



Date: 26 June 2023

REQUEST FOR QUOTATION RFQ N° UNFPA/ASRO/RFQ/23/004

Dear Sir/Madam,

The United Nations Population Fund, Arab States Regional Office (UNFPA ASRO), is seeking qualified bids **for the provision of pilot mentoring and coaching programme for female entrepreneurs heading social enterprises in the Arab States region. Full details described on Annex I**

This Request for Quotation is open to all legally-constituted companies that can provide the requested services and have the legal capacity to deliver the requested, or through an authorized representative.

I. About UNFPA

UNFPA is the lead UN agency for delivering 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 in the Arab region, please visit our website: arabstates.unfpa.org

II. Technical specification: Annex I

Objective

UNFPA Arab Regional Office aims for the provision of pilot mentoring and coaching programme for female entrepreneurs heading social enterprises in the Arab States region. The objective of the mentorship programme is to accelerate social enterprises with tailored guidance and support from experienced business mentors, supporting female entrepreneurs to drive social impact via their businesses and contribute towards the 3TRs. 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.

Questions

Questions or requests for further clarifications should be submitted in writing to the contact person below:

Name of contact person at UNFPA:	<i>Ola El Guebaly</i>
Tel N°:	<i>00201015150297</i>
Email address of contact person:	elguebaly@unfpa.org



The deadline for submission of questions is **6 July 2023 – 4pm Cairo time**. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

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.**

All 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 contact person indicated below no later than **13 July 2023, at 4pm Cairo time**.

Name of contact person at UNFPA:	<i>Ola El Guebaly</i>
Email address of contact person:	<u>asro.tenders@unfpa.org</u>

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line **UNFPA/ASRO/RFQ/23/004 for the provision of pilot mentoring and coaching programme for female entrepreneurs heading social enterprises in the Arab States region**. 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.
- The total email size may not exceed **20 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

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.

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

Criteria	[A] Maximum Points	[B] Points attained by Bidder	[C] Weight (%)	[B] x [C] = [D] Total Points
Technical approach, methodology, scope and potential impact (including number of mentees), and level of understanding meet the project objectives.	100		20%	
The work plan and timeframe described in the proposal and their adequacy for achieving the project goals.	100		15%	
Qualifications, capacity and expertise of the company in coaching and mentoring social enterprises in the Arab region	100		15%	
Specific experience supporting and coaching startups led by minority communities, including women, refugees and migrants.	100		30%	
Suggested team is inclusive of diverse nationalities, genders, and socio-economic backgrounds.	100		5%	
Access to a regional network/roster of local leaders and mentors in the field of start-ups, accelerators and incubators.	100		15%	
Grand Total All Criteria	600		100%	

Financial Evaluation



Price quotes will be evaluated only for bidders whose technical proposals achieve a minimum score of 60 points in the technical evaluation.

Price quotes will be evaluated based on alignment with 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 the quotation or 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.

Total score = 70% Technical score + 30% Financial score

V. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Purchase Order (PO) 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

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 Dr. Laila Baker, at lbaker@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, Procurement Services Branch 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/ASRO/RFQ/23/004
Currency of quotation:	USD
Validity of quotation:	(The quotation shall be valid for a period of at least 12 months after the submission deadline.)

- Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.

Item	Description	Number & Description of Staff by Level	Hourly Rate	Hours to be Committed	Total
1. Professional Fees					
1	Pilot a mentoring and coaching programme for female entrepreneurs heading social enterprises in the Arab States region. <ul style="list-style-type: none"> Development of programme framework, launch and enrollment of mentees. Mentorship and coaching programme Prepare progress report including reporting against indicators/outputs, and qualitative feedback from mentees and mentors 				
Total Professional Fees					USD
2. Out-of-Pocket expenses					
Total Out of Pocket Expenses					USD
Total Contract Price (Professional Fees + Out of Pocket Expenses)					USD

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed UNFPA/ASRO/RFQ/23/004 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.

