

**For the video of the Q&A Webinar held on October 17, 2023, please see:**  
[RFP 98037 Webinar on DFL Survey.mp4](#)

**If for any reason you are not able to access the video, please contact**  
[jessica.massie@uncdf.org](mailto:jessica.massie@uncdf.org) **to be granted permissions.**

**Q&A:**

**1. Q: Are there any major changes in the RFP for Ethiopia/Malawi/Caribbean and the earlier RFP for Gabon and Niger?**

A: There are no major changes. However, because we wrote the Ethiopia/Malawi/Caribbean RFP after the Gabon and Niger RFP was completed, we got a bit more feedback and so the criteria for selection is clearer. Otherwise, it is really just the countries that are different.

**2. Q: I am writing to inquire about the country in the Caribbean where the study will be conducted. Do you now know the country? If not, are you likely to communicate this country to bidders before the deadline of submission of proposals?**

A: The survey will focus on Trinidad and Tobago. If there is room from a budgetary standpoint to cover any other countries, this will be negotiated during the contract process but the focus in the application should be on Trinidad and Tobago.

**3. Q: If we apply as a consortium, it is a requirement that all the firms in the consortium have at least 10 years of institutional experience? Or, this can be fulfilled by the Lead firm having such experience but the rest could be younger firms?**

A: It is not a requirement that all firms in the consortium have at least 10 years of institutional experience. The key personnel should have the qualifications listed in the TOR of the RFP, and the lead consortium must have at least 10 years of institutional experience as stated in the RFP. Partner firms may be younger firms.

**4. Q: The security situation in Ethiopia may mean some areas in the northern and western part of the country are security risk to conduct the survey. What would be the implication of this in the sample selection? Will they be excluded or if the telephone connectivity allows, this could only be targeted using the computer assisted telephone interviewing (CATI) approach?**

A: Safety is the first concern for UNCDF, and we will not require any firm or consortium to take unnecessary risks to complete the survey. We monitor the situation regularly as well. If telephone connectivity allows, the CATI approach would be an appropriate method, and potentially the only method, for reaching those areas.

**5. Q: Given the mobile phone penetration in Ethiopia is not yet very high and this is mainly confined to urban areas, is there a flexibility in terms of how much of the proportion could be CAPI based survey and how much of it CATI based?**

A: We are flexible in terms of the percentage of CAPI and CATI surveys are proposed by the bidding firms, if they are able to justify their reasoning for proposing a certain percentage of each. As a general guideline, we are estimating about 80% CAPI and 20% CATI in Ethiopia, Malawi and the Caribbean, but there is some flexibility on these percentages.

**6. Q: With regards to the sampling size, will there be an upper limit that one needs to take into account when trying to draw a "nationally representative" sample or this will be purely dictated by the sampling methodology for each of the countries?**

A: The selected firm/consortium will be expected to use a Probability Proportional to Size (PPS) methodology for sampling, which is approximately 1600 individuals per country (although the Caribbean should be a lighter touch because UNCDF's team has requested this due to other available and complementary data; potentially 400-500 individuals).

Each applicant is expected to provide a thorough and well-thought rationale about the sample sizing and distribution that shall reflect the distribution of the population. As mentioned before the sample sizing (except for the Caribbean) shall reflect 2.5% margin of error and 95% confidence level and reflects the geographical distribution and the demographics of the country taking into consideration at least gender and age.

For a more comprehensive understanding of how the PPS sampling was conducted in the Fiji context, interested applicants can refer to the Fiji report. You can access the full report through the provided link [HERE](#).

**7. Q: Can you clarify the desired regional distribution of the sample in Ethiopia and Malawi? Are you seeking for the sample to be nationally representative?**

A: Yes, to the extent possible, we seek to have a nationally representative sample for these countries. Refer to the link in the answer above to see the way that this was done in Fiji, as an example.

**8. Q: Ethiopia has 5 official languages (Afar, Amharic, Oromo, Somali, and Tigrinya). How many languages will be necessary to translate for the Ethiopian questionnaire?**

A: In Ethiopia, we expect that the 5 official languages will definitely be part of the survey, along with Sidamo, which has been requested by our government partner. If budget permits, we will consider adding other languages but these are the base languages for Ethiopia.

**9. Q: In Malawi, the official language is English, but will it be necessary to translate to Chichewa and another language?**

A: In Malawi, we aim to have the survey in English, Chichewa, and Chitumbuka. If budget permits, more languages may be considered, but these are the three key languages as requested by the UNCDF country team.

**10. Q: Can we submit for one country only?**

A: No, firms must submit for all three countries/localities. This is the reason that consortia are permitted to apply.

**11. Q: "Keeping detailed notes for future iterations of the survey." Is there any protocol or specific format to save these notes?**

A: The notes should be part of the report, written as recommendations, so that if and when the next iteration of the survey is developed and implemented, any necessary changes observed by the survey firm can be considered and applied. Basically – write down any changes, suggestions, as you would with any field notes, and then compile them and add them to the reports.

**12. Q: What does tax and social security mean in this context (the context of the RFP)?**

A: This means that a legally registered company applying for this RFP must show that in the country where they are registered, that they have been filing the correct financial documents during previous years. Applicants need to make sure that the financial statements that they provide in the application are audited, not just prepared by an accountant. That is, UNCDF requires evidence that the financial documents submitted have gone through a financial audit, and should be provided for the last three financial years.

**13. Q: The RFP states that although technical proposals and financial proposals must be submitted separately, there is a requirement on financial information as part of the technical proposal. (This refers to the requirement of latest audited financial statements and tax documentation on page 21 of the TOR.) Can you clarify?**

A: For clarification, the financial statements that are referred to in the TOR as part of the technical proposal are financial documents that relate to your company or firm (or the lead company or firm) and its financial performance. These show you are paying taxes, social security payments, and that you are operating legally as an entity. The financial proposal refers to your proposed budget, and the cost you are projecting for you as a firm to complete the surveys. In this case, you can refer to page 12 of the RFP document, which gives examples of how you might break down costs or line items for a budget.

**14. Q: Is it possible for those responsible for reviewing proposals at UNCDF to know the cost of an applicant's proposal before you have reviewed the technical proposal?**

A: No. Those reviewing the proposals are required to first review and rate the technical proposals without ever seeing the budget or cost projection of the applicant. As stated in the cover letter of the RFP, technical proposals and financial proposals must be sent separately. As emphasized in the video recording of the webinar on the RFP, please send the financial

proposal as a password protected document. You will be contacted for the password after the technical proposals have been shortlisted if your proposal is one of those selected for the next steps.

**15. Q: Will UNCDF be responsible for obtaining the necessary research permissions in country, or is this something the selected firm/consortium is expected to manage?**

A: The selected firm/consortium is expected to manage and obtain any necessary research permissions, such as IRB approvals.

**16. Q: What does tax and social security mean in this context (the context of the RFP)?**

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**17. Q: " According to the Fiji report (mentioned in the RFP) the study is to be a baseline of sort. Is this the same for the Malawi and Ethiopia survey?**

A: Yes, given that UNCDF has the resources available in the future, the objective is to repeat the survey and to use it as a benchmark to the extent possible. This is similar to surveys done every few years, such as FinScope.