



Date: 6 August 2024

**REQUEST FOR QUOTATION
RFQ N° UNFPA/EGY/RFQ/24/020**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**For the production of documentary on safe women clinics initiative:
"success story from the field"**

UNFPA is seeking to hire a consultancy firm that can perform the production of documentary on safe women clinics initiative: "success story from the field" as per the attached detailed ToRs.

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:

UNFPA is committed to achieve its global commitments under the three transformative results which are: (a) end the unmet need for family planning, (b) end preventable maternal deaths and (c) end gender-based violence and all harmful practices. The UNFPA Egypt current country programme is committed to the 2030 National vision and strategic agenda, and contributes primarily to the progressive achievement of SDG Goals 3 (Good Health and Well-Being) and 5 (Gender Equality). UNFPA programme is also aligned with national development priorities outlined in Egypt's Vision 2030 and National Population Strategy and the national Strategy for the Empowerment of Egyptian Women 2030. The Gender Prevention and Response programmes target groups are women, adolescents and youth, particularly those most in need, including persons with disabilities, rural communities, migrants and people affected by emergencies.

Objective and scope of work:

The main objective of this documentary is to showcase the impact and importance of safe women clinics in Egypt, to document its efforts and role in provision of key services for women subjected to violence. The documentary is also expected to highlight the human story and real-life experiences of survivors of violence supported through Safe Women clinics to further promote to the public audience the provided services and the need of the medical sector to address gender-based violence.

The documentary will cover the following aspects:

- Overview of the role of safe women clinics and structure of service delivery.
- Footage from inside the clinics to illustrate the services provided.
- Featuring stories of survivors and testimonials of service providers.
- Shed light on challenges faced in providing these services and how they are being addressed.
- Shed light on the collaboration between UNFPA, medical sector, NCW and legal sector.



Activities

Main requirements to fulfill the task:

- Carry-out focus group discussions with identified beneficiaries through UNFPA, to gain insights on the services provided by SWC and to identify possible stories for the documentary scope (that includes travel within Egypt).
- Conduct in-depth interviews with identified survivors and beneficiaries from SWC services accessing the services.
- Conduct interviews with identified healthcare providers (doctors and nurses) and partners (NCW, UNFPA, MOHP).
- Carry-out necessary meetings with stakeholders and partners.

Deliverable(s); Please review detailed deliverables including the time frame for each deliverable attached as Annex II – TORs

- Vision and storyboard for the documentary.
- Production of 5-10 minutes documentary film in HD quality, commissioned by UNFPA (addressing UNFPA and NCW rounds of feedback).
- Complete all post-production processes including subtitling in English.

Timing / Schedule

The production should be completed by 1st of November 2024 from the official date of contract signing contract.

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

The deadline for submission of questions is Wednesday 14 August 2024: 13:00pm Cairo Local Time. Questions will be answered in writing and shared will parties as soon as possible after this deadline.

I. 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](#).



II. Content of quotations

Quotations should be submitted via a TWO-envelope system. Interested Bidders are requested to submit their Technical Bid & Declaration Form **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.
- a) Signed Declaration Form, to be submitted strictly in accordance with the document.
- 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.

III. 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 : **20 August 2024 at 14:00 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/24/020 – [Company name], Technical Bid
 - UNFPA/EGY/RFQ/24/020- [Company name], Financial Bid
 - 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.

IV. 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

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

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		30%	
Portfolio that showcases previous work (Previous work on social causes/public services is an asset).	100		30%	
Professional experience of the staff that will be employed to the project proving demonstrated expertise in evaluation and related processes (CVs, etc.)	100		25%	
Specific experience and expertise relevant to the assignment	100		15%	
<i>Grand Total All Criteria</i>	400		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.

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

VI. 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.

VII. 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.

VIII. 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](#).

IX. 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](#).

X. RFQ Protest



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>

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 **Mr. Yves Sassenrath, Representative at sassenrath@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.

XI. 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/24/020
Currency of quotation :	EGP
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	Vision and storyboard for the documentary.				
2	Production of 5-10 minutes documentary film in HD quality, commissioned by UNFPA (addressing UNFPA and NCW rounds of feedback).				
3	Complete all post-production processes including subtitling in English.				
Total Professional Fees					EGP
2. Out-of-Pocket expenses					
	Group discussion meetings, hospitality, transportation, accommodations ..etc Please specify if any				
	Interviews; transportation, shooting...etc				
	Others; please specify in details				
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/24/020 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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Cairo.
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Email: egypt.tenders@unfpa.org
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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
Term of Reference ToR
For the production of documentary on safe women clinics initiative:
"success story from the field"

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 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: www.UNFPA.com.

