

CFP/SN/24039/2024/VUT/001

Questions and Answers

Version: 3

Last updated: 23 January 2025

Question	Answer
As an observer, am I allowed to apply?	Members of the Santiago network are eligible to respond to this CFP. Interested organizations, bodies, networks and experts (OBNEs) may respond to this call for proposals, provided they also submit their expression of interest for membership in line with the membership guidelines before the deadline of the call for proposals. Any OBNE selected to respond to the call for proposals must have also been confirmed as a member of the Santiago network prior to their selection. More information can be found in Section 2.10 Applicant eligibility in this call for proposals.
How can I fill in the form and other documents since they are in PDF format? Can I print it out and fill it in by hand, since the PDF format is not malleable?	The main document for the call for proposal comprehensively details the technical assistance request and serves as the definitive guide for proposal preparation. This pdf document is for informational purposes only and requires no input from applicants. Applicants are directed to submit their proposals using the designated templates, available in Word and Excel formats. These templates can be accessed via the provided link on the United Nations Global Marketplace (UNGM) platform - https://www.ungm.org/Public/Notice/253657 .

Question	Answer
<p>Scope of proposal: Given the broad nature of the technical assistance requested by Vanuatu in the CFP, to what extent is it anticipated that a single proposal will address the entire scope? Is it expected that applicants will form a consortium with organizations that bring complementary expertise on loss and damage (L&D) for the initial submission, or will the Secretariat facilitate the merging of proposals or offer matchmaking support after submission?</p>	<p>Proposals are expected to address the full scope of the technical assistance requested and address all of the requirements outlined in the call for proposals. Partial proposals will not be accepted. Evaluation will be based on compliance with the total requirements. Consortia, particularly those including locally-based organisations, bodies, networks and experts, are encouraged to ensure the effective and efficient delivery of the diverse components of the technical assistance, noting the different levels of local, national, regional and international as well as subject matter expertise and experience required. Members and interested OBNEs are expected to make their own arrangements if they wish to identify potential partners and engage in the formation of consortia. As indicated in the call for proposals, sub-granting and contracting are permissible under this call for proposals.</p>
<p>Support in identifying potential partners: Can the Secretariat provide assistance during the application process in identifying other organizations with the necessary expertise and resources to form a consortium? For instance, [name anonymised] has expertise in internal displacement, a key component of L&D addressed in Vanuatu's request, but we are not necessarily familiar with other organizations working on other aspects of L&D at local, regional, or global levels, that we could potentially collaborate with.</p>	<p>Members are being admitted to the Santiago network on a rolling basis and added to the Santiago network webpage. Members and interested OBNEs are expected to make their own arrangements if they wish to identify potential partners and engage in the formation of consortia. As indicated in the call for proposals, sub-granting and contracting are permissible under this call for proposals.</p>
<p>Application deadline extension: The deadline of 5 January presents limited time to establish a consortium of organizations with diverse expertise related to loss and damage and to develop a comprehensive proposal, especially with the holiday season approaching. Would it be possible to consider extending the deadline?</p>	<p>We appreciate this feedback and have taken note of the concern raised with regard to the application deadline. The Santiago network secretariat will update the CFP on UNGM should a deadline extension be provided.</p>

