

QUESTION AND ANSWERS

LRPS-2024-9180132 – Coaching consultancy

IMPORTANT INFORMATION

We remind you to review this checklist for a successful proposal submission:

	CHECK LIST – PROPOSALS SUBMISSION.	X
01	Verify submission of complete technical proposal. DO NOT INCLUDE PRICES in technical proposals. Submit BEFORE DEADLINE => 09/06/2024 23:59h (Panama time)	
02	Verify submission of financial proposal using provided Matrix. Submit BEFORE DEADLINE => 09/06/2024 23:59h (Panama time)	
03	Verify to submit proposals to the right e-mail address LACRO-OPS@UNICEF.ORG	
04	Anticipate the submission of proposals to avoid last-minute delays or technical difficulties that may cause late deliveries and therefore INVALIDATION of proposals. "A few seconds after deadline is considered LATE delivery."	

Information to submit:

1. In the file **LRPS-2024-9190132 Long Term Agreement for Foundational Learning Recovery Serv.pdf** you will find instructions for proposal submission.
2. In the pages 3,4 and 5 of that document you will find the **REQUEST FOR PROPOSAL FOR SERVICES FORM** that must be submitted completed and signed in your technical proposal.
3. The file **ANEXO C - MDM Template.xlsx** completed and in Excel format (focus mainly on points 2 and 3 - VENDOR INFORMATION), should be sent in your technical proposal.

Timeframe of the tender process

	Activity	Dates			
		Start Date	End Date	Time	Platform
01	Launch of LRFP	11/05/2024		-	UNGM
02	Pre-Bidding Conference	22/05/2024		10h Panama time	Microsoft Teams
03	Questions from Proposers (vía e-mail)	11/05/2024	21/05/2024	23:59h Panama time	By e-mail LACRO-OPS@UNICEF.ORG

04	Consolidated responses from UNICEF	27/05/2024		-	Will be posted in UNGM and shared by e-mail
05	Submission of Proposals	Deadline: 09/06/2024		23:59h Panama time	By e-mail LACRO-OPS@UNICEF.ORG
06	Proposals Review/Evaluation	10/06/2024	30/06/2024 approx.	-	
07	Award Notice sent and posted in UNGM	01/07/2024 approx.		-	
08	Contract Start Date	15/07/2024 approx.		-	

Q&A

Please find the responses **in red** to the following questions, received during the pre-bidding conference and the period opened that purpose:

Q1: How do I express interest in participating in this opportunity?

A: The UNGM platform will not allow this; having addressed Q&A to us or communicated us by email to confirm your interest, we take note of your institution's interest and look forward to receiving a proposal from your side.

Q2: We will have to send our proposals in separate emails to LACRO-OPS@UNICEF.ORG by the provided deadline, where the financial proposal is to be submitted in an email and the technical package in a different one (or several, if too heavy); is this correct?

A: This is correct.

Q3: How will we have access to the responses to our questions through the Q&A period?

A: All questions received (by written email before the provided deadline) are published in UNGM and together with the video recording of the pre-bid conference call; together with publishing this information in UNGM, institutions having approached UNICEF with questions and/or to confirm their interest are being sent the link to the UNGM publication and the pre-bid conference call.

Q4: What is the process for submitting a proposal?

A: as per answer in Q2 above.

Q5: Is deadline extension a possibility?

A: Yes; UNICEF LACRO has decided to extend the deadline for reception of offers by 7 days, from the initial 2nd June 2024 to 9th June 2024 at 23:59h Panama time. This information is now reflected in the UNGM publication as well.

Q6: ¿Cuál es el alcance geográfico de los estudios regionales? Se solicita a UNICEF compartir el listado de países, con el fin de calcular con más precisión el número de días de trabajo de los productos del grupo 2 y 3, que tendrán un alcance regional. / What is the geographical scope of regional studies? UNICEF is requested to share the list of countries, in order to more accurately calculate the number of work days for the products in group 2 and 3, which will have a regional scope.?

A: All deliverables included in this opening are direct requests received by UNICEF country offices in the Latin America and the Caribbean region, and they are all associated to regional education priorities in all these countries. As a result, they all were framed in a very generic way so that any country office can move forward with any deliverable they are interested in. With this in mind, we cannot specify at this very moment a list of countries per deliverable, and this is why

this was not provided in the first place. That said, we encourage all service providers to estimate the best possible budget for each deliverable based on the information provided. For example, if the deliverable refers to a regional activity, the budget might refer to information covering all 36 countries of the region covered by the 24 UNICEF country offices in LAC; if the deliverable does not specify, the budget may refer to one country, in this case, should any specific country office move ahead with a contract for that specific deliverable, is up to the country office to specify the geographical scope of the work.

