

TECHNICAL CLARIFICATIONS:

RFPS-NYH-2020-503248 Operational Toolkit for Digital Public Goods

1. **Question:** Is there an identified limit for the budget for the proposals?
Answer: No. UNICEF does not provide budget envelopes or estimates in connection with Requests for Proposals. However, we urge interested bidders to review the TOR and schedule for delivery of services along with the administrative issues in detail when preparing their financial proposals. Please keep in mind that for this particular tender, financial score is a component of this exercise (weight of 20 points) but not the sole determining factor in the evaluation of proposals or adjudication of awards.
2. **Question:** The current dates of the RFPS are December 15 through April 15. Do you foresee a potential adjustment to the timeline and the starting date of the project given the end-of-year holiday season and/or the process of contract signing?
Answer: Yes. The dates in the RFPS are proposed. It is understood that scenarios can arise that may alter the schedule of deliver of services. In addition, prior to the execution of the Contract, UNICEF and the selected institution will work together to develop a **mutually acceptable workplan** for the delivery of services. All dates are therefore open to discussion and are subject to change.
3. **Question:** Are there any specific requirements for qualifications of the staff, i.e. years of experience, MS or PhD degrees, etc.?
Answer: There are no specific academic qualifications or years of required for individual staff.
4. **Question:** Also, is there a specification on a number of team members included in the proposal?
Answer: No. We understand that each proposer has a unique methodology for delivering the required services and as such, bidders are at liberty to propose the composition of the service delivery team.
5. **Question:** The timeline includes feedback on user testing. Who is responsible for identifying users for testing and conducting the user testing?
Answer: UNICEF will identify the list of users and provide introductions. The vendor will be responsible for designing and leading the testing process.

6. **Question:** We would like to provide an offer for this RFPS in a form of a Consortium, including partnering organisations and individual experts. Our firm is registered in the UNGM platform, where we have provided the necessary administrative information. In the case of Consortium, would you require in the submission of the offer to provide you with any necessary administrative information regarding our firm as well as the partnering organisations? Would you require all partners of the Consortium to register in the UNGM supplier platform?

Answer: It is understood that some organizations may prefer to bid as a group for this RFPS. Combinations of expertise, language, and regional knowledge can lead to a stronger bid. This is also a mechanism by which institutions that are less experienced in dealing with UNICEF can partner with those used to UN system procurement rules and oversight/quality expectations. Consortia may apply as a unit for this RFPS. As consortia bring particular risks, UNICEF has rules and expectations for engaging with them. Some of the areas covered under these considerations include:

- The bid must be submitted by the Lead Entity, and no partnering organizations may submit proposals in addition to the one submitted by the lead entity.
- The RFPS must identify each of the partners and clearly detail the particular strengths of each partnering organization, their experience in delivering the services, and their agreement with the Lead Entity representing the consortium. All partnering organizations are subject to eligibility and qualification assessment by UNICEF.
- If the consortium is awarded, the resultant Contract will be between UNICEF and the Lead Entity only. Nonetheless, it is always advisable that partnering organizations register in the UNGM, even at the basic level.

For additional requirements on bidding as a Consortium, please review the Special Notes of Section of the RFPS document, specifically: *Part II, Sections 4.2 and 7.2 and Part IV, Section 2.4.*

7. **Question:** In the RFPS is mentioned that the DPG Alliance is currently in a formation stage, working to develop strategies, partnerships and engagement mechanisms for key “pathfinder” countries. Could you please specify which are the key “pathfinder” countries?

Answer: Jordan has been publicly announced as a pathfinder countries and four more countries will be identified by end of year. The list will be shared with the selected vendor or, if possible, made public before then.

8. **Question:** Regarding bidding as a Consortium, shall Annex B1 be completed by the lead entity only or should the tables be duplicated (Bidder profile) to include information for our partnering organisations?

Answer: The Lead Entity shall complete Annex B1- General Information and Additional Information sections with its (the Lead Entity’s) relevant information. The Main Services, Geographic Footprint and Presence shall consider the strengths and information relevant to the Consortium. In addition to this Annex, the Consortium is required to provide additional

(supplemental) information regarding the partnering organizations in their technical proposal. For additional requirements on bidding as a Consortium, please review the Special Notes of Section of the RFPS document, specifically: *Part II, Sections 4.2 and 7.2 and Part IV, Section 2.4.*

9. **Question:** According to Annex B – Terms of References, on page 12, it is mentioned that we need to include the curriculum vitae/resumes or bios of the key personnel in the technical proposal. Would you consider acceptable that in the technical proposal only short bios are presented, and the full detailed CVs are attached to the offer as separate PDFs?

Answer: Yes. The technical proposal can include the short bios of the proposed team. Nonetheless, PDFs of the proposed team’s CVs are required in order to fully assess the experience and qualification of the proposed service delivery team.

10. **Question:** According to Annex B2 – technical proposal template, should we follow strictly the proposed table, or failing to do so, will not be accepted?

Answer: Please use the provided Annexes as instructed in the Terms of Reference. **Failure to adhere to the requirements and instructions of the RFPS and TOR are grounds for the rejection of the proposal.** Nonetheless, proposers are encouraged to provide supplemental information as annexes to the Technical proposal.

11. **Question:** According to Annex B2 – technical proposal template, the second column specifies “Expected minimum contract reporting requirements” could you please provide an example of what information is requested?

Answer: Please disregard this column. A revised TOR titled *Annex B- Terms of Reference for an Operational Toolkit (Revision 24Nov2020)* without the “Expected minimum contract reporting requirements” column has been added to the [UNGM Public Notice](#).