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<p>Project timeline and feasibility: The project timeline of 10 months appears to be quite short for implementing all four main components of Vanuatu's request, even if some activities are carried out concurrently. We would like to highlight that this could pose a challenge and raise concerns about the feasibility of completing all activities within the given timeframe, particularly if multiple organizations need to coordinate with one another.</p>	<p>The indicated duration of the provision for technical assistance takes into account the various thematic and interlinked areas to be delivered based on the needs expressed by Vanuatu for timely action in the country. It is expected that activities will be implemented in parallel, where possible.</p>
<p>Funding: Could you confirm whether the 330,000 USD mentioned in the CfP is the total amount available from the Secretariat to support the implementation of the technical assistance in response to Vanuatu's request? Additionally, the CfP states that applicants must indicate if they can cover the full cost of the technical assistance or provide co-financing or in-kind contributions. If an applicant is unable to provide any financial contribution, would they still be considered eligible to apply for the CfP?</p>	<p>USD 330,000 is the total maximum amount of financial support that may be made available by the Santiago network secretariat for the delivery of technical assistance under this call for proposals. Co-financing is not required. As per the guidelines and procedures for responding to requests for technical assistance, applicants are invited to voluntarily indicate if they are able to cover the full cost of the technical assistance or provide co-financing or in-kind contributions.</p>
<p><i>The below requests for clarification and related responses have been added to version 2 of this QA document.</i></p>	
<p>Does the Santiago network consider expressions of interest for membership from private sector organizations?</p>	<p>Organizations, bodies, networks and experts (OBNEs) that meet the criteria outlined in the OBNE membership guidelines (Section 3) are eligible for membership in the Santiago network. OBNEs are defined as follows:</p> <ul style="list-style-type: none"> - Organizations (O): Independent legal entities. - Bodies (B): A broader term that can refer to groups that are not necessarily independent legal entities. - Networks (N): Interconnected groups of organizations or individuals that collaborate, share resources, or coordinate activities to achieve common goals. These networks can vary in structure, purpose, and scope but do not necessarily have legally established arrangements such as consortiums. - Experts (E): Individuals who are recognized specialists in a specific field. <p>"Private sector" is among the categories to be</p>

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	<p>selected as organizations, bodies and networks in the expression of interest.</p>
<p>Does the entire expression of interest for Santiago network membership process need to be completed prior to the CFP deadline to be considered, or is it sufficient to submit the expression of interest before the CFP deadline and be subsequently admitted as member?</p>	<p>At the time of application, the applicant (and consortium members, where applicable) must either be a member of the Santiago network, or have submitted an expression of interest for membership by the deadline for proposal submissions indicated in this call for proposals (please see the Santiago network membership page for more information related to the membership process). Only proposals of OBNEs already members of the Santiago network or OBNEs who have submitted their expression of interest by the deadline and are subsequently admitted as members in line with the membership guidelines, will be considered. Any OBNE selected to respond to the call for proposals, in accordance with the open and transparent process outlined in the call for proposals, must have also been confirmed as a member of the Santiago network prior to entering into a contractual arrangement. More information can be found in Section 2.10 Applicant eligibility in this call for proposals.</p> <p>It is highly recommended that interested OBNEs that are not yet members of the Santiago network but are eligible under the membership criteria, to submit their expressions of interest as soon as possible or by the deadline for submission.</p>
<p>Would it be possible to explore potential adjustments to the timeline-later start date to account for possible contextual developments?</p>	<p>The CFP deadline remains 31 January 2025, but should a further extension be made, this will be communicated to all potential applicants.</p>
<p>Considering the national context, the sensitivity of the topic, and the lack of prior examples on loss and damage programming, we believe a collaborative discussion about the timeframe would be valuable. We are particularly interested in understanding if the current timeframe is driven by external deadlines. Given these factors, we are keen to</p>	<p>The indicated duration of the provision for technical assistance takes into account the various thematic and interlinked areas to be delivered based on the needs expressed by Vanuatu for timely action in the country. It is expected that activities will be implemented in parallel, where possible.</p> <p>Compliance with the timeframe for implementation</p>

