

## Questions and Answers 004 for the provision of pilot mentoring and coaching programme:

1. The TOR does not mention a specific eligibility requirement for the applicants with regards to local (Egypt) registration, so assuming its open to locals and internationals, but just wanted to confirm that with you, that international organizations are also eligible to apply?
  - a. Yes, international firms are also welcome to apply, but to keep in mind that firms should be able to implement in a setting with Arabic speaking participants. The TOR also mentions the need for understanding of and experience in regional context.
2. What is the growth stage of the selected startups?
  - a. Selected startups should already be established, functioning and able to demonstrate impact on a community level.
3. Are we going to be involved in the selection of the startups/SE, or have they already been chosen?
  - a. Yes. The TOR includes establishment of selection criteria to inform the process of selecting start ups. As such, the startups/SE have not been selected.
4. Have they previously received capacity-building training as part of the programme? If so, could you please elaborate?
  - a. This is a new programme with no history of previous efforts. Thus, selected startups have not yet received training in the framework of this intervention.
5. Is there a specific sector/industry in which all startups operate, or are they sector agnostic?
  - a. The explicit qualifier is for the organizations to work in the areas of UNFPA mandate. The pilot aims to support young female entrepreneur whose work contributes to UNFPA's three transformative results: ending preventable maternal deaths, ending the unmet need for family planning, ending gender-based violence and all harmful practices such as child marriage and FGM. Under these transformative results, there is space to also focus on livelihoods, youth and female empowerment, menstrual health and hygiene, as well as interventions that more directly target the 3TRs.
6. Do you have an estimated number of mentorships that every startup should take?
  - a. We do not. Interested applicants are expected to propose and advise on selection process for a successful pilot.
7. Since we will be working with startups across the Arab States, do the mentors need to be local professionals in each of the assigned countries, or can they be chosen and work versatilyly?
  - a. Interested applicants are expected to propose and advise on selection professionals for a successful pilot.
8. What is the expected contract duration and the start date?
  - a. We are expecting to implement from September to November 2023.
9. You stated in the financial template that we should include a description of staff by level in each line item; does this mean that we should include additional rows in each line item if we will have different level staff working at different hourly rates?
  - a. Yes.
10. Can we add more line items to the "Professional Fees" section?
  - a. Yes. Each line has to be explained. UNFPA does not accept general categories of additional costs

11. Could you please elaborate on the "Out-of-pocket" expenses section? And does this include the management fees?
  - a. Out-of-pocket expenses refer to expenses that the applicant would cover. Regarding management fees, budget line items can only include direct costs associated with the proposal, without management or overhead costs.
12. Registration with UN or UNFPA: Does UNFPA have specific requirements, concerning registration, from the vendors prior to submitting the proposals?
  - a. The selected applicant will be asked to register at the following link. All applicants are invited to register in order to facilitate future onboarding processes at UNFPA:  
[https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000460659743&\\_afLoop=17386563845769471&\\_afWindowMode=0&\\_afWindowId=null&\\_adf.ctrl-state=1a9l433bz3\\_724&\\_afFS=16&\\_afMT=screen&\\_afMFW=1920&\\_afMFH=937&\\_afMFDW=1920&\\_afMFDH=1080&\\_afMFC=8&\\_afMFCl=0&\\_afMFM=0&\\_afMFR=96&\\_afMFG=0&\\_afMFS=0&\\_afMFO=0](https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000460659743&_afLoop=17386563845769471&_afWindowMode=0&_afWindowId=null&_adf.ctrl-state=1a9l433bz3_724&_afFS=16&_afMT=screen&_afMFW=1920&_afMFH=937&_afMFDW=1920&_afMFDH=1080&_afMFC=8&_afMFCl=0&_afMFM=0&_afMFR=96&_afMFG=0&_afMFS=0&_afMFO=0)
13. Project Objective: What is the overall objective of the project? (Business Mentorship or Technical Mentorship)
  - a. The objective of the project is to provide mentorship support to young female entrepreneurs increase and scale their impact. As such, business mentorship is definitely key, and technical experience would be a bonus. We leave it up to the expertise of the applicant to assess the most appropriate type of mentorship.
14. Mentorship Topics: Do we have any recommended topics that we would like to cover during the mentorship program? These topics will help reach the overall objective of the pilot program.
  - a. Ideally, these topics should be identified by the selected firm in consultation with selected entrepreneurs/startups before the start of the intervention. That said, for application purposes applicants can feel free to suggest potential topics.
15. Startup/SME Stages: What is the business stage of social enterprises that we would like to focus on? (Idea, Initial Market Testing, Established Business and Traction)
  - a. Kindly see question 2, above.
16. Size and Focus of participating enterprises: Are we looking for social enterprises that only focus on the 3TRs, or we also can focus on organizations with philanthropy projects focusing on the 3TRs among other social responsibility projects?
  - a. The focus on the 3TRs is the key selection criteria, with the pilot focusing on those that have a clear and demonstrated impact in the relevant focus area.
17. Countries: Most of the social enterprises in the 3TR field are working in specific countries in the region. Will your team be able to share the countries that you are targeting for the pilot project? Or will our team do research and recommend countries based on research?
  - a. The overall area is the UNFPA Arab States geographical coverage. There is no expectation for the proposal to offer any insights into specifics of country selection at this stage of the proposal submission.
18. Access to Mentors: Are we looking for mentors with regional experience in business only or business as well as strong technical experience in the 3TR field?

