



ممول من الاتحاد الأوروبي
Funded by the European Union



Arab Republic of Egypt
Ministry of Social Solidarity

REQUEST FOR PROPOSAL

Design and Production of Guidelines for Infection Prevention and Control for mainstreaming in MoSS Social Care Institutions.

RFP No.: RFP/MoSS/2/2024

Project: Strengthening Institutional and Human Resource Capacities of the Ministry of Social Solidarity

Country: Egypt

Issued on: 2 May 2024

Contents

Section 1. Letter of Invitation.....	4
Section 2. Instruction to Bidders.....	5
A. GENERAL PROVISIONS	5
1. Introduction.....	5
2. Fraud & Corruption, Gifts and Hospitality	5
3. Eligibility	5
4. Conflict of Interests	5
B. PREPARATION OF PROPOSALS.....	6
5. General Considerations	6
6. Cost of Preparation of Proposal.....	6
7. Language.....	6
8. Documents Comprising the Proposal.....	6
9. Documents Establishing the Eligibility and Qualifications of the Bidder	6
10. Technical Proposal Format and Content.....	7
11. Financial Proposals.....	7
12. Currencies	7
13. Joint Venture, Consortium or Association	7
14. Only One Proposal	8
15. Proposal Validity Period	8
16. Extension of Proposal Validity Period.....	8
17. Clarification of Proposal	8
18. Amendment of Proposals.....	9
19. Alternative Proposals.....	9
20. Pre-Bid Conference	9
C. SUBMISSION AND OPENING OF PROPOSALS.....	9
21. Submission.....	9
22. Deadline for Submission of Proposals and Late Proposals	10
23. Withdrawal, Substitution, and Modification of Proposals.....	10
24. Proposal Opening	10
D. EVALUATION OF PROPOSALS	10
25. Confidentiality	11
26. Evaluation of Proposals	11
27. Preliminary Examination.....	11

28. Evaluation of Eligibility and Qualification	11
29. Evaluation of Technical and Financial Proposals.....	11
30. Due Diligence	12
31. Clarification of Proposals	12
32. Responsiveness of Proposal	13
33. Nonconformities, Reparable Errors and Omissions	13
f) AWARD OF CONTRACT.....	13
34. Right to Accept, Reject, Any or All Proposals.....	13
35. Award Criteria.....	13
36. Debriefing	14
37. Right to Vary Requirements at the Time of Award.....	14
38. Contract Signature.....	14
39. Contract Type and General Terms and Conditions.....	14
40. Bank Guarantee for Advanced Payment.....	14
41. Liquidated Damages.....	14
42. Payment Provisions	14
Section 3. Bid Data Sheet.....	16
Section 4. Evaluation Criteria.....	19
Section 5. Terms of Reference	24
Section 6: Returnable Bidding Forms / Checklist.....	33
Form A: Technical Proposal Submission Form.....	34
Form B: Bidder Information Form.....	35
Form C: Joint Venture/Consortium/Association Information Form	36
Form D Qualification Form	37
Form E: Format of Technical Proposal	39
Form F: Financial Proposal Submission Form.....	49
Form G: Financial Proposal Form	1

SECTION 1. LETTER OF INVITATION

The **“Strengthening Institutional and Human Resources Capacities of the Ministry of Social Solidarity - Support to COVID-19 Response” project** hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
 - o Form A: Technical Proposal Submission Form
 - o Form B: Bidder Information Form
 - o Form C: Joint Venture/Consortium/Association Information Form
 - o Form D: Qualification Form
 - o Form E: Format of Technical Proposal
 - o Form F: Financial Proposal Submission Form
 - o Form G: Financial Proposal Form

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

Please acknowledge receipt of this RFP by sending an email to sihc@moss.gov.eg, indicating whether you intend to submit a Proposal or otherwise. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

THE PROJECT looks forward to receiving your Proposal and thank you in advance for your interest in procurement opportunities under the “Strengthening Institutional and Human Resources Capacities of the Ministry of Social Solidarity - Support to COVID-19 Response” project.

Issued by:

Approved by:

Name: [insert name of Procurement Officer]

Title: [insert title]

Date: Select date

Name: [insert name of Procurement Reviewer]

Title: [insert title]

Date: Select date

SECTION 2. INSTRUCTION TO BIDDERS

A. GENERAL PROVISIONS	
1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by THE PROJECT. This RFP is conducted in accordance with the Ministry of Social Solidarity's (MoSS) Policies and Procedures on Contracts and Procurement.</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by THE PROJECT. THE PROJECT is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 THE PROJECT reserves the right to cancel the procurement process at any stage without any liability of any kind for THE PROJECT, upon notice to the bidders or publication of cancellation notice.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 THE PROJECT strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation.</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to THE PROJECT staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, THE PROJECT (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a contract with THE PROJECT or the Ministry of Social Solidarity.</p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by the Ministry of Social Solidarity or any other governmental entity. Vendors are therefore required to disclose to THE PROJECT whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by THE PROJECT.</p>
4. Conflict of Interests	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ol style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by THE PROJECT to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or

	<p>c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of THE PROJECT.</p> <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to THE PROJECT, and seek THE PROJECT’s confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <p>a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of THE PROJECT staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and</p> <p>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</p> <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to THE PROJECT’s further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
<p>B. PREPARATION OF PROPOSALS</p>	
<p>5. General Considerations</p>	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify THE PROJECT.</p>
<p>6. Cost of Preparation of Proposal</p>	<p>6.1 The Bidder shall bear any, and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. THE PROJECT shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
<p>7. Language</p>	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and THE PROJECT, shall be written in the language (s) specified in the BDS.</p>
<p>8. Documents Comprising the Proposal</p>	<p>8.1 The Proposal shall comprise of the following documents:</p> <p>a) Documents Establishing the Eligibility and Qualifications of the Bidder;</p> <p>b) Technical Proposal;</p> <p>c) Financial Proposal;</p> <p>d) Any attachments and/or appendices to the Proposal.</p>
<p>9. Documents Establishing the Eligibility and</p>	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to THE PROJECT ’s satisfaction.</p>

