

FIRST ADDENDUM
to the RFP# UNFPA/VNM/15/04
EVALUATION OF THE UNFPA 8TH COUNTRY PROGRAMME OF ASSISTANCE (CP8)
TO THE GOVERNMENT OF VIET NAM

Dear Sir/Madam,

Reference to the subject RFP, please find below a question asked by potential bidders and corresponding answer by UNFPA as addendum to the solicitation document:

No.	QUESTIONS	ANSWERS
1	<p>On page 29 of the RFP document, under point 10; (evaluation team) paragraph one states that the evaluation will preferably be conducted by an international independent consultancy firm. However the second paragraph in the same sub-section states that evaluation team should include one international consultant and three national members.</p> <p>It would be very kind of you if you could clarify as to which of the aforementioned two inferences should we work with.</p>	<p>In the order of preferences, UNFPA wishes to engage an international/national independent evaluation consultation firm for the evaluation of its Country Programme. Only when a firm cannot be identified, UNFPA will resort to a team of independent evaluators.</p> <p>In both cases, the minimal HR deployment for the evaluation should consist of (i) a team leader who must be a foreigner, and (ii) 3 team members who are Vietnamese citizens. The team should be ideally gender-balanced and possesses the required qualifications and experiences as detailed in Point 10 of the TOR.</p>
2	<p>In page 4, point A./1. General (first paragraph), does this mean we should have a legal registration in Viet Nam or we should have a partnership (joint venture agreement) with national supplier?</p> <p>Do you accept our proposal if one of our team members has an experience working in Viet Nam?</p>	<p>Please refer to the above clarification and the relevant section of the TOR on the qualifications and experience of the firm.</p> <p>This bid is open to all interested independent evaluation consultancy firms based in or outside of Viet Nam, as long as the firm is legally constituted, holds a valid registration in the country of origin and is able to provide the requested services.</p> <p>As mentioned above, the firm must assign a team of one international team leader and three team members who are Vietnamese. To qualify this requirement, the firm could partner with a relevant national service provider or recruit Vietnamese consultants as team members.</p> <p>The selection of technical proposals is based on the provided evaluation criteria and the corresponding scoring system. In order to be qualified for the next round of assessing financial proposal, the technical proposal must attain at least 70 over 100 marks.</p>
3	<p>Can UNFPA please clarify what costs will be covered by UNFPA in country?</p>	<p>UNFPA anticipates awarding the project on a fixed price basis to fulfill all the requirements of the Terms of Reference (TOR). The fixed contract price is inclusive of all applicable cost of material, professional charges, allowances, travel related costs and any other miscellaneous expenses applicable.</p>
4	<p>If possible, please share with us the indicative budget for this assignment?</p>	<p>Our estimated budget for this study is ranging from USD75,000-USD95,000 (see page 31 in the RFP).</p>

No.	QUESTIONS	ANSWERS
5	Can UNFPA please clarify whether translation will be provided if the evaluators don't speak the local language?	The local language is Vietnamese. No translation will be provided by UNFPA. Please refer to the required composition of the evaluation team for clarification on this question.