

CLARIFICATIONS (I)

RFP No. 8768/AGDC-AO Codex Global Stakeholder's Survey

1. What forms of "documentary evidence that your firm has conducted at least two surveys of a global nature in the past three years" (page 3) are acceptable? Is a publicly available survey report adequate?

A publicly available report is acceptable. In addition, a description of the terms of reference of the project and the way it was conducted must be provided. Of course, no confidential internal information must be provided.

2. Regarding "documentary evidence, in the form of a final survey report, that your firm has conducted at least one survey in the food sector" (page 3)? If Client Confidentiality issues make it difficult to divulge who the report has been written for, is it necessary that the report be shared in its original form? Or can it be edited so that client anonymity is respected? Does the final "survey report sample" referred to at page 5, bullet 4.1.6 refer to the same document?

Yes, the report can be edited to avoid giving away any confidential information. This survey report sample should show the broadness of the work undertaken by the company. Yes, this is the survey report sample referred to on page 5, paragraph 4.1.6.

3. Regarding the "required professional experience of assigned personnel" (page 3) could you clarify whether each proposed team member should have relevant experience in all areas specified?

No, it is not necessary for all members to have relevant experience in all specified areas, but all areas should be covered by the team as a whole.

4. Regarding the foreseen interviews, does FAO already have in mind how many interviews it wishes the service provider to undertake? Does it have a preference as to whether these should be undertaken face-to-face or over the phone or on Skype?

To the extent possible, the service provider may conduct interviews over the phone or on Skype. . FAO does not normally envisage more than one interview per stakeholder. The number of interviews to be conducted depends on how the service provider proposes to address the requirements specified under "Scope of the Survey" in Appendix I to the Letter of Invitation.

5. In terms of the Financial Proposal (page 5), can you confirm that by "personnel rates" you mean daily rates for each proposed team member?

Yes, daily rates for the proposed team should be part of the breakdown of costs to be provided as per paragraph 4.2 of the Letter of Invitation.

6. Is it necessary to provide documentary proof of English language skills? If so, what forms of evidence are adequate? Can the team members self-certify their English language skills?

Proposed team members must specify their English level in their CV. An **Excellent** English level is required. Therefore, the team members will be expected to work independently using the English language and must be able to prepare written communications and participate actively in the activities necessary to deliver the requested services. As specified in paragraph 2.2: Evaluation Criteria in the Letter of Invitation, FAO will assess language skills and award points for this criterion through an interview.

7. Could Codex or FAO support us in the identification and recruitment of policy partners?

As indicated in the Letter of Invitation, FAO can supply our contact lists and also give advice to the selected contractor, but the final choice needs to be made by the contractor in coordination with FAO.

8. In particular, have you got any indications of how the interviews have to be allocated for region, function and sector?

No – we expect the company to create a plan for this.

9. Could you please confirm that all the activities under the contract (recruitment, interviews, processing, analysis and output) should be conducted in six weeks?

Ideally yes, activities should be conducted in six (6) weeks. However, if this is not possible we will accept another justified proposal.