<p>Qualifications of the Bidder</p>	
<p>10. Technical Proposal Format and Content</p>	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by THE PROJECT, and at no expense to THE PROJECT.</p>
<p>11. Financial Proposals</p>	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
<p>12. Currencies</p>	<p>12.1 All prices shall be quoted in the currency or currencies indicated in the BDS (Egyptian Pounds). Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <ul style="list-style-type: none"> a) THE PROJECT will convert the currency quoted in the Proposal into THE PROJECT's preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and b) In the event that THE PROJECT selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, THE PROJECT shall reserve the right to award the contract in the currency of THE PROJECT's preference, using the conversion method specified above.
<p>13. Joint Venture, Consortium or Association</p>	<p>13.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between the Project and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>13.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of The Project.</p> <p>13.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>13.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV,</p>

	<p>Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by The Project.</p> <p>13.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>13.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>13.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
<p>14. Only One Proposal</p>	<p>14.1 The Bidder shall submit only one Proposal.</p> <p>14.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> e) they have at least one controlling partner, director or shareholder in common; or f) any one of them receive or have received any direct or indirect subsidy from the other/s; or g) they have the same legal representative for purposes of this RFP; or h) they have a relationship with each other, directly or through common third parties, which puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; i) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or j) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
<p>15. Proposal Validity Period</p>	<p>15.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by THE PROJECT and rendered non-responsive.</p> <p>15.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
<p>16. Extension of Proposal Validity Period</p>	<p>16.1 In exceptional circumstances, prior to the expiration of the proposal validity period, THE PROJECT may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing and shall be considered integral to the Proposal.</p> <p>16.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>16.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
<p>17. Clarification</p>	<p>17.1 Bidders may request clarifications on any of the RFP documents no later than</p>

<p>of Proposal</p>	<p>the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to THE PROJECT's staff member, THE PROJECT shall have no obligation to respond or confirm that the query was officially received.</p> <p>17.2 THE PROJECT will provide the responses to clarifications through the method specified in the BDS.</p> <p>17.3 THE PROJECT shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of THE PROJECT to extend the submission date of the Proposals, unless THE PROJECT deems that such an extension is justified and necessary.</p>
<p>18. Amendment of Proposals</p>	<p>18.1 At any time prior to the deadline of Proposal submission, THE PROJECT may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>18.2 If the amendment is substantial, THE PROJECT may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>
<p>19. Alternative Proposals</p>	<p>19.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. THE PROJECT shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, THE PROJECT reserves the right to award a contract based on an alternative proposal.</p> <p>19.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
<p>20. Pre-Bid Conference</p>	<p>20.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email, as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.</p>
<p>C. SUBMISSION AND OPENING OF PROPOSALS</p>	
<p>21. Submission</p>	<p>21.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>21.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>21.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts THE PROJECT 's General Contract Terms and Conditions.</p>

<p>Hard copy (manual) submission</p>	<p>21.4 Hard copy (manual) submission by courier or hand delivery to project site at MoSS allowed or specified in the BDS shall be governed as follows:</p> <ul style="list-style-type: none"> a) The signed Proposal shall be marked "Original," and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL," as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ul style="list-style-type: none"> i. Bear the name and address of the bidder; ii. Be addressed to THE PROJECT as specified in the BDS; iii. Bear a warning that states "<i>Not to be opened before the time and date for proposal opening</i>" as specified in the BDS. <p>If the envelopes and packages with the Proposal are not sealed and marked as required, THE PROJECT shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p>
<p>22. Deadline for Submission of Proposals and Late Proposals</p>	<p>22.1 Complete Proposals must be received by THE PROJECT in the manner, and no later than the date and time, specified in the BDS. THE PROJECT shall only recognize the date and time that the bid was received by THE PROJECT.</p> <p>22.2 THE PROJECT shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<p>23. Withdrawal, Substitution, and Modification of Proposals</p>	<p>23.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>23.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to THE PROJECT, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>23.3 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
<p>24. Proposal Opening</p>	<p>24.1 There is no public bid opening for RFPs. THE PROJECT shall open the Proposals in the presence of an ad-hoc committee formed by THE PROJECT, consisting of at least two (2) members.</p> <p>24.2 No Bid shall be rejected at the opening stage, except for late submissions, in which case, the Bid shall be returned unopened to the Bidders.</p>

D. EVALUATION OF PROPOSALS

<p>25. Confidentiality</p>	<p>25.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>25.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence THE PROJECT in the examination, evaluation and comparison of the Proposals or contract award decisions may, at THE PROJECT 's decision, result in the rejection of its Proposal and may be subject to the application of prevailing THE PROJECT's vendor sanctions procedures.</p>
<p>26. Evaluation of Proposals</p>	<p>26.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. THE PROJECT will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>26.2 Evaluation of proposals is made of the following steps:</p> <ul style="list-style-type: none"> a) Preliminary Examination b) Minimum Eligibility and Qualification (if pre-qualification is not done) c) Evaluation of Technical Proposals d) Evaluation of Financial Proposals
<p>27. Preliminary Examination</p>	<p>27.1 THE PROJECT shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. THE PROJECT reserves the right to reject any Proposal at this stage.</p>
<p>28. Evaluation of Eligibility and Qualification</p>	<p>28.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>28.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> a) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, b) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; c) They are able to comply fully with THE PROJECT's General Terms and Conditions of Contract. d) They do not have a consistent history of court/arbitral award decisions against the Bidder; and e) They have a record of timely and satisfactory performance with their clients.
<p>29. Evaluation of Technical and Financial Proposals</p>	<p>29.1 The evaluation team shall review and evaluate the Technical Proposals based on their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, THE PROJECT may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p>