- a. The priority is that mentors are able to effectively coach and support the entrepreneurs in order to expand their impact. As such, mentors should have business expertise, and ideally a certain level of technical experience in the 3TRs and/or gender.
- 19. Local Mentors: Can we use the help of mentors with regional experience? Or do we have to find local mentors in each country where the startups will be based?
  - a. Mentors with regional experience is absolutely fine.
- 20. Events and Exposure: What is the level of opportunity providing does the program entail? Sharing info and intel or connecting with organizers and ensuring access to events that could be for charge?
  - a. The pilot is about building capacity. The strands of activities that fall under this overall requirement need to be elaborated in the proposal. That said, within this specific intervention there is no need to add costs related to the attendance of extra events, but should there be opportunities to connect mentees with access to events, that is an added value.
- 21. In the evaluation criteria it's mentioned that the vendor is supposed to "Develop mentorship programme framework, including number of mentees and mentors, expected objectives, curriculum/approach, and indicators and outputs for reporting", however, in the description of the scope the TOR mentions that "The pilot is a 3-months programme matching women entrepreneurs from 10-12 selected start-ups / social enterprises in min. 3- 4 countries with local mentors, and delivering relevant mentorship and coaching activities for them". So I want to confirm that the number of the mentees is specified as 10-12? Can we safely assume that you expect 1 mentor per mentee?
  - a. The tentative number of mentees is currently 10-12 select start-ups. The assumption is one mentor per mentee, although one mentor can have multiple mentees. The proposals should elaborate on the proposed vision/framework and how this could be implemented.
- 22. Additionally, for the mentees, does UNFPA have a preference for the sectors in which they start ups operate or is this something we can discuss further in the inception phase to guide the selection criteria?
  - a. Kindly see the response to question 5.
- 23. We would like to confirm that delivering relevant group sessions to mentees will also be done online. Also, do you expect these to be training sessions? If so, how in depth do you require the training to be? (i.e. 10 hours per topic, at least 4 topics...etc)
  - a. Yes, these are expected to be delivered online. There is no requirement for the time and depth of the training, so long as it can be realistically accomplished within the time frame.
- 24. Is UNFPA open to including a line item that covers membership and participation fees for the mentees when it comes to opportunities for potential exposure to regional forums and events? Would this include travel and accommodation expenses?
  - a. For this initial pilot implementation, we recommend you not include a budget for travel to forums/events.
- 25. For the requirement "Organize focus groups identifying key challenges to inform group thematic sessions", can we safely assume that this is a session for partners and stakeholders working in the space? Mentees' needs can be covered separately through.

- a. We expect focus groups to be conducted with selected mentees, so as to better identify their key challenges and thus training needs.
26. Do you expect the closing ceremony and networking event to happen online as well?
- a. If that is part of the proposal, then it should be online as well. Keep in mind a networking “event” is not a requirement, though there should be ample opportunities for mentees to network amongst themselves.
27. We are planning to bid for this as a consortium of 2 women-led partners, is the allowed?
- a. Yes, that is allowed. But for contracting purposes, it should be under the umbrella of one of your organizations.
28. We are planning on leveraging our network for more reach and local presence in 4 countries within Arab states, do you require us to provide LOC for each? Or is this something we can address once the project is awarded? (hopefully).
- a. Feel free to highlight, in your proposal, countries within the region that you expect to leverage your existing network. That said, this will certainly be addressed once an implementing partner is selected.
29. Do you expect the mentors to offer their services for free or is mentor fees an allowed budget line item for this project?
- a. How you organize the budget is completely to you, just be mindful that overall budget is a component of the evaluation process.