

## FREQUENTLY ASKED QUESTIONS

### REQUEST FOR PROPOSAL: RFP HCR-RWAKI-SUP-2023-RFP 0043 CONSULTANCY FOR PROJECT EVALUATION OF “CLIMATE-SMART AGRICULTURE AND MARKET DEVELOPMENT FOR ENHANCING LIVELIHOODS OF REFUGEES AND THEIR HOST COMMUNITIES IN RWANDA”

1. Does the Rwandan company require the 100,000USD turnover? Or can this be the international company? If latter is fine, then are our tax returns sufficient or will this need to be full external audit?

**Response:**

Both local and international companies will be evaluated equally as mentioned in the letter of invitation higher turnover will earn higher points. Please read Annex H on how the points will be distributed for your clear picture.

Financial Capacity will be evaluated by audited financial statements or bank statements only.

2. Would it be acceptable to propose a co-lead arrangement for this assignment?

**Response:** Yes.

3. Do you have an approximate total budget that you can share?

**Response**

There is no budget in place which is why we are waiting to see the results from the proposals.

4. The Rwandan company we would be working with on this project is owned by the COO of DeftEdge. In this case, is the deed of joint venture mandatory?

**Response**

This will depend on your decision if applying as a joint venture then the deed of joint venture will be mandatory. If COO of DeftEdge is the company submitting for the tender, no need of the joint venture.

5. The lead evaluator has done relevant evaluations not connected to either of the applying firms. Can these be counted as part of the submission of firm experience (contracts/recommendations/reports) and alternately can relevant studies done by the applying firms which did not involve any members of the proposed evaluation team be submitted as part of firm experience?

**Response**

Yes, please the experience of the lead evaluator of this RFP from different firms can be recorded as part of the firm/staff experience. Relevant studies by the applying firm will be recorded as part of the firm's experience which did not involve any proposed evaluation team.

6. Secondly, the lead evaluator has done several relevant evaluations as a contractor for the World Bank. Unfortunately, for work done over two years ago, the letters of appointment contracting these evaluations have been purged from the system and are not easily accessible. Is there any documentation that you would accept in lieu of the contract?

**Response**

The lead evaluator may seek letter from the WB confirming to have carried out those services or Invoice and payment of the mentioned services from the world bank to the evaluator may be accepted as evidence in the absence of the contract.

7. The RFP calls for a deed of joint venture. Does this need to be a legally notarized document or is a signed MOU for purposes of this project sufficient?

**Response**

It is a notarized agreement between your two firms. It is established specifically for bidding in this project and executing it together if awarded the contract. It is not an MOU.

8. For the firm's financial capacity requirement can we combine the annual turnover of both of our firms?

**Response**

Yes, please you can.

9. Similarly, for the requirement of Firms' experience in the provision of similar services (submission of past contracts), is the experience of both of our firms relevant?

**Response**

Yes, please we can consider both since you are acting as a joint venture.

10. One immediate clarification question: In the technical evaluation scoring methodology and matrix, the financial capacity requirement is "Audited financial statements or bank statements for 2020, 2021 and 2022 showing annual turnovers". If the firm registered in Rwanda was established in May 2022 and would only have financial statements for 2022, would this disqualify the firm?

### Response

No this will not disqualify the firm, but points will be allocated as specified in Annex H.

**11.** If that Rwandan firm partnered with an international firm with statements from 2020 - 2022, would that be permissible?

### Response

Yes, please if there is any official document of partnership for this project, both financial capacities of the 2 firms will be considered.

**12.** Is it mandatory to provide a guarantee?

### Response

The bid guarantee is part of the evaluation criteria for your firm. By submitting it, it adds credit to your evaluation.

**13.** If a company is already registered with UNHCR as a vendor on UNGM, could we simply undertake a written guarantee in the proposal to provide 2k as a substitute?

### Response

This applies to both registered and new companies and may be submitted in the form of a bank certified check, bank guarantee or call deposit only.

**14.** Kindly clarify to us about the control group which is mentioned in the ToR. Is the table below reflective of the sample sizes for both treatment and control group or is it just the former only?

Location/Category	Refugee households		Host Community households		Total households	
	Population	Proposed sample	Population	Proposed sample	Population	Proposed Sample
Gatsibo District (Nyabicwamba)	232	145	235	147	467	292
Nyamagabe District (Mushishito)	500	218	1069	283	1569	501
Total Households	732	363	1304	430	2036	793

## **Response**

The above table does not include the sample of the control group, it is strictly for the treatment group.

**15.** It would appear as if the control group were not part of the overall sample of 793 which would necessitate an additional sample in the communities that did not receive direct intervention. However further clarity would help us not to misconstrue the scope and therefore be overbudget.

## **Response**

The control group is not part of the 793 samples. The control group which was surveyed in the baseline study was 196 respondents ( i.e. 124 in kigeme and 72 in Nyabiheke).

The control group sample size is not expected to go below because it was done as the baseline, but should be reviewed and if necessary, might increase depending on the firms' proposed sampling methodology for this study.

**16.** We would like to request for relaxation of following two conditions in the tender:

Bid Processing fee for an amount of 2000 USD at time of bid submission.

Performance guarantee: 10% as performance guarantee before the commencement of the project.

## **Response**

We would like to inform you that unfortunately our sourcing policy does not allow us to relax on the two points when it comes to Request for Proposals (RFP).

**17.** The ToR has specified that the applicant organization should be locally registered in Rwanda as an eligibility criterion. Does any organization having business registration in Kenya (within Africa) will be eligible for this opportunity? In case an outside registered organisation is partnering with a local registered organisation in Rwanda, can the outside organisation become the lead partner for the assignment.

## **Response**

Yes, if this outside company is partnering with a national firm, a deed of joint venture should be included along with registration documents of both parties and the outside company can become a lead partner for the assignment.

**18.** While the ToR is asking the bid certificate and organisational turnover in USD, we would like to request to revise the bid financial proposal submission to USD and payments in USD from RWF.

## **Response**

You may share your quotation in USD but note for comparison of rates with local companies we will use UN exchange rates ([UN Operational Rates of Exchange - Rates](#))

**19.** The ToR has mentioned about the proposed team composition however, while assessing the scope of work and deliverables, we feel there is a need for changing the team composition. Given this scope, is there a possibility that we propose a revised technical team composition as part of technical proposal aligning to the requirement of the study and our approach and methodology.

## **Response**

(A firm is free to propose a different approach and it will be reviewed during the technical evaluation.)

**20.** While the TOR specifies two intervention locations, we would like to request the client to indicate the control locations along with the number of refugee and host communities/ families so that it will be easy for designing the survey approach and methodology and estimating the effort.

## **Response**

The control locations are the two districts hosting the respective marshlands where the agriculture activities were implemented.

Within the two refugee camps, the control group will be selected from the quarters that will not have households enrolled in the project (or at least few households). In the host community, the control group will be selected among households that will not have agricultural plots/activities in the project marshland and it will be ensured that they reside in cells different from those of the host community intervention group. In the Gatsibo district, the control group will be selected from Kabarore Sector in Marimba Cell. In the Nyamagabe district, the control group will be selected from Gashaka sector in the cell where agriculture activities take place in marshland (as per baseline study that was conducted at the beginning of the project). However, contractors, based on their expertise, could propose better ways of defining the control group in those districts.

For the sample size of the control group, contractors are invited to submit their proposed sample based on their proposed methodologies. In the baseline study, the control group was estimated at 196 respondents.