	<p>29.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, THE PROJECT will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>29.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>29.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p style="text-align: center;">TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p style="text-align: center;">FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
<p style="text-align: center;">30. Due Diligence</p>	<p>30.1 THE PROJECT reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ol style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that THE PROJECT may deem appropriate, at any stage within the selection process, prior to awarding the contract.
<p style="text-align: center;">31. Clarification</p>	<p>31.1 To assist in the examination, evaluation and comparison of Proposals, THE PROJECT may, at its discretion, ask any Bidder for a clarification of its Proposal.</p>

of Proposals	<p>31.2 THE PROJECT's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by THE PROJECT in the evaluation of the Proposals, in accordance with RFP.</p> <p>31.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by THE PROJECT, shall not be considered during the review and evaluation of the Proposals.</p>
32. Responsiveness of Proposal	<p>32.1 THE PROJECT's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>32.2 If a Proposal is not substantially responsive, it shall be rejected by THE PROJECT and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
33. Nonconformities, Reparable Errors and Omissions	<p>33.1 Provided that a Proposal is substantially responsive, THE PROJECT may waive any non-conformities or omissions in the Proposal that, in the opinion of the Ministry of Social Solidarity, do not constitute a material deviation.</p> <p>33.2 THE PROJECT may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>33.3 For Financial Proposal that has been opened, THE PROJECT shall check, and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line-item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line-item total shall be corrected, unless in the opinion of THE PROJECT there is an obvious misplacement of the decimal point in the unit price; in which case the line-item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected; and c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail. <p>33.4 If the Bidder does not accept the correction of errors made by THE PROJECT, its Proposal shall be rejected.</p>
f) AWARD OF CONTRACT	
34. Right to Accept, Reject, Any or All Proposals	<p>34.1 THE PROJECT reserves the right to accept or reject any Proposal, to render any or all the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for THE PROJECT's action. THE PROJECT shall not be obliged to award the contract to the lowest priced offer.</p>
35. Award	<p>35.1 Prior to expiration of the proposal validity, THE PROJECT shall award the</p>

Criteria	contract to the qualified Bidder based on the award criteria indicated in the BDS.
36. Debriefing	36.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from THE PROJECT. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for THE PROJECT procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
37. Right to Vary Requirements at the Time of Award	37.1 At the time of award of Contract, THE PROJECT reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer , without any change in the unit price or other terms and conditions.
38. Contract Signature	38.1 Within seven (7) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to THE PROJECT. Failure to do so may constitute sufficient grounds for the annulment of the award. if any, and on which event, THE PROJECT may award the Contract to the Second Ranked Bidder or call for new Proposals.
39. Contract Type and General Terms and Conditions	39.1 The types of Contracts to be signed and the applicable contracts are to comply with the Ministry of Social Solidarity's Contract General Terms and Conditions.
40. Bank Guarantee for Advanced Payment	40.1 It is THE PROJECT's standard practice to not make advance payment(s) (i.e., payments without having received any outputs).
41. Liquidated Damages	41.1 If specified in BDS, THE PROJECT shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
42. Payment Provisions	<p>42.1 Payment will be made only upon THE PROJECT's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the Project Manager. Payment will be effected by bank transfer in the currency of contract.</p> <p>42.2 All payments made to the vendor are exempted from VAT, as the project is exempted from VAT. Letter from the Egyptian Tax Authority (ETA) will be provided by the project to the selected vendor.</p> <p>42.3 Payment will be made only upon THE PROJECT's acceptance of the goods and/or services performed. THE PROJECT will conduct a thorough review and validation process to ensure the satisfactory delivery of the services before making any payments. The schedule of payment will be as per the price schedule below outlined in both the Section 5b: Terms of Reference, and Section 6, Form E: Price Schedule Form.</p>

	42.4 Payment will be effected by bank transfer in the currency of the contract.
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SECTION 3. BID DATA SHEET

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	<p>Will be Conducted Date: May 13, 2024 1:00 PM Venue: Ministry of Social Solidarity Premises: 19 El Maraghy Street, El Agouza, Giza, Second Floor, Building 2.</p> <p>Vendors, interested to attend the pre-proposal conference, should send a confirmation of attendance to the email provided below, at least 1 day prior to the scheduled conference date.</p> <p>The Project's focal point for the arrangement is: Ms. Amira Abdallah Telephone: 01115509493 E-mail: sihc@moss.gov.eg</p>
5	10	Proposal Validity Period	90 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will not be imposed.

9	40	Performance Security	Not Required
10	18	Currency of Proposal	Local currency- Egyptian Pound (EGP)
11	31	Deadline for submitting requests for clarifications/ questions	May 14 th , 2024 @ 5:00 P.M Cairo Local Time. Please send requests for clarifications to the following E-mail address: sihc@moss.gov.eg
12	31	Contact Details for submitting clarifications/questions	Focal Person in THE PROJECT: Ms. Amira Abdallah Address: 19 El Maraghy Street, Agouza, Giza, Ministry of Social Solidarity Premises, First Floor, Building 1, Project Management Unit. E-mail address: sihc@moss.gov.eg
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Direct communication to prospective Proposers by email
14	23	Deadline for Submission	May 16th, 2024; 5:00 pm Cairo Local Time.
14	22	Allowable Manner of Submitting Proposals	<ul style="list-style-type: none"> ✓ Courier/Hand Delivery ✓ Submission by email
15	22	Proposal Submission Address	Focal Person in THE PROJECT: Ms. Amira Abdallah Address: 19 El Maraghy Street, Agouza, Giza, Ministry of Social Solidarity Premises, First Floor, Building 1, Project Management Unit. E-mail address: sihc@moss.gov.eg
17	27 36	Evaluation Method for the Award of Contract	Lowest Financial Offer among Technically Responsive and Qualified Proposals The minimum technical score required to pass is 70%.
18		Expected date for commencement of Contract	May 20, 2024
19		Maximum expected duration of contract	8 months
20	35	THE PROJECT will award the contract to:	One Proposer Only

21	39	Type of Contract	Contract for Goods and Services
22	39	Contract Terms and Conditions that will apply	Ministry of Social Solidarity Terms and Conditions for Contracts.

SECTION 4. EVALUATION CRITERIA

Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided.
- Technical and Financial Proposals submitted separately.

