**Question 1**

Kindly clarify if an organization can submit a proposal in different service areas with different organizations as consortium.

Example:

Company A submits a proposal with different organizations (consortium) - Company B for the service area of Child Poverty Measurement & Analysis.

Then submits another proposal with different organizations (consortium) - Company C for the service area of Child Poverty Programming.

Is this acceptable?

**Answer:** Each institution should be part of only one consortium. A consortium/single institution is invited to apply for multiple service areas. In the case of the consortium, a lead agency is responsible for this proposal. Please use RFP guidelines (part-II) 4.2, 7.1 and 7.2 and (part-IV) 2.2.

**Question 2:**

During the Pre-Bid Conference yesterday, it was mentioned that if an organisation is applying for multiple service areas, while sending in the technical proposals - they need to be each emailed separately with subject lines mentioned as Technical Offer 1 of 10, Technical Offer 2 of 10 etc. in the subject of the email.  
  
However, in the chat box, one of the officials of the UNICEF team mentioned that we could send one email which reads as Technical Proposal (along with the given nomenclature in the RFPS document), which can then have the different files of each service area proposal that we are applying for. Please clarify regarding the same.

**Answer:** It depends how have you organized your documents and file size (of attachments) per email. The limit per email for the attachments is 10MB. If your proposal and attachment email size is less than 10 MB you can send ONE email.

If the email attachment files size is more than 10MB it is recommended to keep separate emails for technical proposal (should have a number such as 1 of 4, 2 of 4 etc.)

**Question 3:**

In the terms of reference, I notice the total number of key personnel required for the call are less than the ones presented in the pre-bidding conference.

In the Pre-bidding conference we had: Team Leader and Deputy Team Leader as key experts

Principal Researcher, Project Consultants and Project Assistant.

In the TOR, the following positions are presented: Team Leader and Deputy Team Leader as Key experts

Principal Researcher and Project Manager as Supporting experts .

Please clarify the correct positions.

**Answer:** Please note in the TOR (as well as the pre-bidding conference) - Table 5 outlines the team members: Team Leader, Policy Area Specialist (Deputy Team Leader), Principal Researcher, Project Consultants or Mangers, Project Assistant

**Question 4:**

Can we propose team members for multiples services areas?

**Answer:** Yes, that is correct – each service area proposal should have proposed team members (see TOR, Table 5)

**Question 5:**

In Annex B, the first paragraph states the following "The technical proposal should address all aspects and criteria outlined in this LTA. Institutions are requested to identify with the service areas that they are qualified for and provide evidence of successful expertise/experience in each service area (there is no limit on the number of service areas each institution can apply for). The bidders are free to suggest/propose other solutions. UNICEF welcomes new ideas and innovative approaches"

Regarding "The bidders are free to suggest/propose other solutions", does it mean that bidders could include additional service areas?

**Answer:** Applicants are expected to specify only the service areas included in the LTA TOR. They are welcome to propose new ideas and innovative approaches within the twelve service areas outlined, but the application should be specifically for one of the service areas.

**Question 6:**

The technical proposal consists of two parts: the first part is "general information" and the second part is "Service Area Proposal(s)". In case of applying for more than one service area, it is enough to send just one "general information" document?

**Answer:**  As the service area proposals will mostly like be shared in separate emails, institutions should share a comprehensive proposal per service area - including the general information, service area proposal and all other required sections with each application.

**Question 7:**

On page 12, Annex B, about General Institutional Qualifications Required for all Service Areas it is stated the following: "Demonstrated institutional experience and expertise in economics, finance, social science, business administration and/or related field; (for specific academic qualifications and experience of the proposed experts, please see Table 3)". Does that phrase apply also for the team? Furthermore, table 3 does not contain specific information about the team, instead, table 3 is the table "language expertise". Where can we find that specific information since general information about the team is on pages 15-16 of Annex B?

**Answer:** The TOR should read “please see Table 5”.

**Question 8:**

In the body of the email invitation there is the following sentence "Larger attachments and attachments other than PDF format will not be accepted". However, the "request for proposal for services" document states that the financial proposal should be emailed as an excel and pdf document (request for proposal, section 5.9, page. 9).

**Answer:** The limit per email for the attachments is 10MB. If your proposal and attachment email size is less than 10 MB [single or multiple files], you can send ONE email. If the email attachment files size is more than 10MB it is recommended to keep separate emails for technical proposal (should have a number such as 1 of 4, 2 of 4 etc.

**Question 9:**

Do we need to provide evidence about all the institutional and team members' experience for the service (contracts, TOR's, for example)? If that's the case, if the documents are in Spanish, do we need to translate them to English?

**Answer:** Relevant background documents that establish institutional/individual experience are encouraged. If the institution, for example, is sharing a proposal to support Spanish speaking countries, it is not necessary to translate the documents into English.

**Question 10:**

On page 3 of the "request for proposal for services" document there is the REQUEST FOR PROPOSAL FOR SERVICES FORM. About that form, can you explain more about the payment terms options?

**Answer: Page 3 of the RFP Service form provide below options for proposer to choose.**

Please indicate which of the following Payment Terms are offered by you:

10 Days 3.0%\_\_\_\_\_15 Days 2.5%\_\_\_\_\_20 Days 2.0%\_\_\_\_\_30 Days Net\_\_\_\_\_Other\_\_\_\_\_

**10 Days 3.0% indicates proposer offers 3.0% discount to receive payment in 10 days and so on.**

**30 Days Net payment term is with no discount.**

* **Please refer to page 12-13 -> PART IV – REQUIREMENTS, 1. Price and Payment -> 1.1 of the RFP document**

**Question 11:**

UNICEF states: If the Proposer is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Proposal then neither the lead entity nor the member entities of the joint venture may submit another Proposal, either in its own capacity or as a lead entity or a member entity for another joint venture submitting another Proposal.