Name and title	Date and place
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Annex I
TERMS OF REFERENCE

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Arab States Regional Office (ASRO)
Purpose of assignment:	<p>UNFPA Arab States Regional Office works to leverage innovation and social entrepreneurship towards the three Transformative Results (3TRs): ending preventable maternal deaths, ending the unmet need for family planning, and ending gender-based violence and harmful practices.</p> <p>To this end, UNFPA Arab States Regional Office wishes to test pilot a mentoring and coaching programme for female entrepreneurs heading social enterprises in the Arab States region.</p> <p>The objective of the mentorship programme is to accelerate social enterprises with tailored guidance and support from experienced business mentors, supporting female entrepreneurs to drive social impact via their businesses and contribute towards the 3TRs. 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.</p> <p>Within this scope, UNFPA Arab States Regional Office invites vendors to submit proposals and quotation for an assignment to a) develop the mentorship framework; and b) deliver programme activities, including but not limited to:</p> <ol style="list-style-type: none"> 1. Create selection criteria, advertise, and oversee selection and match-making process connecting mentees with local business mentors; 2. Ensure implementation of tailored mentoring and coaching sessions (online), and deliver relevant group sessions to mentees; 3. Ensure networking between mentees, and that feedback is reported and programme outputs met; 4. Provide opportunities for potential exposure to regional forums and events.
Scope of work: (Description of services, activities, or outputs)	<p>The vendor will report to the Regional Innovation Specialist and deliver mentorship activities as defined in programme framework to be designed.</p> <p>The deliverables included under this contract are as follows:</p>



1. Development of programme framework, launch and enrollment of mentees
 - a. Develop mentorship programme framework, including number of mentees and mentors, expected objectives, curriculum/approach, and indicators and outputs for reporting
 - b. Finalize selection criteria and Call for Applications;
 - c. Prepare and hold regional information session;
 - d. Manage onboarding of participants;
 - e. Organize focus groups identifying key challenges to inform group thematic sessions;
 - f. Deliver matchmaking exercises to connect mentors and mentees.
2. Mentorship and coaching programme
 - a. Ensure full implementation of virtual mentorship activities;
 - b. Lead group thematic mentorship sessions;
 - c. Provide ongoing feedback and support.
3. Final Review
 - a. Prepare progress report including reporting against indicators/outputs, and qualitative feedback from mentees and mentors

ToR Response

Vendors are invited to apply for this assignment. The application should demonstrate the following:

- Technical approach and methodology that will be used to deliver the mentorship model and activities including timeline and budget;
- Experience in coaching and mentoring activities in the Arab region including how the vendor has accessed regional network of local leaders and mentors;
- Demonstrable technical ability to organise and coordinate calls for application processes and deliver mentoring activities.
- Specific experience working with female entrepreneurs or startups from vulnerable or minority communities, including refugees, migrants or people with disabilities

Women-led organizations are highly encouraged to apply.

Application materials



	Interested parties should submit a proposal answering the details above. The proposal should include: a) technical approach and suggested timeline; b) financial proposal; c) examples of previous results and experience in activities related to assignment; d) background information of key staff who would be delivering the activities.
Duration and working schedule:	Contract dates: The vendor will deliver the activities in phases between August 2023 – November 2023.
Place where services are to be delivered:	Services are to be delivered remotely.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	Deliverables are to be submitted electronically.
Monitoring and progress control, including reporting requirements, periodicity format and deadline	Regular meetings and email communication with the Regional Innovation Specialist and Innovation team.
Supervisory arrangements:	The vendor will report to the Regional Innovation Specialist.
Expected travel:	Travel may be required and will be addressed on a case-by-case basis (should not be included in budget).
Required expertise, qualifications and competencies, including language requirements:	<p>Vendors should demonstrate the following expertise and skills:</p> <ul style="list-style-type: none"> ● Experience with large scale program development, execution, and evaluation. Proven track record of developing and implementing successful mentorship and coaching programs. ● Specific experience working with female entrepreneurs or startups from vulnerable or minority communities, including refugees, migrants or people with disabilities ● Access to mentor networks in the field of start-ups, accelerators and incubators in the Arab States. ● Previous experience with social enterprises in the Arab region and ability to identify and understand the needs of them to provide the necessary guidance and support. ● Ability to create and maintain relationships with stakeholders and partners. ● Must have expert level in Arabic and/or English. Fluency in both languages is desirable. ● High familiarity and experience with the UNFPA mandate.



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Maadi Sarayat
Cairo, Egypt
Tel: +202 25223908
E-mail: asro.tenders@unfpa.org
Website: www.unfpa.org

Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:

N/A



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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](#), [Spanish](#) and [French](#)