

# LRPS-2021-916199 COVID-19 Vaccine Perceptions Study

## Clarifications to Questions from Bidders

### Part 3 - 21-Apr-2021

No	Reference	Question from Bidders	Clarification from UNICEF
1	Annex B : Terms of Reference 9. Administrative issues Annex D : Financial response form	Referring to section 9, on TOR says, "The bidder is required to include the estimate cost of travel in the financial proposal..." however Annex D does not have a specific section to include travel costs, unless bidder can include it as part of the "Total Cost" under "Pricing Breakdown Deliverable."  - Could UNICEF please provide additional clarification on this?	Due to the ongoing Covid Pandemic, minimum or no travel is expected in this project. If the technical proposal includes international travel requirements, the bidder can propose travel costs in Annex D - under part "2. Breakdown of any other costs as may be applicable". Details such as number of trips and destinations can either be provided as comments, or on an additional sheet in Annex D (to be added by the bidder as per requirements).
2	Annex C : Technical response form 3. Team members	Referring to section 3, on Annex C - Team members, states that 2 page CVs should be submitted for key team members.  - Could UNICEF please confirm that these CVs should be included within the Annex C - Technical response form? - Are the full length resumes submitted as Annexes for the same individuals?	Summary or short CVs should be included in Annex C. If relevant, full length CVs can be submitted as separate documents with clear naming of files. Kindly also refer to the instructions included in Annex C - technical response sheet.
3	Annex C : Technical response form 5. Bidder's Experience and Expertise	Referring to section 5, Annex C - Bidder's Experience and Expertise, states that bidders should submit a minimum of 3 relevant assignments, and up to 5. It also states "You can provide additional information in your own format."  - Is there a limit to the length of the additional information that can be submitted?	No limit to the length of the additional information as long as the information is relevant.
4	Annex C : Technical response form - In general	- Does bidder only expected to submit Annex C as their technical approach? - Or is UNICEF expecting additional attachments with more details on each section (e.g. study designs, etc.)? - If so, can bidders exceed the word limits provided for Annex C?	Yes, bidders can exceed the word limits in Annex C, as needed and if the provided information is relevant. Alternatively, attachments that contain greater detail can be provided. Kindly also refer to the instructions included in Annex C - technical response sheet.
5	Annex B : Terms of Reference 2. Objectives, Purpose & Expected Result 3. Description of assignment	- What support can UNICEF, TAG, or others provide for timely IRB approval?	UNICEF regional office and relevant UNICEF country offices can help support the process, but the contracted institute is ultimately responsible for submitting for ethics review and responding to any requests for additional information and/or changes. That said, UNICEF will all work as a team to shepherd it forward.
6	Annex D - Financial response form - Daily rates tab	- Can UNICEF explain where bidders can locate deliverables 1-10 mentioned in Annex D, which states, "Detail the specific deliverables the team member will be working on (1-10 as per the financial proposal)" on Daily rates tab?	UNICEF apologise for the typo, this was an oversight. Kindly refer to updated Annex <b>D.1</b> provided with this clarification note number 3. As per TOR, there are 3 deliverables in the project.
7	Annex B : Terms of Reference 3. Description of assignment 4. Deliverables and Timelines 5. Reporting requirements	- Can UNICEF please list the number of reports and PowerPoints that bidder should plan to complete?	1 report for country A; 1 report for country B; 1 PPT country A; 1 PPT country B; 1 PPT that synthesizes findings/recommendations from both countries.

No	Reference	Question from Bidders	Clarification from UNICEF
8	Others : Budget indication - Referring to the previous Clarification 2	Referring to previous Clarification 2 in response to question no. 2 'Budget indication' which says, "If bidders wish to propose different solutions / costing options, please do include these different options in the proposal (ensure to highlight that these are options, not added up to the total lump sum). The evaluation team will consider the different options and come back with questions or clarifications during the evaluation process if required";  - What budget format do you suggest bidder use for the different options mentioned above?	Bidder can either - submit two or more copies of Annex D. If so, clearly name them as different options and link them to the options described in the technical proposal. - include additional cost options in Annex D under section 2 "others". Bidders can add lines as needed. Please clearly mark them as "optional" under the comments as foreseen / provided in Annex D.
9	Annex B : Terms of Reference 2. Objectives, Purpose & Expected Result 3. Description of assignment 4. Deliverables and Timelines	In the call for proposal – the recommended EAP countries include Indonesia (high incidence) and PNG (low incidence). However, bidder noted that PNG has wide-scale community transmission of COVID-19 and no longer have low-moderate incidence.  - Are there other EAP countries that are recommended? - Is bidder able to propose other Pacific countries that may be considered low-moderate incidence of COVID19?	Given the ever-changing COVID-19 pandemic environment, UNICEF has shifted to be quite flexible in the choice of 2 countries. Each country has a different story/experience which will continue to be dynamic. Therefore, the capacity of the contracted organization to conduct the research is the higher priority vs having countries with low and high incidence. As long as there is strong rationale for why the countries are chosen, UNICEF is open.
10	Annex B : Terms of Reference 2. Objectives, Purpose & Expected Result 3. Description of assignment 4. Deliverables and Timelines	- Will UNICEF country offices provide support for the implementation of this project/assignment – especially around recruitment, management and payment of data collectors, and there any preferred data collection tools/ platforms that are preferred for this RFP? - Is there a preference for UNICEF on managing operational aspects vs having in-country partners?	UNICEF regional office will provide a significant amount of support for development of data collection tools, protocol, thinking through methods, analyses and findings/recommendations; this support will be done in consultation with UNICEF country offices to get their local context, whenever needed. UNICEF will not manage operational aspects, though, as this will be the role of the contracted/sub-contracted in-country partner.
11	Others : Budget indication	In the budget, - Is bidder able to include costs for technological gadgets and hardware, etc? - Is there a capped amount that bidder can request funding for?	Bidders have to make sure that they submit best competitive offer that ensures satisfactory completion of all deliverables as per TOR. Any hardware requirements for the project should be clearly described in the technical proposal, and all costs included in the financial proposal. If these services are optional / additional to the TOR, please ensure to clearly specify them accordingly in the technical and financial proposal. See also question 8.
12	Others : Budget indication	- Does the RFP budget accept the addition of university overheads, in addition to the usual University salary on costs? - or Are there any thresholds?	Kindly provide full and all inclusive costs as per Annex D, i.e. breakdown per deliverable. These should include any kind of administrative and overhead costs. If required, these can also be listed under section 2 "other costs" in Annex D.
13	Annex B : Terms of Reference 7. Qualification requirements 8. Evaluation process and methods	- Is it required for bidder to name their local partners in the proposals?	Yes, bidder is kindly advised to provide/list the name of all (local) partners on the proposals, which will enable UNICEF to evaluate further. The CVs from all 'key team members' need to be provided - regardless if they are employed by the main contractor, local partner or consultant hired by the main contractors.