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form Copy of commercial registry and tax file الملف التجاري والضريبي.
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by Ministry of Social Solidarity or any other Government Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form C: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form C: Qualification Form
Previous Experience	Minimum 5 years of relevant experience.	Form C: Qualification Form
	Minimum 3 contracts of similar value, nature and complexity implemented over the last 5 years.	Form C: Qualification Form

¹ Non-performance, as decided by THE PROJECT, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

	<p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	<p>The company should submit a sample presentation of previous campaigns executed by the company, particularly campaigns with public sector entities, government entities, or non-governmental organizations (NGOs), etc.</p>
Financial Standing	<p>Minimum average annual turnover of EGP 2 million for the last 3 years (EGP 2 million per year).</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	<p>Form C: Qualification Form</p>
	<p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	<p>Form C: Qualification Form</p>

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity, and experience.	300
2.	Proposed Methodology, Approach, and Implementation Plan (Concept, Creative and implementation time frame or schedule).	400
3.	Management Structure and Key Personnel (Production and Creative Teams).	300
Total		1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	A minimum of five years of expertise in producing and executing health and well-being related awareness campaigns via local mass media and advocacy initiatives, as well as crafting communication materials for advocacy purposes. This should exemplify a proven track record of designing and planning communication campaigns, particularly within the sphere of health and social development, showcasing successful implementation.	100
1.2	At least 3 years of experience with social research and community outreach practices is required, including proficiency in conducting community focus groups, interviews, and data analysis.	100
1.3	Previous experience with UN agencies, international organizations, non-governmental organizations (NGOs), and/or government entities.	100
Total Section 1		300

Section 2. Proposed Methodology, Approach, and Implementation Plan		Points obtainable
2.1	The proposed methodology shall demonstrate an adequate understanding of the context including Ministry of Social Solidarity's social care vision for most vulnerable groups, as well as vulnerabilities and challenges facing elderly persons, with special emphasis on the social and health dimensions, in addition to the potential messages to be promoted and key communication strategies to be utilized .	100
2.2	The proposed methodology shall provide a clear, creative, and realistic concept and workplan for the implementation of the required deliverables, including: <ul style="list-style-type: none"> • Validation of awareness raising materials on rights of elderly persons with key stakeholders and experts in provision of public health and social care services to elderly groups. • Design of awareness kit on rights of elderly persons. • Production of infection prevention and control guidelines for elderly persons in institutional settings. 	100

2.3	The proposed methodology includes a proposed concept that is well defined, corresponds to the TOR, and aligns with primary and secondary target audience mentioned in the terms of reference (TOR) detailed in section 5.	100
2.4	The proposal includes a detailed proposed work plan with a detailed sequence and timeline for the implementation of requirements mentioned in the Terms of Reference (TOR) detailed in Section 5. . It shall include a detailed proposed workplan with a sequence and timeline for the implementation of requirements mentioned in the Terms of Reference (TOR) detailed in Section 5, including the vendor's vision for the needed number and nature of workshops needed and their execution plan .	100
Total Section 2		400

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Proposed methodology/work-plan outlines the composition and structure of the team proposed and key personnel demonstrate suitable skills for the provision of the requested service detailed in TOR (Section 5)		60
3.2	Qualifications of proposed key personnel.		240
3.2 a	Team Leader		60
	-General Experience: Bachelor's degree in a relevant field such as social sciences, community development, or public administration, with a minimum of 15 years of experience in managing development projects, particularly within the field of health communication, with a track record of successful project management and meeting deadlines.	30	
	- In-depth knowledge of the social and cultural context in Egypt and previous experience working on similar projects.	20	
	- Proficiency in Arabic language, encompassing both spoken and written fluency.	10	
3.2 b	Senior Health Communication Expert		60
	- General Experience: a minimum of 15 years of professional working experience in management of projects relevant to health communication for different groups including nutrition, infection control and detection of diseases. .	30	
	- Specific Experience relevant to the assignment: a minimum of 10 years of relevant working experience. Demonstrated leadership and team management skills	20	
	- Proficiency in Arabic language, encompassing both spoken and written fluency.	10	
3.2c	Field work and Research Coordinator		30
	General Experience: A minimum of 5-years of professional experience in field research and community outreach or a related field.	10	
	Specific Experience relevant to the assignment: A minimum of 3 years of relevant working experience in designing and creating health communication products.	10	

	Proficiency in Arabic language, encompassing both spoken and written fluency.	10	
3.2 d	Copy writer/translator/editor		30
	- General Experience: a minimum of 5-6 years of professional working experience in the field of content and copywriting.	10	
	- Specific Experience relevant to the assignment- A minimum of 3 years of experience in adapting desk and field research findings content into simplified Arabic phrasing.	10	
	Proficiency in Arabic language, encompassing both spoken and written fluency.	10	
3.2 e	Designer/Illustrator		30
	General Experience: A minimum of 5 years of professional experience in design, illustration, and production of communication materials for printing.	30	
3.2 f	Admin/ Logistics Coordinator		30
	General Experience: A minimum of 3 years of professional experience in supporting administrative and logistical functions required for conducting workshops, meetings, field work, etc.	30	
Total Section 3			300

SECTION 5. TERMS OF REFERENCE

Project Background:

Egypt's 2014 Constitution recognizes social protection and social justice as a right for citizens and dedicated one pillar of the national Sustainable Development Strategy (SDS) - Egypt Vision 2030 specifically to social justice (fifth pillar), with specific reference to Sustainable Development Goals (SDGs) 1, 2, and 5.

The Ministry of Social Solidarity (MoSS) is the mandated government body responsible for providing social safety networks for Egypt's most vulnerable citizens. MoSS' main vision goals aims in creating a social safety net for citizens by supporting and protecting poor families, caring for low-income people, raising their standard of living, and improving the level of services provided to them, in addition to MoSS' three main strategic policies: Social Protection, Social Care, and Social Development.

The project "Strengthening Institutional and Human Resources Capacities of the Ministry of Social Solidarity - Support to COVID-19 Response" is implemented by Ministry of Social Solidarity and supported by the United Nations Development Program (UNDP) and funded by the European Union (EU) Delegation.

The overall objective of the project is to support MoSS on Egypt's Social protection response for COVID-19, as part of the EU's COVID-19 response funding. The suggested outputs are responsive to the priority areas of interventions identified by MOSS. This will be achieved through working on two interlinked tiers of the COVID-19 outbreak's response to reduce the implications on the vulnerable groups. The first tier is concerned with prevention of infection of new people to flatten the curve of mounting cases and the second tier will work on addressing the socioeconomic consequences of COVID-19. The project will work on four outputs including:

Output 1: Enhanced awareness of Takaful and Karama beneficiaries on COVID-19 through supporting MoSS in adapting and expanding existing Waai programme advocacy and awareness tools.

Output 2: Enhanced institutional capacity of MoSS and its responsive mechanisms for effective and timely delivery of social protection services.

Output 3: Improved socio-economic status of vulnerable groups amid Covid-19.

