empowerment.
2. Proven experience in working on projects related to behaviour change and negative social norms affecting girls and women including but not limited to FGM, child marriage and GBV.
3. Excellent communication and coordination skills, with the ability to work effectively with governmental and non-governmental stakeholders.
4. Previous experience with UN organizations is an asset.

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.



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Payment schedule:

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

30% upon approval of the submitted Comprehensive Evaluation Report in Arabic and English.

30% upon completion the Process Documentation Document in a designed format with visual demonstration in Arabic and English.

20% upon completion at least 3 case studies, in a designed format with visuals in Arabic and English

20% Upon approval of the submitted final narrative and financial report including the recommendation and best Practices document in Arabic and English.