**Addendum 1 - Questions**

Reference No.: UNWHQRFP20 - Evaluation of UN Women’s regional architecture

1. Does UN Women have a preferred duration (in days) for the field visits in each country?

Answer: Field visits usually are of 5 to 7 days in each country. This is the preferred duration unless data collection and methods applied require a longer stay (i.e. participatory video evaluation, etc)

1. Since the findings from this evaluation will inform the midterm review of UN Women Strategic Plan, does that prevent the selected firm for this evaluation from submitting from the midterm review of the UN Women Strategic Plan?

Answer: The selected firm for this evaluation can also submit a proposal for the Midterm review of the UN Women Strategic Plan.

1. Will UN Women Country Offices provide local transportation and assist with logistics (i.e. scheduling meetings) for the field visits?

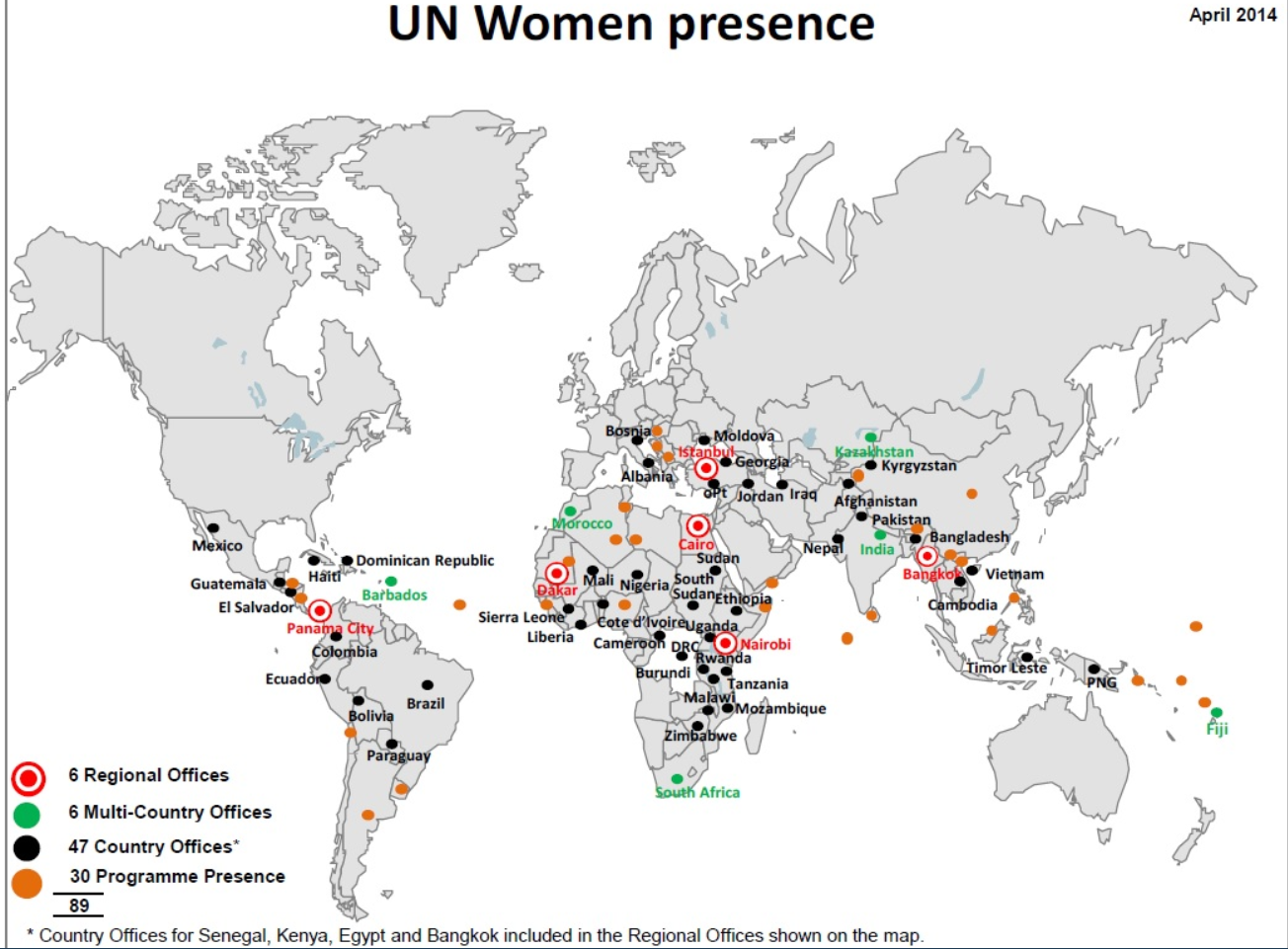
Answer: UN Women Country Offices will not provide local transportation. UN Women Country offices and HQ will provide assistance to schedule meetings for field visits in coordination with Evaluation Teams.

