

CLARIFICATIONS (II)

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

- 1) Is it your view that the online survey needs to be conducted in the 6 official languages of the UN? We are happy to quote on this basis, but if English only will suffice then there is no need for us to do so.

No, the proposed online survey for technical partners could be conducted in English, Spanish and French only.

- 2) We are researching policy partners in the sectors identified in the RFP. However, we believe that a more representative sample would be obtained by asking existing technical partners and FAO Permanent Representatives to nominate additional respondents. This would, however, take additional time. So, while accepting the desirability of completing the consultancy within 6 weeks, we would like to know whether 7 or 8 weeks would be acceptable in exchange for much more comprehensive data?

Depending on the quality of the proposal, we could accept an additional two (2) weeks.

- 3) The RFP refers to “question and answer interviews” with policy partners. We believe the most representative answers will come from an online survey, and propose offering a telephone follow-up to a sub-sample. Is that acceptable?

We have envisaged interviews with opinion leaders, but a combination of such “question and answer interviews” with an online survey may be acceptable.

- 4) Can we attend to this tender assuming subcontract to one of our partner part of the activities planned. Obviously, we'll insert in our proposal the profile (references, CV's of people involved in the project) of the company that we would like to involve in the tender.

Subcontracting another firm to carry some of the contract activities is acceptable. The bidders shall disclose the details of and responsibilities shared with the subcontractor. In any case, the Contractor shall not delegate any of its obligations under the contract without the prior written consent of FAO and the contract activities to be carried out by the subcontractor shall not exceed 30% of the total value of the contract.

- 5) During the survey, could we make explicit that interview is conducted on behalf of FAO or Codex?

In principle, yes, the firm may state that it is conducting the interview on behalf of FAO and Codex. Please state in your proposal the advantages and disadvantages of naming or not naming the client for our review.

- 6) Could you please confirm which kind of target audience among stakeholders will be sourced by Codex/ FAO? At point 7 of the above mentioned document you stated that Codex or FAO will supply the list of POLICY stakeholders but in the letter of invitation you mentioned that only the list of technical partners will be sourced. → please see pag. 1 RFP n. 8768/AGDC-AO Appendix I “Codex will provide the list of technical partners”; and pag. 4 RFP n. 8768/AGDC-AO Appendix I – 5.3 “Key stakeholders outside the inner group of Codex contacts should be selected by the survey company and are described in the tender document as policy partners”

FAO/Codex will provide a list of technical partners. FAO /Codex can also supply a list of contact points in our member states that can further help in identifying policy partners in different countries.

- 7) Concerning *"documentary evidence, in the form of a final survey report, that your firm has conducted at least one survey in the food sector"* (pg. 3):

- a. Is it possible to present more than one sample survey report?

Yes, it is possible.

- b. As mentioned in Evaluation Criteria 3.3) (pg.4) Should "recommendations" within the sample survey report necessarily be presented explicitly as such or is it sufficient that the report contain conclusions based on survey findings?

We would like to evaluate how bidders present a final report, which must of course contain recommendations/conclusions based on survey findings.

- c. As mentioned in Evaluation Criteria 3.3) (pg.4), by "presentation" do you mean the visual layout of the report?

We will evaluate how understandable and readable the report is.

- d. Could you please clarify what is meant by the fact that the topic of the report should be the food sector? All other things being equal, will a survey report on food retail be evaluated differently to a survey report on food safety issues?

Since food safety, for example, is within FAO's scope of work, the evaluation of a survey report in this field would be easier for us to conduct. However, Codex also deals with the commercial quality of food. We are well aware that the food sector is really wide and we are mostly interested in evaluating the quality of the report itself.

- e. Is it possible to share with FAO only part of a survey report?

Yes, bidders may share only part of a survey report. If the rest is confidential please state it.

- f. Is it possible to share with FAO a link to a navigable report available online?

Yes, you should clearly indicate this link in your proposal.

g. How old can the sample survey report be? Will this impact the evaluation?

The sample survey report should be recent. Ideally, not older than 5-6 years.

8) In the tender you mentioned there will be 2 target audiences: Policy stakeholders (who have to be sourced directly by the Agency) and the Technical stakeholders (who will be supplied by Codex).

Regarding the latter group, please specify:

a. How many names will be supplied

186 names will be supplied (all our contact points)

b. The geographical distribution of the names

Our contact points are distributed all throughout the world.

9) Sample size: In the tender there is no mention regarding the aimed sample size to be reached. Could you please give advice on that?

We expect bidders to propose an appropriate sample size for this kind of survey.