

Q&A RFPS-2023-503594

Date added	Question	Answer
15/06/2023	Can institutions or organisations apply to one single country?	Yes - we welcome applications from organisations (or consortia) that would like to conduct the consultancy in ONE SINGLE country as well as organisations that would like to apply to conduct the consultancy in TWO OR MORE countries.
15/06/2023	Can institutions apply in partnerships?	<p>Yes, governmental, not-for-profit or for-profit organisations or institutions (e.g., consultancy companies, civil society organisations, research organisations, university groups) can apply on their own or can partner with others for this contract.</p> <p>If you feel that your organisation meets some of the criteria in this Request For Proposals (e.g., knowledge of the child protection system) but not others (e.g., at least 5 years of experience in conducting qualitative research with children and adults) – we strongly encourage you to apply as a consortium, joint venture, or association with other institutions working in this field.</p> <p>One institution/organisation will need to apply as the lead entity.</p> <p>For more details – see attached RFPS-2023-503594 document.</p>
15/06/2023	How are proposals submitted?	<p>Applications are submitted over e-mail in ENGLISH to florenceprocurement@unicef.org</p> <p>Your organisation, institution or consortium should submit:</p> <ul style="list-style-type: none"> - REQUEST FOR PROPOSAL FOR SERVICES FORM (also referred to as Answer Sheet – in attached RFPS-2023-503594 document) - TECHNICAL PROPOSAL – <i>see Annex B for structure</i>

		<p>- FINANCIAL PROPOSAL - <i>see Annex B for structure</i></p> <p><i>The Technical Proposal, Request for Proposals and the Financial Proposal must be attached as separate documents.</i></p>
15/06/2023	Can proposals be submitted in a language other than English?	Applications must be submitted in English.
15/06/2023	What is the price proposal?	<p>Price proposal and financial proposal refer to the same document.</p> <p>Information on the structure of the Financial Proposal is in Appendix III of the attached document titled ANNEX B – TERMS OF REFERENCE Qualitative Research Child Online Sexual Violence.</p>
15/06/2023	What should be included in the technical proposal?	The technical proposal should not be longer than 20 pages and follow the structure outlined in Appendix II of the attached document titled ANNEX B – TERMS OF REFERENCE Qualitative Research Child Online Sexual Violence.
15/06/2023	Should travel be included in the budget?	<p>Yes – please include travel in the budget.</p> <p>However, travel and per diems will not be used for evaluation purposes, as this will later be determined and finalized by UNICEF Innocenti and the chosen bidder.</p>
15/06/2023	We cordially request for the profile of the "Clinical Researcher" to accept master's degrees related to social research and related fields. Likewise, we ask, if possible, to accept degrees of specializations related to social sciences, psychology, psychiatry, among others.	The requirements for the Clinical Researcher: Master or higher degree in psychology, counselling, psychiatry, or clinical social work.
15/06/2023	Since the training will be provided by UNICEF Innocenti, we would like to confirm whether the training will be in English or Spanish. This question is especially relevant to know if we should include in the budget the simultaneous translation of the session?	The training will be in English.
15/06/2023	Although it is mentioned in the terms of reference that the recruitment of participants will be conducted with the	There is no database – the institution/organization is expected to

	support of UNICEF Innocenti, UNICEF country offices and local organizations and networks, we would like to confirm if you have a database or input of the 3 profiles to be interviewed?	actively recruit participants through relevant local networks. For this submission, institutions can apply in partnership with others offering direct services or working with these populations.
15/06/2023	Travel may be needed to complete the assignment; this will be costed based on the approved implementation plan?	Travel should be included in the financial proposal.
15/06/2023	Do you confirm that for-profit consulting companies are eligible for this opportunity?	Yes– confirmed.
15/06/2023	Do you confirm that proposers can answer this RFPS for one specific country out of all the countries of implementation of this project?	Yes – proposers can apply to a single country.
05/07/2023	Can you share with us, please, the online sexual violence definition for this project?	In Disrupting Harm, online child sexual exploitation and abuse or OCSEA refers to situations involving digital, internet, and communication technologies at some point during the continuum of abuse or exploitation. Some examples include: production, possession, or sharing of child sexual abuse material, livestreaming of child sexual abuse, online grooming for sexual purposes and sexual extortion of children. In the research activity involving young persons, we are using the term online sexual violence to include participants with experiences that might not be characterized as OCSEA in some contexts, such as online sexual harassment or distribution of self-generated sexual content.
05/07/2023	In the ToR, the two types of experts are described as needed - clinical researcher and qualitative researcher. Are both types of expertise expected to be represented within the expert team, or there are no specific expectations in this regard (i.e. it is possible to have the expert team consisted of clinical researchers)?	The academic background within each profile includes ‘related field and/or equivalent /relevant experience’. However, as stated in the requirements, we would be looking for a team composition that includes persons with experience on clinical interviews and qualitative research.