1. Is there flexibility regarding team structure beyond the four roles listed in the TOR (i.e. including a Project Supervisor, etc.)?

Answer: Yes. There is flexibility regarding the team structure beyond the four roles listed in the TOR, however the 4 roles defined in the RFP are the minimum required and the evaluation committee will grade the CV’s of the candidates according to what was requested in the RFP document.

1. How should bidders budget per diems for the field visit component when the five countries are unknown? Will data collection be in the capital cities, or elsewhere in each country for the field visit component? This will impact the Per diem rate used, as the UN/WHO DSA per diems provide separate rates for capital cities and elsewhere in the country?

Answer: Per diems should be budgeted in an approximate manner. Evaluation teams do not need to use the official UN/WHO DSA per diems for their calculations. They can base the per diems on their specific budget. Data collection is usually in capital cities but can involve travel to other cities in certain cases. Field visits will be defined after contract is awarded. Please refer to map below with UN Women presence, for list of possible countries.



1. Can UN Women provide bidders with the budgetary amount that has been allocated for this evaluation? Alternatively, can UN Women provide bidders with the envisioned Level of Effort for the assignment (in days)? Are team members expected to be engaged full time (i.e. 20 days a month) during the assignment? Having some indication for the size of the research project will allow is to propose a methodology that conforms to UN Women’s expectations.

Answer: UN Women cannot provide bidders with the budgetary amount that has been allocated for this evaluation. Team members are not expected to be engaged full time during the assignment. It is up to the Evaluation Team to assign level of efforts to complete the evaluation based on the proposed schedule (Schedule of Deliverables p.16)

1. Can bidders include additional meetings beyond those already included in the workplan at UN Women HQ during the assignment (i.e. a data collection trip for case study and validation workshop, etc.)?

Answer: Yes. Bidders can include additional meetings beyond those proposed in the work plan at UN Women HQ and beyond.

1. We understand that surveys expected to be undertaken in Level 2 of the data collection process, administered to UN Women staff and external stakeholders. How many surveys are envisioned, and what are the objectives of the surveys? In what format (i.e. online, etc) is the survey expected to be administered?

Answer: Numbers of surveys should be proposed by the Evaluation Team. The objective of having surveys is to collect additional information and for triangulation of data. Surveys are expected to be administered online.

1. Can UN Women provide more information regarding the External Technical Experts mentioned on page 15 of the TOR? What are the roles of the External Technical Experts? What activities will they partake in during the evaluation (i.e. undertake field visits)? How is their role different from Project Team members on the selected team given that technical experts will also be on the Project Team?

Answer: The role of the External Technical Experts are to act as an Advisory Group to the Independent Evaluation Office. The External Technical Experts are hired by the UN Women Independent Evaluation Office to provide feedback on the quality of evaluations products from evaluation and substantive perspective. They will not undertake field visits and will not be involved in the evaluation as project team members. UN Women Independent Evaluation Office will manage the work of the External Technical Experts.

1. From the RFP, we understand that UN Women has specifically selected a conceptual model of organizational assessment, namely the Institutional and Organizational Assessment Model. We understand this model to be specific to a single contractor, i.e. Universalia, the Canadian consultancy firm. Given the prescriptive nature of this requirement, we have concerns of the ability of contractors to propose alternative methods (i.e. alternative methods for organizational assessment). In particular, more modern methods (models developed since the 2002 publication of the Institutional and Organizational Assessment Model) exist in the field that we feel are more appropriate for this particular evaluation. We would appreciate clarification on contractor’s ability to propose alternative methods and how this may impact the selection process for this tender.

Answer: UN Women has selected the Institutional and Organizational Assessment Model **ONLY AS A GUIDANCE framework** for this evaluation. UN Women Independent Evaluation Office welcomes alternative or equivalent frameworks and methods for organizational assessments to conduct the evaluation of UN Women’s regional architecture.