Output 4: Strengthened emergency response of MoSS interventions/services to support vulnerable groups and communities at risk, including elderly, homeless, PWDs, and refugees.

This Request for Proposal falls under the project's fourth output pertaining to strengthening emergency response of MoSS interventions/services to support vulnerable groups and communities at risk, including elderly, homeless, PWDs, and refugees. The selected service provider shall conduct the following:

- Design an awareness kit on rights of elderly persons within the framework of Waai program for Socio-cultural change including the design of Waai Programme booklet, brochures, info-graphs, policy and media briefs , which address the elderly issues in Egypt.
- Design and support in the production of infection prevention and control guidelines for MoSS care institutions.

A. Specific objectives and scope:

The selected vendor is required to conduct the following within the specified timeframe in the table below.

1. Design awareness material kit for promoting rights of elderly persons in Egypt. The initial drafted content of the awareness materials shall be provided by the project's Public Health Advisor to the selected vendor. Responsibilities will entail the following:

- First: Validation workshops (2-3 workshops) for the draft awareness material for promoting rights of elderly persons in Egypt. The selected service provider will be responsible for facilitating the needed technical and logistical preparations for conducting interviews and consultations or focus group discussions with key stakeholders, including experts in the provision of health services for elderly groups, civil society organizations working on elderly issues, and MOSS community leaders "Ra'edat," to provide feedback and inputs on the awareness content developed and provided by the project's Public Health Advisor.
- Second, the results of the aforementioned validation process implemented will be used to inform the design of the comprehensive kit for awareness-raising on rights of elderly persons. The service provider in close coordination with the project's Public Health Advisor, shall design a comprehensive kit for awareness-raising on rights of elderly persons, which includes a booklet to be mainstreamed under Waai Programme for socio-cultural change, which is an awareness raising and advocacy program under the Ministry of Social Solidarity, as the 15th issue targeted by the program. Additionally, this includes the design of brochures, info-graphs, policy and media briefs highlighting the key messages under the awareness component. The kit also should include a series of videos (number as deemed necessary by the vendor in their proposed methodology) addressing the rights of elderly persons; all videos should be created in simple language and must be accessible and inclusive
 - The developed kit should effectively address the common physical and mental health challenges faced by the elderly population, as well as key messages and guidelines to deal with these prevalent challenges, promote the well-being of elderly groups and their inclusion in the society. It shall also highlight the services provided to elderly groups by the Egyptian government as per the provisions of the law for rights of elderly approved by the Egyptian Cabinet in February 2024. The materials should be developed in Arabic language, while being culturally sensitive, easily understandable, and visually appealing to ensure maximum impact. It is essential that the developed kit aligns with the key branding guidelines and formats of Waai Programme booklets including logos, fonts, and illustrations, as will be communicated by the Project.

2. *Review, design and support the production of infection prevention and control guidelines for MoSS care institutions, including elderly homes, social care institutions and rehabilitation centers for Persons with Disabilities, and social care institutions for homeless. The initial drafted content of the guidelines shall be provided by the project's Public Health Advisor to the selected vendor. The service provider will also be facilitating the process of developing infection prevention and control guidelines tailored to MoSS care institutions, through achievement of the following tasks in coordination with the project's Public Health Advisor:*

- First, support the implementation of a needs assessment study on infection control measures in MOSS social care institutions. This will require the technical and linguistic review of the preparedness checklists provided by the project's Public Health Advisor to ensure that the checklist are user-friendly and can be easily adapted for digital use. The project's Public Health Advisor will provide the reference materials for this exercise, including developed preparedness checklists for infection control measures in institutional settings based on the conducted desk review for national and international best practices.
- Undertake the technical and logistical arrangements for the implementation of a consultative workshop for the development of draft guidelines for infection prevention and control in MOSS social care institutions. The selected vendor shall be responsible for mapping of key relevant stakeholders from government and non-government organizations (NGOs) who will attend the workshop. Additionally, the vendor shall undertake the logistical preparations of the workshop, which includes venue booking, printing of materials, availing audio-visual equipment, and providing catering services for participants. Further responsibilities include reporting on the key recommendations developed in the workshop, in regard to consolidation of the afore-mentioned guidelines.
- The selected vendor shall support the development of draft guidelines (in Arabic language), by conducting a thorough technical and linguistic review of the guidelines developed and provided by the project's Public Health Advisor. These guidelines should outline best practices and protocols to prevent and control the spread of infectious diseases within these institutions. The guidelines should cover areas such as hygiene practices, sanitation measures, staff training, and monitoring procedures. The aim is to ensure the safety and well-being of both residents and staff members in MoSS care institutions.
- Support the verification process of the developed draft guidelines with the key stakeholders from MOSS, Ministry of Health and Population, and targeted social care institutions, who attended the aforementioned consultative workshops, through conducting another round of consultative workshops, and reporting on the recommendations received.
- Undertake the technical and logistical preparations for the step-down training (4-5 capacity strengthening workshops) of MoSS personnel at central and local levels and frontline service providers of MoSS social care institutions for mainstreaming of the developed guidelines for infection prevention and control in MOSS social care institutions, which entails the preparation of training material (based on the developed guidelines provided by the Project to the vendor), and facilitation of logistical arrangements of the trainings.

Primary Target Audience

- Elderly population nation-wide and their caregivers.
- MoSS social care institutions for Persons with Disabilities, including residents and personnel.
- MoSS elderly institutions, including residents and personnel.
- Residents and personnel of MOSS institutions for homeless people.
- Elderly persons from the most vulnerable groups targeted by Karama Cash Transfer program.

Secondary Target Audience

- Government entities concerned with infection prevention and control.
- Civil Society Organizations focused on social care issues.
- General public at large.

b. Approach and Methodology:

The proposed methodology by the applicant vendor shall demonstrate an adequate understanding of the context including Ministry of Social Solidarity's social care vision for most vulnerable groups, as well as vulnerabilities and challenges facing elderly persons, with special emphasis on the social and health dimensions, in addition to the potential messages to be promoted and key communication strategies to be utilized.

The proposed methodology shall provide a clear, creative, and realistic concept for the implementation of the required deliverables, pertaining to the validation of awareness raising materials on rights of elderly persons with key stakeholders and experts in provision of public health and social care services to elderly groups, design of awareness kit on rights of elderly persons and production of infection prevention and control guidelines for elderly persons in institutional settings.