05/07/2023	Is there a budget cap in place for the project?	The budget cannot be communicated.,As stated in Annex B - the highest number of points will be awarded to the contract with the lowest financial value.
05/07/2023	Do you have any specific rate cap in mind for the engagement of experts?	No – see question above.
05/07/2023	What size of team are you looking for to work on this project?	The size and composition are up to the Proposer.
05/07/2023	Is it necessary to have one expert or team lead per country/region?	The size and composition are up to the Proposer.
05/07/2023	Could we have more information about the preparatory sessions to understand the scope and estimated costs for this deliverable? It's a in person or online session? How long?	Training on how to conduct the interviews using the tools will be provided by UNICEF Innocenti, either in person or online, depending on local circumstances. The length of the training will depend on its format (e.g., online/in-person, number of participants, language) – but we don't foresee an in-person training lasting more than 5 days.
05/07/2023	While the deadline for each task is specified, we would like to seek confirmation regarding the possibility of initiating data collection during the recruitment period. Specifically, we are interested in commencing interviews as soon as we have enrolled participants, taking into account potential regional distribution of participants and geographical distances.	Yes, that is possible.
05/07/2023	Can you please confirm whether it is possible to incorporate participant reimbursement costs, including expenses such as local transportation, meals, and others expenses they may incur in order to participate?	Yes, confirmed.
05/07/2023	Could you kindly confirm whether you are expecting the 30 interviews with young individuals to be conducted in person?	Yes – However, if it is not possible to conduct the interview in person due to concerns over safety or confidentiality or if participants are not comfortable to meet face-to-face, they could be offered the possibility of participating in a phone

		or online interview.
05/07/2023	Can you please confirm if you are considering the possibility of conducting the interviews with frontline service workers and justice professionals remotely?	Yes – this can be considered.
05/07/2023	Would it be possible to conduct the 30 interviews in the maximum of 6 territories, prioritized in Brazil? This strategy would make feasible the comparison between localities and maintain some diversity of territories (and its specificities).	We will consider and evaluate this in the submitted proposal.
05/07/2023	Should we anticipate travel scenarios for participants from across the country, considering the substantial regional variations and their influence on the recruitment process and the proposal's scope, while also acknowledging that the specific details such as the number of travelers, duration and dates of travel, and travel destinations will be coordinated with UNICEF?	Yes – please include travel in the budget. However, travel and per diems will not be used for evaluation purposes, as this will later be determined and finalized by UNICEF Innocenti and the chosen bidder.
05/07/2023	How will the geographic scope of the data collection be determined? What level of geographic representation is anticipated? Does UNICEF have guidance for this based on experience in previous countries?	This is part of the first set of deliverables of the consultancy.
05/07/2023	What will be the level of engagement with the national UNICEF Office for the research implementation? (i.e. UNICEF Tunisia, UNICEF Morocco)	This will vary by country but all UNICEF country offices are engaged in the project for example by providing technical guidance and communicating with government representatives.
05/07/2023	Would it be possible to propose an additional country that is not on the list? (Mauritania)	Unfortunately not.
05/07/2023	Would it be possible to share a revised anticipated time frame, given the delayed recruitment process?	Yes, feel free to submit any revisions to florenceprocurement@unicef.org before the deadline.
11/07/2023	Regarding Section 10 of the Terms of Reference Document. “All proposals should contain the following documents signed and submitted electronically, in pdf format: Answer Sheets”	This is the REQUEST FOR PROPOSAL FOR SERVICES FORM (also referred to as Answer Sheet – part of the RFPS- 2023-503594 document). This is clarified in a previous question on this Q&A document.

	Could you please explain what is covered by the term “answer sheets”, that is also mentioned in the document discussed below.	
11/07/2023	<p>We have downloaded the attached document – RPFS-2023-503594.</p> <p>It appears to be pre-signed. Is this correct?</p> <p>An “Early Payment Discount” is mentioned? Is this relevant, and if so, how would it work? Do these relate to payments from UNICEF due to the successful contractor?</p>	<p>Yes – the signature is correct.</p> <p>(The signature on page 2 relates to internal authorizations).</p> <p>You have to submit pages 3 to 6, filled and signed.</p> <p>UNICEF standard payment terms are 30 days. Proposers can offer a discounted rate for payments that are processed in less than 30 days from the invoice date.</p>
11/07/2023	Based on what information should we complete the Validity of Proposal information? (Please clarify what is meant by that on page 3 of 28).	The minimum validity of proposals should be 120 days. This indicates the duration your proposal (and prices) remain valid.
11/07/2023	We would like to apply as a university institution as the main entity but we will include partners from other countries and also from another university institution for their expertise, is it possible?	Yes, that is possible. One institution/organisation will need to apply as the lead entity.
11/07/2023	In Pakistan, if the consultant (experts) should speak the local official language, does this mean Urdu language? Since there are very few experts who speak this language (unlike Latin America where people speak Spanish), I wonder if we could get the support from the local staff, if the experts are not fluent in Urdu?	<p>Yes, in the case of Pakistan it would be Urdu - although having team members that speak other predominant languages would be considered an asset.</p> <p>The sensitivity of the topic and the skills required to use the methodology mean that the interviewers should have a specific set of skills as outlined in the Terms of Reference.</p> <p>While we do not encourage the use of translators due to the sensitivity of the interview, this approach will be considered if capacity is not available. Note that translators would be expected to participate in the methods and safeguarding training.</p>
11/07/2023	Can we hire a few of the local research assistants who speak the local language in Pakistan and understand the local culture for data collection and interview,	See answer above.

	as only Consultants/experts might be hard to interview 60 individuals in this time frame?	
11/07/2023	Should the interviews be recorded as videos or only can be as audio?	Only audio.
11/07/2023	Can devices for recording be included in the budget?	Yes.