

RFP 2025.01 Consultancy to Support a Unitaid Benchmarking Exercise (Community and Civil Society Engagement)

Response to Bidder's Clarification No.1

Question #	Reference to RFP (paragraph #)	Question text (Bidder's Question)	Unitaid's Response
1		Who is the intended audience for this benchmarking exercise?	Unitaid Senior Management, Unitaid Executive Board
2		How do you intend to use the final outputs?	In a report and presentation to share with the Unitaid Executive Board
3		Could you share further information on the purpose of the two trips to Geneva? (i.e., for stakeholder engagement, for final presentation, etc.)	Potentially for interim and final presentations.
4		What is the anticipated duration of each of the two trips to Geneva, in days?	1-2 days
5		Do you have a preferred / minimum number of comparator organisations in mind to be benchmarked?	Around 10 comparator organizations
6		Would Unitaid be able to provide support with recruitment of participants for engagement in the benchmarking interviews/surveys?	Yes, via email introductions
7		Can you provide more information on status to date with the design and implementation of Unitaid's Community Engagement Framework and what led the Secretariat team to this benchmarking exercise? What will be the final use and outcome or next step in the process exactly?	Unitaid currently uses the Communities and Civil Society Engagement (CCSE) Framework as guidance for all Unitaid Grantees engaged in the grant agreement development process. The benchmarking exercise is being undertaken at the request of the Unitaid Executive Board to understand how similar organizations manage CCSE and consider recommending adopting of relevant and appropriate strategies for Unitaid. The final use of the report and any next steps are uncertain.
8		In the RFP document, the link below is provided in a footnote, but leads to an error page on the Unitaid website. Kindly advise on a new link or attach the information for bidders to access: https://unitaid.org/engaging-communities-and-civil-society/	Please, consult the archived version of our web-site https://archive.unitaid.org/engaging-communities-and-civil-society/#en The new web-site was launched in 2024 and this page has not been migrated to it yet.
9		With regards to the KPIs listed on page 2 of the flyer on Unitaid's Community Engagement Framework, please share any reporting against these in 2023 and 2024.	Please, consult the 2024 KPI report, Targets and results against KPI 3.2. on Effective Engagement with Communities and Civil Society, p.21 https://unitaid.org/uploads/UNITAID_EB44_2024_5_KPI-Report-1.pdf
10		Could you give an indication of the allocated budget for this work? Please explain the 'low value' designation on the title page for the RFP. Does UNITAID have guidelines on the rates (e.g. maximum allowable) for overheads for non-profit organizations?	In fairness of the competition process, Unitaid is not able to indicate the budget allocation. However, please note that this is a low-value tender. Unitaid receives financial contributions from sovereign and not-for-profit philanthropic organizations to deliver its mandate. Unitaid receives no assessed contributions. Bidders are, therefore, requested to propose the best and most cost-effective solution to meet Unitaid requirements, while ensuring a high level of service.
11		Extension of RFP submission deadline.	Unitaid has considered extending the tender closing date from 21-Jan to 24-Jan 2025 latest by 17h00 CET (Geneva time).