

RFQ 2024-30 / AK - Mapping of National Regulatory Frameworks with Due Diligence in Ghana, Ethiopia and Uganda

#	QUESTIONS	ANSWERS
1	Your Request for Quotation refers to "[a] firm price to cover all costs associated with the delivery of the services". Could you please clarify whether the quote should include items such as any potential travel expenses, venue costs or any similar costs not covered by consultant fees? How detailed the financial proposal should be?	<p>ITC will organize the missions to the beneficiary countries - which will mean that ITC will book the travel through its travel agency for one expert to cover the mission, and provide terminal expenses and DSA for the days of the mission based on the rates set out in the International Civil Service Commission for Addis Ababa, Kampala, and Accra. The DSA is expected to cover the accommodation, food expenses and internal travel of the expert. ITC will also be on mission with the expert from the selected vendor.</p> <p>ITC will also organize the logistics for the consultations/discussions with stakeholders - including venue, etc.</p> <p>The quote should cover the fees for provision of technical services. Please detail your price offer with the related costs.</p>
2	What is the expected duration of both (for Outputs 1, 2,3, and Outputs 8,7,9) in-country missions for each country?	<p>Re. Outputs 1, 2 and 3 - ITC is proposing to organize a mission spanning 3 days per country, and complete these missions back to back. The tentative plan - as discussed with the national teams - is to work towards the last week of June/first week of July to commence the missions.</p> <p>Re. Outputs 7,8,9 - ITC is currently planning this to be delivered virtually, or in some hybrid manner. If there is budget available + necessity for it to be an in-country mission - then the tentative plan will be 2 days per country. (excluding travel time)</p>
3	Which currency (EUR, GBP, USD) should bidders use to present their financial offer in the proposal?	Bidders are free to quote in any currency. Please note that if selected this will be the currency of the contract. For evaluation purposes, if several currencies are received, ITC will convert then in USD using the United Nations exchange rate of the day.
4	The proposal references meetings with stakeholders in Ghana, Uganda and Ethiopia. Can the ITC provide (a) the number of such stakeholders, by country; and (b) the nature of the stakeholders, such as whether the stakeholders will be Government representatives, representatives of international organisations, representatives of non-governmental organisations, employers, industry or other civil society?	<p>At this stage, it is not possible to set out the exact number of stakeholders.</p> <p>The plan is to organize a set of focus group discussions with stakeholders representing (a) Government; (b) Private Sector - business support organizations, cooperatives, employers, industry officials, etc.; (c) Civil Society/Academia - including NGOs, think tanks, etc.</p> <p>In addition,</p> <ul style="list-style-type: none"> <li>- ITC hopes to meet with trade unions - and will need to assess whether trade unions would be framed within (b) or (c), or be a separate category, and</li> <li>- re. international organizations - potentially can be organized under (c), or we can meet them separately.</li> </ul> <p>To be discussed and agreed with the selected vendor.</p>
5	How many days each does the ITC anticipate the bidder's staff will be required to spend in each of Ghana, Uganda and Ethiopia for this project, for the consultations in the period of 25 June to 20 July 2024? How many days each does the ITC anticipate the bidder's staff will be required to spend in each of Ghana, Uganda and Ethiopia for this project, for the presentation of the final report from 10 to 31 August 2024?	<p>Please see response to Question 2. ITC will require at least one expert from the selected firm - per country (travel will be organized for one expert).</p> <p>For the focus group discussions/consultations planned for the period from 20 June to 15 July - the plan is to organize the missions back to back - so it can be one expert covering all three missions. The tentative plan is to spend about 3 days per country.</p> <p>For the validation events planned for the period from 20 June to 15 July - ITC is proposing to organize these events virtually or in a hybrid format. Based on the budget + necessity based on engagements with stakeholders - if it is an in-country mission, the tentative plan will be 2 days per country (excluding travel time).</p>
6	Would the ITC also prefer bidders meet its representatives in-person at any another location during the course of the contract, such as when working on the mapping framework?	ITC proposes to facilitate consultations virtually wherever feasible. Based on the location of the bidder - if there are relevant agencies located in the same city where meetings can be easily facilitated in person, then that would be useful. However, the main travel for meetings will be the mission for the focus group discussions/consultations referred to in Outputs 1 to 3.
7	The instructions attached state that the price quoted should "cover all costs associated with the delivery of the services specified in the attached Terms of Reference" (see paragraph A). Are travel costs for the missions referred to in the Terms of Reference covered by the ITC and thus to be excluded from the quotation?	Please see response to Question 1.