II. Overview about Safe Women Clinics:

UNFPA is committed to achieve its global commitments under the three transformative results which are: (a) end the unmet need for family planning, (b) end preventable maternal deaths and (c) end gender-based violence and all harmful practices. The UNFPA Egypt current country programme is committed to the 2030 National vision and strategic agenda, and contributes primarily to the progressive achievement of SDG Goals 3 (Good Health and Well-Being) and 5 (Gender Equality). UNFPA programme is also aligned with national development priorities outlined in Egypt's Vision 2030 and National Population Strategy and the national Strategy for the Empowerment of Egyptian Women 2030. The Gender Prevention and Response programmes target groups are women, adolescents and youth, particularly those most in need, including persons with disabilities, rural communities, migrants and people affected by emergencies.

Safe Women Clinics fall under UNFPA's national program to combat all forms of GBV through a direct partnership with the National Council for Women and the Ministry of Health and Population since 2019. Through the Essential Services Package (ESP) framework adopted in Egypt, the legal, medical and social services in Egypt for women subjected to violence are enhanced to better respond to their needs. Under the same programmatic vision adopted by UNFPA, the adoption of the national referral pathway in 2019 for women subjected to violence is one of the important results of the ESP national implementation in Egypt. The referral pathway currently serves as the baseline of national interventions in the legal, medical, and social services coordinated by the National Council for Women to ensure that women subjected to violence have access to comprehensive response and that national service providers are able to ensure referral among the three sectors.

Hence, the establishment of the "Safe Women Clinics" comes to fill the gap in existing socio-medical services and to improve referral mechanisms among the three sectors. Since 2020, UNFPA has supported the establishment of 15 Safe Women clinics in university hospitals across different governorates, and over 20 clinics under the Primary Health-Care of the Ministry of Health and Population. Safe Women Clinics offer comprehensive socio-medical response, psychological support, reporting and case management of incidents of violence. The role of the clinics goes beyond primary medical services, first-line psychological support and reporting where it offers referral to National Council for Women for legal and social services, internal hospital referral if needed and also case management for every patient.

The clinic's model is now considered a promising good practice for specialized medical response and an important entry point for victims of violence. UNFPA continues in partnership with NCW and the Ministry of Health to expand the model to reach additional governorates.

III. Objectives:

The main objective of this documentary is to showcase the impact and importance of safe women clinics in Egypt, to document its efforts and role in provision of key services for women subjected to violence.

The documentary is also expected to highlight the human story and real-life experiences of survivors of violence supported through Safe Women clinics to further promote to the public audience the provided services and the need of the medical sector to address gender-based violence.

Specific objectives include:

- Highlighting the role of safe women clinics in providing essential response services to violence survivors.
- Raising public awareness on the need of reaching out to medical sector for specialized services, for women survivors of violence (medical, psychological, forensic, others).
- Documenting personal stories and testimonials from women who have benefitted from these clinics as well as healthcare providers.
- Showcasing the collaboration between UNFPA, University hospitals and the medical sector, NCW and other service providers in ensuring comprehensive and coordinated efforts.
- Increase knowledge on the role of Safe Women clinic, its locations, services and referral system.

IV. **Scope of Work:**

The documentary will cover the following aspects:

- Overview of the role of safe women clinics and structure of service delivery.
- Footage from inside the clinics to illustrate the services provided.
- Featuring stories of survivors and testimonials of service providers.
- Shed light on challenges faced in providing these services and how they are being addressed.
- Shed light on the collaboration between UNFPA, medical sector, NCW and legal sector.

Main requirements to fulfill the task:

- Carry-out focus group discussions with identified beneficiaries through UNFPA, to gain insights on the services provided by SWC and to identify possible stories for the documentary scope (that includes travel within Egypt).
- Conduct in-depth interviews with identified survivors and beneficiaries from SWC services accessing the services.
- Conduct interviews with identified healthcare providers (doctors and nurses) and partners (NCW, UNFPA, MOHP).
- Carry-out necessary meetings with stakeholders and partners.

V. **Deliverables:**

- Vision and storyboard for the documentary.
- Production of 5-10 minutes documentary film in HD quality, commissioned by UNFPA (addressing UNFPA and NCW rounds of feedback).
- Complete all post-production processes including subtitling in English.

VI. **Timeline:**

The production should be completed by 1st of November 2024 from the official date of contract signing contract.

VI. **Supervision:**

UNFPA will provide job-related guidance in a timely manner through UNFPA team.

VIII. **Payment Terms:**

- 1- vision and storyboard: 25% of the fees.
- 2- documentary: 50% of the fees.
- 3- Postproduction phase completed: 25%.