The selected vendor is expected to present a meticulously devised proposed methodology, approach, and workplan/implementation Plan. It shall include a detailed proposed workplan with a sequence and timeline for the implementation of requirements mentioned in the Terms of Reference (TOR) detailed in Section 5, including the vendor's vision for the needed number and nature of workshops needed and their execution plan .

Additionally, the proposed methodology/work-plan should outline the composition and structure of the team proposed and key personnel demonstrating suitable skills for the provision of the requested service detailed in TOR (Section 5). The proposed workplan should demonstrate effective coordination, control, and delivery of the services required. Bidders are encouraged to propose a detailed methodology that reflects logical and realistic arrangements.

c. Deliverables/Expected Outputs

The selected vendor is mandated to provide all required services, as detailed in the aforementioned tables. The vendor is also bound to adhere to their proposed workplan, which includes definitive delivery dates for each targeted component/deliverable, as outlined below.

No.		Duration	Percentage of Payment
Deliverable 1	<p>Provision of the reviewed version of the preparedness checklists provided by the project's Public Health Advisor, as well as provision of reports on the consultative workshops (2-3 workshops) for the development of draft guidelines for infection prevention and control in MOSS social care institutions. Responsibilities include mapping key stakeholders, logistical preparations (venue booking, material printing, audio-visual equipment, catering services), and reporting on workshop recommendations for guideline consolidation.</p>	2 months after contract award date	20% of total contract price
Deliverable 2	<p>Provision of a revised version of the draft guidelines (in Arabic language) for the prevention and control of infectious diseases within MoSS care institutions. The selected vendor shall conduct a comprehensive technical and linguistic review of the guidelines developed by the project's Public Health Advisor. These guidelines will encompass best practices and protocols regarding hygiene, sanitation, staff training, and monitoring procedures, ensuring the safety and well-being of residents and staff members in MoSS care institutions.</p>	3 months after contract award date	10% of total contract price
Deliverable 3	<p>Provision of a comprehensive report on the recommendations received from validation workshops for the developed draft guidelines on promoting the rights of elderly persons in Egypt. This report will encompass the verification process conducted with key stakeholders from MOSS, Ministry of Health and Population, and targeted social care institutions, who participated in the consultative workshops. The report will detail the recommendations obtained, ensuring</p>	3 months after contract award	15% of contract price

	alignment with project objectives and stakeholder expectations.		
Deliverable 4	Provision of a comprehensive report on the conducted training workshops (4-5 in total), focusing on the capacity strengthening of Ministry of Social Solidarity (MoSS) personnel at central and local levels, as well as frontline service providers of MoSS social care institutions. The deliverable includes finalized training materials based on the developed guidelines provided by the Project, in addition to technical and logistical arrangements.	4 months after contract award date	20% of total contract price
Deliverable 5	Report on the validation workshops for the awareness kit for promoting rights of elderly persons in Egypt, which includes interviews and consultations or focus group discussions with key stakeholders, to review and validate the developed awareness messages on elderly rights (to be provided to the selected vendor by the Project's Public Health Advisor).	6 months after the contract signing.	10 % of total contract price
Deliverable 6	Provision of a finalized design for a comprehensive awareness-raising kit on the rights of elderly persons, intended to be integrated into the Waii Programme for socio-cultural change under the Ministry of Social Solidarity as its 15th targeted issue. This kit will consist of a booklet, brochures, videos, infographics, policy briefs, and media briefs, all emphasizing key messages related to elderly rights. The initial draft content for these materials will be supplied by the project's Public Health Advisor to the selected vendor.	6 months after the contract signing.	25% of total contract price

d. Price and Schedule of Payments

- a. The contract price is a fixed output-based, regardless of any extension of the herein specific duration.

- b. All payments made to the vendor are exempted from VAT, as the project is exempted from VAT. Letter from the Egyptian Tax Authority (ETA) will be provided by the project to the selected vendor.
- c. The vendor must include the following cost components in the computation of the contract price: professional fee, travel and living allowances (if applicable), including any travel and accommodation expenses of staff, incurred during the implementation of the contract.
- d. Payment will be made only upon THE PROJECT's acceptance of the goods and/or services performed. THE PROJECT will conduct a thorough review and validation process to ensure the satisfactory delivery of the services before making any payments. The schedule of payment will be as described above.

*** Important Notes: Payments will be released following the vendor's successful fulfillment and submission of the specified services, in strict accordance with the predefined Schedule of Payments and the explicit Terms and Conditions as elaborated within the Terms of Reference.**

e. Professional Qualifications of the Successful Contractor and its key personnel

The Service Provider is expected to meet the following requirements:

- A minimum of five years of expertise in producing and executing health and well-being related awareness campaigns via local mass media and advocacy initiatives, as well as crafting communication materials for advocacy purposes. This should exemplify a proven track record of designing and planning communication campaigns, particularly within the sphere of health and social development, showcasing successful implementation.
- At least 3 years of experience with social research and community outreach practices is required, including proficiency in conducting community focus groups, interviews, and data analysis.
- Proven record of designing health communication materials and content
- Previous experience with UN agencies, international organizations, non-governmental organizations (NGOs), and/or government entities is preferable.
- Proficiency in the written and spoken Arabic language.

Key personnel and team players of the communication project shall entail the following qualifications:

The selected vendor is required to provide 1 Team Leader, 1 Senior Health Communication Specialist, 1 Copywriter/Translator/Editor, 1 Designer/Illustrator, 1 Admin/ Logistics Coordinator, as part of their key personnel, with the following qualifications:

- ***Team Leader (1)***
 - Bachelor's degree in a relevant field such as social sciences, community development, or public administration, with a minimum of 15 years of experience in managing development projects, particularly within the field of health communication, with a track record of successful project management and meeting deadlines.