Q7: El RFPS solicita el envío de tres referencias de contacto de experiencia laboral relevante previa por cada grupo de productos, asimismo tres ejemplos de trabajos similares por cada grupo de productos. Si la firma consultora presenta una oferta a múltiples grupos de productos, ¿es posible repetir las referencias y/o ejemplos de trabajos similares previos, o cada grupo de productos debe tener referencias/ejemplos de trabajo únicos? / The RFPS requests the submission of three contact references of previous relevant work experience for each product group, as well as three examples of similar work for each product group. If the consulting firm bids on multiple product groups, is it possible to repeat references and/or examples of previous similar work, or should each product group have unique references/examples of work?

A: Yes, it is indeed possible to repeat references as long as they are relevant to the group of products that the service provider is applying for. In this sense, one reference, may be relevant for more than one group of products of this TOR.

Q8: ¿La propuesta financiera debe incluir un estimado de costes de gastos de viajes, si la propuesta metodológica incluye trabajo de campo? / Should the financial proposal include a cost estimate for travel expenses, if the methodological proposal includes field work?

A: Absolutely. We encourage to include a break down of the budget so that it is clear what is the cost and the purpose of the field work suggested.

Q9: ¿Es necesario presentar el personal clave por Grupo de productos, o presentamos una sola lista de personal de parte de la organización? / Do we need to present key personnel by Product Group, or do we present a single list of personnel from part of the organization?

A: It is recommended to present a list of the staff suggested for each group of products even though if one same service provider is applying for more than one product, as the capacity required to carry out the work may vary. In this sense, the application for each group of products is independent and separate from the others.

Q10: What forms need to be submitted and what templates are available?

A: Proposers must submit the following:

- a. From Attachment B: The template on pages 9,10 and 11.
- b. From Document LRPS-2024-9191132: Pages 3 and 4 must be completed. Page 5 must be completed and signed. Failure to comply with these requirements will result in disqualification of your proposal.

Q11: What types of projects are they looking to fund?

A: The nature of the projects/deliverables is specified in the tender.

Q12: We cannot press the "express interest" button, what should we do?

A: as per answer in Q1 above.

Q13: How do we submit a proposal?

A: as per answer in Q2 above.

Q14: Objectives (page 2): Is the apparently successful applicant expected to provide LTA services to all the 36 countries and territories that UNICEF LACRO is supporting or only a select number of countries within this list?

A: This LTA will work as a framework agreement from the UNICEF Regional Office for its Country Offices in the Latin American and the Caribbean region; from there, whenever a Country Office has a specific need that falls within the scope of this LTA, they will contact the LTA holders with a concrete scope of work and request quotations for it within the framework of the LTA. In this sense, it is not anticipated that service requests come from all 36 countries UNICEF operates in the region though they may come from an unknown number of them, on an as-per-demand basis.

Q15: Outputs (page 3-4): If the applicant proposes 1 or 2 groups, instead of all 3, is UNICEF expecting the total financial amount to be lower than taking on all 3 groups?

A: Not necessarily, each group will be evaluated separately, as if 3 mini tenders originate from this tender.

Q16: Outputs (page 3-4): Will preference be given to applicants submitting for all three groups?

A: No at all; each group will be evaluated separately, as if 3 mini tenders originate from this tender.

Q17: In regards to submitting a proposal before the June 2 deadline, what is the process for this? Is the submission online through the UNGM portal? If so, how do we take that next step?

A: as per answer in Q2 above.

Q18: if I don't present any written Q&A nor can I participate in the pre-bid conference call, is the opportunity to present an offer gone for my institution?

A: no; participating in the Q&A period is an option but offers are enabled for those institutions that haven't been part of it. Through this document and the pre-bid conference recording being made public, we ensure all interested institutions publicly have the same information in order to build their offers by the given deadline.

Q19: Where is the recording of the pre-bid conference?

A: it is being uploaded to the UNGM site and here below; pre-bid conference call (22 May 2024, 10am Panama time) recording:

[Pre-bid conference call UNICEF LACRO Regional LTA on Foundational Learning-20240522_100232-Meeting Recording.mp4](#)