

Request for Proposals: ACT-A/2021/001

Annex 7: Questions from Bidders (Set2)

No.	RFP Section reference	Question	Response
1	Annex 5 (Acceptance form)	Annex 5 (Acceptance form) is requested to be included within the Technical proposal. However, it includes details regarding the financial proposal. Should the acceptance form still be included in the Technical proposal, and if so, should it exclude aspects regarding the Financial Proposal?	Annex 5 (Acceptance Form) should be included in your overall proposal and the financial table in Annex 5 should be completed. Please see Annex 3 for the checklist.
2	3.3.1 Key requirements	To what extent have results achieved in terms of ACT-A's objectives been tracked and recorded? Has this data been centrally collated across all Act-A pillars and readily available?	ACT-A results achieved have been recorded in the array of documentation available on the ACT-A website (https://www.who.int/initiatives/act-accelerator), which will constitute the primary resource for the desk review.
3	3.3.1 Key requirements	In terms of scope, how is the "broader ecosystem in which ACT-A is operating" being interpreted for this review?	The broader ecosystem refers the multitude of global and regional organizations and initiatives that are working on COVID pandemic preparedness and response.
4	3.3.1 Key requirements	For the desk review of key documents will all relevant documents be provided, including objectives, strategies, workplans and records of activities, outputs, results, Board and committee meetings? Is it possible to share any of these background documents to aid proposal development especially since bidders have signed confidentiality undertakings? Will all documents be shared through the main client contact or will this process require the reviewers to collate documents from the different organisations involved with ACT-A?	The documents available on the ACT-A website constitute the primary resource for the desk review. (https://www.who.int/initiatives/act-accelerator)
5	3.3.1 Key requirements	How many key informant interviews and focus groups are anticipated in the given timeframe?	This will be driven primarily by the bidders' proposed approach. Please refer to documentation on the ACT-A website (https://www.who.int/initiatives/act-accelerator)
6	3.3.3 Timelines	The RFP requests to have draft findings in the 3 rd week of September and a final report in the 4 th week of September. <ul style="list-style-type: none"> For the draft findings, is this in a format of a draft report or is the expectation for this to be in a presentation (i.e. powerpoint slidedeck) format? For the presentation of the final report, is it expected to have just a final report, or a final report and a presentation (i.e. slidedeck) of the final report? Given the final report will need to incorporate feedback from the draft findings, is it possible to have	Draft and final findings are expected to be reported primarily through powerpoint slide decks, including both high-level summaries and detailed annexes. The delivery dates are currently fixed.



		more time between the draft findings presentation and the presentation of the final report?	
7	3.3.3 Timelines	Is there any flexibility in the timeframes, including to ensure there is sufficient time for feedback from the Strategic Review Sponsors and the Reference Group and to account for stakeholder availability for consultations?	The delivery dates are currently fixed.
8	3.3.4 reporting requirements	Can you please explain what is meant by formal reporting being expected upon delivery of each deliverable?	Each deliverable should be formally transmitted to the WHO Responsible Officer. This transmittal may be an electronic.
9	3.3.4 Reporting Requirements	Who is the main client contact for day-to-day management of the project and providing sign-off on project deliverables?	The primary client contact will be the WHO Responsible Officer, or their delegate.
10	4.12 proposal structure	Does the proposal structure need to match that which is set out under 4.12 (i.e. acceptance form then executive summary, then proposed solution then proposed time line) or can the information that is required for the technical proposal be presented in a different order so long as it is included in the proposal (e.g. can information regarding Annex 4 be included in upfront sections of the proposal)?	For the purpose of comparable evaluation, we suggest following the requested structure of the RFP response in accordance with the RFP instructions.
11	6.3 WHO's Right to extend/ revise scope or requirements at time of award	We assume that if WHO request the scope to be extended, there would be the opportunity to discuss budget implications at the time of award. Please confirm that there will be opportunities to discuss budget implications should the scope of work be extended.	Yes, any changes (minor) to the scope of work or TOR may impact the financial proposal and therefore discussions shall take place before the contract is finalized with the selected contractor.
12		Is it possible to provide details regarding the budget available for this evaluation and/or the estimated level of effort (number of days) expected to be required for the evaluation?	It is not WHO policy to provide details regarding the budget or number of days. It is up to the bidders to propose the necessary level of effort.
13	3.3.1	How does this rapid review link to the strategic evaluation mentioned as follows: The Strategic Review will not be a full evaluation of the ACT Accelerator work and performance; this effort is still ongoing, and it is too soon to try to quantify impact.	There is only one review currently envisioned – the Rapid Strategic Review. The second sentence refers the ongoing work of the ACT-A partners to end the acute phase of the pandemic.
14	3.3.4	Has the reference group already been set-up?	The reference group is currently being established. We anticipate it will be set up before the end of July 2021.
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