- In-depth knowledge of the social and cultural context in Egypt and previous experience working on similar projects will be advantageous.
- Proficiency in Arabic language, encompassing both spoken and written fluency.
- **Senior health communication expert (1).**
 - General Experience: a minimum of 15 years of professional working experience in management of projects relevant to health communication for different groups including nutrition, infection control and early detection of diseases .
 - Specific Experience relevant to the assignment: a minimum of 10 years of relevant working experience.
 - Demonstrated leadership and team management skills.
 - Proficiency in Arabic language, encompassing both spoken and written fluency.
- **Field work and research coordinator (1):**
 - General Experience: A minimum of 5 years of professional experience in field research and community outreach or a related field.
 - Specific Experience relevant to the assignment: A minimum of 3 years of relevant working experience in designing and creating health communication products.
 - Proficiency in Arabic language, encompassing both spoken and written fluency.
- **Copy writer/translator/editor (1):**
 - General Experience: a minimum of 5-6 years of professional working experience in the field of content and copywriting.
 - Specific Experience relevant to the assignment- - A minimum of 3 years of experience in adapting desk and field research findings content into simplified Arabic phrasing.
 - Proficiency in Arabic language, encompassing both spoken and written fluency.
- **Designer/illustrator (1):**
 - General Experience: A minimum of 5 years of professional experience in design, illustration, and production of communication materials for printing.
- **Admin/ Logistics Coordinator (1)**
 - General Experience: A minimum of 3 years of professional experience in supporting administrative and logistical functions required for conducting workshops, meetings, field work, etc.

* **Copyrights, Patents and other Proprietary Rights**

- The Ministry of Social Solidarity, the UNDP, and the European Union shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights, and trademarks, with regard to products, or documents and other materials which bear a direct relation to or are produced or prepared or collected in consequence of or in the course of the execution of this Contract;
- Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring them to the Ministry of Social Solidarity, UNDP, and the European Union, in compliance with the requirements of the applicable law.
- The Ministry of Social Solidarity, the UNDP, and the European Union reserve the right to disseminate the produced material through this contract on different channels in numerous times, without needing to revert back to the production company.

f. Governance and Accountability

- a) The contractor will be directly supervised by the Project Manager, Public Health Advisor under the Ministry of Social Solidarity, who will serve as the primary authority responsible for overseeing the contractor's performance. The contractor will report to and seek approval and acceptance of outputs from the Project Manager throughout the duration of the contract.
- b) For quality assurance purposes and technical backstopping, the contractor may be required to present the results and outputs of the training services to the Project Manager and the Project Team.
- c) During the course of performing the work, the contractor is expected to liaise, interact, and collaborate with the Project Manager as well as the Project Team.

SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

Technical Proposal Envelope:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/> <input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Financial Proposal Envelope

(Must be submitted in a separate sealed envelope/password protected email)

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

FORM A: TECHNICAL PROPOSAL SUBMISSION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees:

- a) is not under procurement prohibition by the Ministry of Social Solidarity or any other government entity;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any the Ministry of Social Solidarity or any other government entity;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been staff member of THE PROJECT within the last year, if said staff member has or had prior professional dealings with our firm in his/her capacity as staff member of THE PROJECT within the last three years of service with THE PROJECT;
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the Ministry of Social Solidarity or any other government entity, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the Ministry of Social Solidarity and we *embrace the principles of the the Ministry of Social Solidarity Code of Conduct.*

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the the Ministry of Social Solidarity.

We offer to provide services in conformity with the Bidding documents, including the Ministry of Social Solidarity General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should THE PROJECT accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

FORM B: BIDDER INFORMATION FORM

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person THE PROJECT may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Certificate of Incorporation/ Business Registration ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder ▪ Trade name registration papers, if applicable ▪ Local Government permit to locate and operate in assignment location, if applicable ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country ▪ Power of Attorney

FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information <i>(address, telephone numbers, fax numbers, e-mail address)</i>	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
--	------------

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

Letter of intent to form a joint venture
 OR
 JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to The Project for the fulfillment of the provisions of the Contract.

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

FORM D QUALIFICATION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> Contract(s) not performed for the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in EGP)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in EGP)	Contract Identification	Total Contract Amount (current value in EGP)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last **5 years**.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by The Project.

Project name & Country of	Client & Reference Contact Details	Contract Value	Period of activity and	Types of activities undertaken
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Assignment			status	

Bidders may also attach their own Project Data Sheets with more details for assignments above.

Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 3 years	Year	EGP
	Year	EGP
	Year	EGP
Latest Credit Rating (if any), indicate the source		

Financial information (in EGP equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the Bidder, and not sister or parent companies;
- b) Historic financial statements must be audited by a certified public accountant;
- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

FORM E: FORMAT OF TECHNICAL PROPOSAL

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and expertise

- A minimum of five years of expertise in producing and executing health and well-being related awareness campaigns via local mass media and advocacy initiatives, as well as crafting communication materials for advocacy purposes. This should exemplify a proven track record of designing and planning communication campaigns, particularly within the sphere of health and social development, showcasing successful implementation.
- At least 3 years of experience with social research and community outreach practices is required, including proficiency in conducting community focus groups, interviews, and data analysis.
- Proven record of designing health communication materials and content
- Previous experience with UN agencies, international organizations, non-governmental organizations (NGOs), and/or government entities is preferable.
- Proficiency in the written and spoken Arabic language.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and the different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details of how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 The proposed methodology shall demonstrate an adequate understanding of the context including Ministry of Social Solidarity's social care vision, as well as elderly vulnerabilities and challenges, in addition to the science/health communication strategies, and key messages.
- 2.4 The proposed methodology shall provide a clear, creative, and realistic concept of the required deliverables, including the awareness material development as well as the infection prevention and control guidelines production.
- 2.5 The proposed methodology includes a proposed concept that is well defined, corresponds to the TOR, and aligns with primary and secondary target audience mentioned in the terms of reference (TOR) detailed in section 5.
- 2.6 A detailed proposed work plan with a detailed sequence and timeline for the implementation of requirements mentioned in the Terms of Reference (TOR) detailed in Section 5.

