

Response to Bidder's Clarification No.1

Question #	Reference to RFP (paragraph #)	Question text (Bidder's Question)	Unitaid's Response
1	4.11 Closing Date for Submission of Proposals	Can Unitaid extend the proposal submission closing date by one week to 11 April 2025?	Unfortunately, given the time sensitivity and urgency of the service, the tender closing date could not be extended.
2	3.2.3 Staffing	<p>Can you please clarify whether all of the following type of experts/roles are required for the General Capacity Assessment team?</p> <ul style="list-style-type: none"> • Programmatic expert • Finance/Accounting expert • Procurement & supply chain expert • Monitoring & evaluation expert • Legal/IP expert • Expertise as relevant to Unitaid's Programmatic Priorities1 (HIV and co-infections, TB, malaria, women's and children's health, global health emergencies) • Analyst/Consultant • Junior analyst/consultant <p>For example, are the experts on "HIV and co-infections, TB, malaria, women's and children's health, and global health emergencies" required for the scope of an only General Capacity Assessment assignment? If so, can you please clarify why experts in these areas would be required/what elements of the General Capacity Assessment they would be expected to perform?</p>	<p>Per the TOR (page 7, Qualifications & Skills section): the list is indicative; as stated: "The list below <i>illustrates</i> the type of experts/roles that are <i>potentially</i> required".</p> <p>Also, per the TOR (page 5):</p> <ul style="list-style-type: none"> • "When the need for services arises (for the General Capacity Assessment and/or Focused Capacity Assessment on HSR), Unitaid will contact the selected EVA (Unitaid may conduct a mini tender/quotation amongst the LTA holders) as early as possible (normally no less than 1-3 weeks in advance) for the specific assignment/engagement. The <i>assignment-specific TOR (i.e., an amended version of this TOR reflecting any changes that might be relevant to specific project/pre-Grantee context) will be shared</i> with the EVAs." • The assignment-specific TOR will help to inform the context/reason for assignment-specific expertise requirements, so that the EVA can submit (as required per TOR page 7) a "Brief Executive Summary, highlighting the <i>relevant experience concerning the specific assignment</i> and how the EVA's expertise could contribute to the successful capacity assessment."
3	3.3.A Questionnaire	Could Unitaid please provide a copy of the questionnaire that Unitaid sends out to be completed by the Pre-Grantee?	The questionnaire is tailored per specific grant. However, an example can be provided here to give a sense of the format:

RFP 2025.04 LTA for the Provision of EVA support for pre-Grantee Capacity Assessments (General Capacity Assessment and HSR-Focused Capacity Assessment)

			<table><tr><th colspan="5">Questionnaire (Columns A-D being standard, column E pre-filled based on specific project, filled out by Unitaid Secretariat prior to Pre-Grantee self-assessment)</th><th colspan="3">Pre-Grantee self-assessment</th><th colspan="5">EVA Assessment</th></tr><tr><th>A. Capacity category</th><th>B. Sub-category</th><th>C. Unitaid expectation</th><th>D. Validation criteria</th><th>E. In scope?</th><th>F. Supporting documentation (examples)</th><th>G. Self-assessment (select rating)</th><th>H. Please explain selected rating in column G</th><th>I. EVA Score</th><th>J. EVA questions / Additional support docs needed</th><th>K. Grantee's Response</th><th>L. EVA Notes and Opinion</th><th>M. Recommended Actions</th></tr><tr><td>Operations / Project Management</td><td>Project implementation experience - scale/scope</td><td>Grantee has implemented projects of similar size and geographic scope</td><td><ul style="list-style-type: none">• Grantee has demonstrated previous experience in managing projects of similar size.• Grantee has demonstrated experience managing projects across multiple countries• etc</td><td></td><td><ul style="list-style-type: none">• Examples / list of other relevant projects implemented / description of such projects• Operational Manual / Guidelines• Relevant example reports/ evaluations• etc</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	Questionnaire (Columns A-D being standard, column E pre-filled based on specific project, filled out by Unitaid Secretariat prior to Pre-Grantee self-assessment)					Pre-Grantee self-assessment			EVA Assessment					A. Capacity category	B. Sub-category	C. Unitaid expectation	D. Validation criteria	E. In scope?	F. Supporting documentation (examples)	G. Self-assessment (select rating)	H. Please explain selected rating in column G	I. EVA Score	J. EVA questions / Additional support docs needed	K. Grantee's Response	L. EVA Notes and Opinion	M. Recommended Actions	Operations / Project Management	Project implementation experience - scale/scope	Grantee has implemented projects of similar size and geographic scope	<ul style="list-style-type: none">• Grantee has demonstrated previous experience in managing projects of similar size.• Grantee has demonstrated experience managing projects across multiple countries• etc		<ul style="list-style-type: none">• Examples / list of other relevant projects implemented / description of such projects• Operational Manual / Guidelines• Relevant example reports/ evaluations• etc							
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4		We understand Unitaid projects are mainly in Africa, Asia and Latin America, however are there any specific regions or countries that will be the focus of the Unitaid programs and anticipates General Capacity Assessments of Pre-Grantees under this project?	This is very difficult to anticipate. But, per our response to question #2 above: any geographic emphasis would likely be called out in the <i>assignment-specific TOR</i> .																																							
5	3.2.3 Staffing	Please confirm if the IP expert here means Intellectual Property (IP) or Implementing Partner (IP) also used by some organization?	IP refers to Intellectual Property																																							
6	General	Can Unitaid please provide the estimated number of general capacity assessment in each year?	This is very difficult to anticipate. Last year though, as a benchmark, we can share that around 5 general capacity assessments were launched, where some of them consisted of multiple projects.																																							
7	4.8 Formatting and Naming of Proposals	On page 15 of the RFP states: The technical and the financial proposal shall be titled as follows: Technical Proposal_Bidder'sName_2025.03 And Financial Proposal_Bidder'sName_ 2025.03. However, on the cover page of the RFP the reference number is 2025.04 . Which one is the correct reference number?	The accurate reference is RFP 2025.04																																							