

**RFP/2025-001: Mid-term external evaluation of the International Renewable Energy Agency's
Medium-term Strategy 2023-2027**

CLARIFICATION QUESTIONS # 2

#	Questions	Responses
1	The bid data sheet mentions the submission date as 28th of March (15.00 H Gulf Standard Time). Requesting you to kindly extend the submission deadline by at least one more week. This will give us time to submit a technically sound and competitive proposal ensuring methodology, teaming requirements and all aspects are well-coordinated to meet your objectives	The deadline for submission of Proposals is extended to 7 th April 2025 at 15.00 H Gulf Standard Time (See attached RFP/2025/001 – Addendum #2)
2	The proposal doesn't specify any budget for this assignment. It will be helpful in preparing a cost-competitive financial proposal and estimating the costs for each project activity, person months, and other overheads if an indicative budget is mentioned.	The estimated budget is a confidential information that cannot be shared with the Bidders
3	Can you please clarify which currency IRENA normally pays contracted entities in?	As mentioned in Data Sheet no.15 the Preferred currencies of Proposal and method for currency conversion are USD/AED/EUR/GBP. However, other currencies will be accepted.
4	Section 5 of the RFP appears to be a Form of Contract for an LTA. Is this a mistake, and if so, should we expect to receive a Form of Contract for this assignment?	The form of Contract mentioned in the RFP/2025/001 – Addendum #2 is not applicable to this solicitation. A Purchase Order will be shared during the award process.
5	The Financial Proposal Form on page 42 of the RFP includes a table for the cost breakdown. Above it, the RFP states: 'The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal', however, below the table the RFP states: 'Please fill in the above structure as the Financial Proposal. No other format will be accepted'. Can you clarify whether the table can be amended to include other information, or whether we should stick to the table's current format?	The table provided in the RFP/2025/001 – Addendum #2 cannot be amended. In addition, the Bidders will provide their own table with the cost breakdown.
6	The datasheet states that the company profile, including CVs, must be within the 40-page limit. Could you confirm if this is correct? If so, would it be acceptable to include detailed CVs in the annexures? Additionally, can you also clarify whether the company profile you are referring in	As states in the Data Sheet no.24, the Company profile, which should not exceed forty (40) pages, including CVs of all personnel that shall be performing the Services, projects implemented, and details relevant to the Services being procured.

	the datasheet (page 17 of TORs) is section 1 in the Technical Proposal Form?	It would be would it be acceptable to include detailed CVs in the annexures Regarding the company profile, please refer to Section 8: Technical Proposal Form of the RFP/2025/001 – Addendum #2 (Section 1: Expertise of Firm/Organisation)
7	Will we receive a document compiling responses to questions submitted by other firms as well?	Yes. This Clarification questions #2 is the compilation of all questions received from Bidders and shared with all Bidders.
8	Section VII of the ToR mentions the Timelines, tasks and outputs for the project. Kindly clarify if the final evaluation report can be submitted in Consultant’s own template or IRENA’s standard reporting template needs to be used. Further please clarify if there will be any requirements for desktop publications, or any other media formats in which the report or findings from the assignment needs to be submitted apart from evaluation report.	The final evaluation report can be submitted in Consultant’s own template
9	Can you indicate an (approximate) expected level of effort for this assignment?	It is up to the bidders to identify the effort/man days based on the deliverables and the duration of the works.
10	Can you clarify the expected duration of the assignment? Is it 14 weeks or 23 weeks (between April and September 2025)?	The expected duration is about 18-20 weeks
11	The cost breakdown given in Section 9 of the ToR mentions the payment terms for the project. As we have a considerable amount of work in the inception and data collection phase including preliminary research, developing research tools, data collection through survey with 170 members and interviews with stakeholders, data cleaning and processing for analysis, we request you to kindly add a payment milestone upon completion of data collection.	The Cost breakdown has been revised (see Annex 1 below). Please consider the updated cost breakdown given in Section 9 stated in the attached RFP/2025/001 – Addendum #2

Annex 1

Deliverables	Updated Pay (%)
Implementation plan and timeline	10%
Completion of data collection (secondary research, survey and interviews)	20%
Draft evaluation report and summary slides inclusive of performance assessment of selected products, case studies and recommendations	40%
Finalised report	30%
Grand Total	100%