Question	Answer
understand how the proposed timeframe might impact the quality and comprehensiveness of the deliverables. We believe a more flexible delivery timeline may result in higher quality outputs.	indicated in the CFP is a criterion in the considerations of proposals.
What is the SNLD's policy on costed and no-cost extensions if the need arises?	The risk of a potential extension should be addressed and minimized in the proposal submitted in response to the CFP. While it is understood that there may be circumstances that cause unanticipated delays, this should be the exception. No-cost extensions may be possible in exceptional cases provided it is supported by strong justification. For more information, please see the Santiago network's guidelines for managing funding .
<p>Clarification Regarding Team Composition and Partnerships</p> <p>1. Eligibility of Vanuatu-Based Experts: We understand that some Vanuatu-based experts who possess relevant expertise may be ineligible to participate in this work due to their prior involvement in developing the call for proposals or related preparatory activities. To ensure transparency and a full understanding of eligibility criteria, could we receive clarification on the specific criteria for exclusion and, if possible, a list of the individuals affected by these criteria?</p> <p>2. Partnerships with Government of Vanuatu Entities and Personnel: To maximize collaboration and leverage existing local expertise, we would like to clarify the possibilities for partnerships with the Government of Vanuatu. Specifically:</p> <p>a. Are partnerships with government departments or agencies permissible?</p> <p>b. Are partnerships with individual government employees permissible?</p> <p>c. Are government departments or agencies eligible to submit bids directly, given that this request originated from the Government of Vanuatu?</p> <p>3. Eligibility of Informal Working Group Members:</p>	<p>1. The CFP, including the selection criteria, was developed by the Secretariat based on Vanuatu's request for technical assistance. As for preparatory activities for the technical assistance request, the Secretariat does not have visibility on the entirety of individuals who have been involved. In accordance with paragraph 34 of the Santiago network Conflict of Interest guidelines and the guidelines and procedures for responding to requests for technical assistance, applicants (and, where applicable, consortium members) are requested to disclose if and how they have been involved at any stage in the preparation of the request. An applicant is encouraged to consider engaging local experts, and to conduct their due diligence according to the Conflict of Interest guidelines.</p> <p>2. Partnerships with Government entities:</p> <p>a) Government entities, once eligible, can become members of the Santiago network and also partner with other entities, as appropriate and within the provisions of the Conflict of Interest guidelines, once the entity is not the proponent of the request for technical assistance. The grantee has the responsibility for and to document any relationships it enters into in the context of this</p>

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<p>To ensure clarity regarding potential conflicts of interest, we would like to understand the eligibility of members of the Informal Working Group on Loss and Damage to participate in this work, either as bidders or as partners in a bid.</p>	<p>grant.</p> <p>b) Similar to the above, individuals (as experts), once eligible, can become members of the Santiago network and can be among the partners responding to the call for proposals. However, partnerships with individual government employees must be guided by local labor laws or contractual arrangements of such individuals. They have to be clearly defined in the proposal.</p> <p>c) Government entities, once eligible, can become members of the Santiago network and, thus, can submit proposals. The Santiago network Conflict of Interest guidelines and guidelines and procedures for responding to requests for technical assistance stipulate that anyone involved in supporting the development of a proposal must disclose their involvement.</p> <p>3. There is no restriction for members of informal working groups as long as they are following the Conflict of Interest guidelines in relation to the particular call for proposal for the provision of technical assistance.</p>
<p>The proposal submission deadline is January 5th. Would it be possible for us to submit the proposal before receiving confirmation on our membership?</p>	<p>Please note that following further discussions with the Government of Vanuatu on the proposed deadline of the CFP, we have agreed to extend it for all applicants until 31 January 2024. This extension is now also reflected on UNGM, and will be communicated through the different channels of the Santiago network and its partners.</p> <p>More specifically regarding the question of being able to submit a proposal before receiving confirmation on membership, please note that this is possible in line with the guidance of the CFP: "For the purposes of this Call for Proposals, interested OBNEs that submit their Expression of Interest to become a member of the Santiago network prior to the submission deadline indicated in this Call for Proposals and are subsequently admitted as members in line with the membership guidelines</p>