- 2.7 Implementation plan including a Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.8 Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 2A: Bidder’s Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Goods and services to be Supplied and Technical Specifications	Your response			
	Compliance with technical specifications		Delivery Date <i>(Confirm that you comply or indicate your delivery date)</i>	Comments
	Yes, we comply	No, we cannot comply <i>(Indicate discrepancies)</i>		
Vendor Qualifications				
The vendor must be a legally registered entity.				
The vendor shall have a minimum of 5 years of proven experience in producing and executing health and well-being related awareness campaigns via local mass media and advocacy initiatives, as well as crafting communication materials for advocacy purposes. implementation				
The vendor must have conducted at least 3 contracts of similar value, nature and complexity, which have been successfully implemented over the last 5 years.				
The vendor must demonstrate the current soundness of its financial standing and indicate				

<p>its prospective long-term profitability.</p> <p>The vendor must have an average annual turnover of EGP 2 million for the last 3 years (EGP 2 million per year).</p>				
<p>The vendor shall have proficiency in the written and spoken Arabic language.</p>				
<p>No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.</p>				
<p>Non-performance of a contract did not occur as a result of contractor default for the last 3 years.</p>				
<p>The vendor must submit an Implementation plan and proposed methodology including a proposed work plan with a detailed sequence and timeline for the implementation of requirements mentioned in the Terms of Reference (TOR).</p>				
<p><u>Qualifications of Key Personnel</u></p> <p>The selected vendor is required to provide 1 Team Leader, 1 Senior Health Communication Specialist, 1 Field Work and Research Coordinator, 1 Copywriter/Translator/Editor, and 1 Designer/Illustrator, and 1 Admin/ Logistics Coordinator, as part of their key personnel, with the qualifications outlined in the Terms of Reference.</p> <p>The vendor shall Provide CVs for the required key personnel.</p>				
<p><i>Team Leader (1)</i></p> <ul style="list-style-type: none"> ○ General Experience: bachelor's degree in a relevant field such as social sciences, community 				

<p>development, or public administration, with a minimum of 15 years of experience in managing development projects, particularly within the field of health communication, with a track record of successful project management and meeting deadlines.</p> <ul style="list-style-type: none"> ○ In-depth knowledge of the social and cultural context in Egypt and previous experience working on similar projects. ○ Proficiency in Arabic language, encompassing both spoken and written fluency. 				
<p>Senior health communication expert (1).</p> <ul style="list-style-type: none"> ○ General Experience: a minimum of 15 years of professional working experience in management of projects relevant to health communication for different groups including nutrition, infection control and detection of diseases. . ○ Specific Experience relevant to the assignment: a minimum of 10 years of relevant working experience. ○ Demonstrated leadership and team management skills ○ Proficiency in Arabic language, encompassing both spoken and written fluency. 				
<p>Field work and research coordinator (1):</p> <ul style="list-style-type: none"> ○ General Experience: A minimum of 5-years of professional experience in field research and community outreach or a related field. ○ Specific Experience relevant to the assignment: A minimum of 3 years of relevant working experience in designing and creating health communication products. ○ Proficiency in Arabic 				

language, encompassing both spoken and written fluency.				
<p>Copy writer/translator/editor (1):</p> <ul style="list-style-type: none"> ○ General Experience: a minimum of 5-6 years of professional working experience in the field of content and copywriting. ○ Specific Experience relevant to the assignment- A minimum of 3 years of experience in adapting desk and field research findings content into simplified Arabic phrasing. ○ Proficiency in Arabic language, encompassing both spoken and written fluency. 				
<p>Designer/illustrator (1)</p> <ul style="list-style-type: none"> ○ General Experience: A minimum of 5 years of professional experience in design, illustration, and production of communication materials for printing. 				
<p>Admin/ Logistics Coordinator (1)</p> <ul style="list-style-type: none"> ○ General Experience: A minimum of 3 years of professional experience in supporting administrative and logistical functions required for conducting workshops, meetings, field work, etc. 				
In the proposed methodology/work-plan, the vendor should outline the composition and structure of the team proposed and key personnel demonstrating suitable skills for the provision of the requested service detailed in TOR (Section 5)				

Format for CV of Proposed Key Personnel

NAME OF PERSONNEL	[INSERT] <hr/>
POSITION FOR THIS ASSIGNMENT	[INSERT] <hr/>
NATIONALITY	[INSERT] <hr/>
LANGUAGE PROFICIENCY	[INSERT] <hr/>
EDUCATION/ QUALIFICATIONS	<p><i>[SUMMARIZE COLLEGE/UNIVERSITY AND OTHER SPECIALIZED EDUCATION OF PERSONNEL MEMBER, GIVING NAMES OF SCHOOLS, DATES ATTENDED, AND DEGREES/QUALIFICATIONS OBTAINED.]</i></p> <hr/>

	<p>[INSERT]</p>
<p>PROFESSIONAL CERTIFICATIONS</p>	<p><i>[PROVIDE DETAILS OF PROFESSIONAL CERTIFICATIONS RELEVANT TO THE SCOPE OF SERVICES]</i></p> <hr/> <ul style="list-style-type: none"> ▪ NAME OF INSTITUTION: [INSERT] ▪ DATE OF CERTIFICATION: [INSERT]
<p>EMPLOYMENT RECORD/ EXPERIENCE</p>	<p><i>[LIST ALL POSITIONS HELD BY PERSONNEL (STARTING WITH PRESENT POSITION, LIST IN REVERSE ORDER), GIVING DATES, NAMES OF EMPLOYING ORGANIZATION, TITLE OF POSITION HELD AND LOCATION OF EMPLOYMENT. FOR EXPERIENCE IN LAST FIVE YEARS, DETAIL THE TYPE OF ACTIVITIES PERFORMED, DEGREE OF RESPONSIBILITIES, LOCATION OF ASSIGNMENTS AND ANY OTHER INFORMATION OR PROFESSIONAL EXPERIENCE CONSIDERED PERTINENT FOR THIS ASSIGNMENT.]</i></p> <hr/> <p>[INSERT]</p>

REFERENCES

[PROVIDE NAMES, ADDRESSES, PHONE AND EMAIL CONTACT INFORMATION FOR TWO (2) REFERENCES]

REFERENCE 1:

[INSERT]

REFERENCE 2:

[INSERT]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

FORM F: FINANCIAL PROPOSAL SUBMISSION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bid

FORM G: FINANCIAL PROPOSAL FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Currency of the proposal: [EGP]

Table 1: Summary of Overall Prices

	Amount(s)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 3: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price	Total Amount
International flights	Trip			
Subsistence allowance	Day			
Miscellaneous travel expenses	Trip			
Local transportation costs	Lump Sum			
Out-of-Pocket Expenses				
Other Costs: (please specify)				
Subtotal Other Costs:				

Table 4: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	Time	Professional Fees	Other Costs	Total

Total				