First: Does the lead supplier have to submit 1 consortium for the entire LTA or can we submit a separate consortia for each Lot we wish to bid on (thus keeping the partners more specialised to that lot), as they will all be assessed as individual bids.

Second: If we can submit separate consortia for each lot, does that mean for example: if we (lead supplier A) wish to submit a bid for Lot 2, and lead supplier B wishes to submit a bid for lot 3, then expert 1 can be part of each suppliers’ proposal as they are different lots. But if lead suppliers A and B both wanted to submit bids for lot 2, expert 1 could only be part of 1 bid or could they be part of both?

Is the exclusivity applicable to organisations only or is it also applicable to individual experts?

**Answer:**

For part one of the question -> A consortium lead agency is responsible to submit bid on behalf of all consortium partners. Consortium partners can have strengths in various service areas.

Second part of the question -> It is only lead agency who decides. As we understand the question is being asked by one of the consortium members, where lead agency want to submit bid for lot2 and another member of the consortium want to submit bid for lot 3. Clauses 4.2 and 7.2 from part-II is provided below for reference

4.2 Joint Venture, Consortium or Association.

(a) If the Proposer is a group of legal entities that will form or have formed a joint venture,

consortium or association at the time of the submission of the proposal, each such legal entity

will confirm in their joint Proposal that:

- they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally, and this will be evidenced by a Joint

Venture Agreement among the legal entities, which will be submitted along with the Proposal;

and

- if they are awarded the contract, the designated lead entity will enter into the contract with

UNICEF, who will be acting for and on behalf of all the member entities comprising the joint

venture.

(b) After the Proposal has been submitted to UNICEF, the lead entity identified to represent the

joint venture will not be altered without the prior written consent of UNICEF.

(c) If a joint venture's Proposal is the Proposal selected for award, UNICEF will award the

contract to the joint venture, in the name of its designated lead entity. The lead entity will sign

the contract for and on behalf of all other member entities.

7.2 If the Proposer is a group of legal entities that will form or have formed a joint venture,

consortium or association at the time of the submission of the Proposal then neither the lead

entity nor the member entities of the joint venture may submit another Proposal, either in its own capacity or as a lead entity or a member entity for another joint venture submitting another Proposal

**Question 12:**

If a lead chooses not to bid, can consortia members (orgs and individuals) then approach other lead suppliers who are bidding and work for them as a subcontractor on individual opportunity basis, to avoid missing out in potential work?

**Answer:** As I read the question it appears that there is existing consortium and Lead agency choosing not to bid. Therefore, natural question is “can consortia members (orgs and individuals) then approach other lead suppliers who are bidding and work for them as a subcontractor on individual opportunity basis”. In such a case RFP guideline (part-II) 7.1 and 7.2 (as below) provides clarity.

As there is need to prepare consortium before participating in the solicitation process. If your lead agency [of previously prepared consortium] is not interested in submitting an offer, yes please choose another consortium with lead agency, who is interested in participating to this RFP/solicitation process. You can’t use existing consortium where Lead agency is not making an offer on behalf of consortium. Please remember only Lead agency can submit the offer Please use RFP guidelines (part-II) 4.2, 7.1 and 7.2 and (part-IV) 2.2

7.1 Proposers shall not submit more than one Proposal as part of this RFPS process.

7.2 If the Proposer is a group of legal entities that will form or have formed a joint venture,

consortium or association at the time of the submission of the Proposal then neither the lead

entity nor the member entities of the joint venture may submit another Proposal, either in its own capacity or as a lead entity or a member entity for another joint venture submitting another Proposal

**Question 13:**

There is a work limit of 3000 words for each service area technical bid submission. Will tables and diagrams be included in this?

**Answer:** This refers to the entire word count in each submission (including text boxes)

**Question 14:**

Annex I in the ToR, does that need to have 1 copy completed per service area or does 1 copy cover all service areas we submit a bid for?

**Answer:** Annex 1 is an Institutional Profile Answer Sheet and indicates all the service areas that institution is applying for – so one copy is adequate.

**Question 15:**

Do we have to provide signed client references or are only project references required?

**Answer:** We would recommend strong evidence of demonstrated experience and expertise – whether it is client or project references.

**Question 16:**

What documentation, if any, must be provided from our consortium members for a compliant bid?

**Answer:** Please use RFP guidelines (part-II) 4.2, 7.1 and 7.2 and (part-IV) 2.2

**Question 17:**

For the ‘Policy Specialist (Deputy Team Leader)’, the education level required is ‘advanced university degree’. Our question is whether completing a bachelor’s degree be considered advanced university degree or a master’s is needed for the same.

**Answer:**  An advanced university degree usually refers to a masters degree or higher, usually earned beyond a bachelor’s degree.

**Question 18:** (follows the answer to Question 28 of Batch 2):

would you be able to confirm whether we will be eligible to add a management fee % to proposals applied for under this LTA (if we are successful). We usually do this to cover programme management costs and I didn’t feel that Q28 clarified this specifically

**Answer:** Yes, management fees can be added, a fixed reasonable percentage % should be included as a separate row in the financial proposal template (Annex D). Please remember and ensure that your prices are competitive. This proposed additional line shall be appearing in the Annex-D before the total team average cost, indicating that this additional cost may have adverse effect on your total average cost and ultimately the financial scoring.

**Question 19:**

I am writing to ask if we could include a request for a deadline extension to mid-September 2021.

**Answer:** Yes, the RFPS submission deadline is extended until 15 September 2021, 23:59 hrs EDT.