Question	Answer
	will be considered (see also preliminary screening criteria outlined in section 4)."
How does one go about responding to CFPs (e.g. Vanuatu) as a member?	<p>Members of the Santiago network are eligible to respond to this CFP; alternatively, an expression of interest for membership can be submitted by the deadline for the CfP. Proposals are expected to address the full scope of the technical assistance requested and comply with all requirements outlined in the call for proposals. Applicants are directed to submit their proposals using the designated templates, available in Word and Excel formats via the links on the United Nations Global Marketplace (UNGM) platform - https://www.ungm.org/Public/Notice/253657. Members and interested OBNEs are expected to make their own arrangements if they wish to identify potential partners and engage in the formation of consortia. As indicated in the call for proposals, sub-granting and contracting are permissible under this call for proposals. More information can be found in Section 2.10 Applicant eligibility in this call for proposals.</p>
How is eligibility defined under this CFP?	<p>Applicant eligibility is detailed in section 2.10 of the call for proposals. OBNEs already members of the Santiago network or OBNEs who have submitted their expression of interest prior to the deadline indicated in the call for proposals and are subsequently admitted as members in line with the membership guidelines, are eligible to apply.</p> <p>The applicant must demonstrate their ability to respond to the technical assistance request according to the call for proposals, including providing information on experience in implementing projects and initiatives related to averting, minimising and/or addressing loss and damage in Small Island Developing States or similar contexts. Experience in Vanuatu will be an advantage, especially with regards to thematic areas 1, 2 and 3. Proposals are expected to address</p>

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	<p>the full scope of the technical assistance requested and comply with all requirements outlined in the call for proposals. Proposals submitted in response to this call for proposals shall be evaluated as outlined in the call for proposals, which includes a preliminary screening (formal and eligibility criteria), a technical evaluation and a financial evaluation (see section 4).</p>
<p><i>The below requests for clarification and related responses have been added to version 3 of this QA document.</i></p>	
<p>What are the conflict of interest provisions and how can applicants disclose potential topics in that area in their proposal?</p>	<p>Members responding to calls for proposals commit to comply with the guidelines on preventing potential and addressing actual and perceived conflicts of interest in relation to the Santiago network. Applicants are encouraged to review these guidelines, especially section 4.3. Applicants must disclose any potential, actual or perceived conflict of interest as part of their proposal in Annex 1: Declarations, which is part of the documents to be submitted as part of the proposal. In making the disclosure, applicants are requested to reflect on any activities that could be considered potential, actual or perceived conflicts of interest (for instance the type and duration of support provided to the proponent of the request for technical assistance, participation in meetings, access to information or documents related to the request, etc.) and provide information on how they have complied with the conflict of interest guidelines. The Santiago network secretariat will consider each case in accordance with the open and transparent process outlined in relevant Santiago network guidelines, including the guidelines and procedures for responding to requests for technical assistance [insert link].</p>
<p>Can we receive access to these documents please?</p> <ul style="list-style-type: none"> • Proposal <p>https://docs.google.com/document/d/161L-z4qv-L-kU67y72TIIey1JTeDLInY1wNpwpzoEQ/edit?tab=t.0</p>	<p>All required materials for this CFP are available on the UNGM website. Please note that the hyperlinks within the CFP document, which redirect to materials in a Google Drive, may be disregarded. Kindly refer exclusively to the materials provided on UNGM for the most up-to-date and accurate</p>

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<ul style="list-style-type: none"> • Annex 1: Declarations (Note: In case of a consortium, each consortium partner is required to complete and sign the declarations individually. All signed forms shall be attached to the proposal when submitting.) https://docs.google.com/document/d/161L-z4qv-L-kU67y72TIIey1JTeDLAlnY1wNpwpzoEQ/edit?tab=t.0 • Annex 2: Financial proposal https://docs.google.com/spreadsheets/d/1w_B4H1V7IbIsa7YYLLlvqkYlJQdqNr1f-4W6Q-WfRas/edit?gid=1264281155#gid=1264281155 	<p>information.</p>