**Questions and clarifications – UNICEF LRFP No.: 2016-9128574**

Sub: **End-Project Review for Improving Child Nutrition in Four Countries in Sub-Saharan Africa**

Q.1.a. The RFP, on page 2, specifies that “the end project review will need to be carried out in three phases encompassing approximately 188 days over a 7- month time period.” Further on, on page 3 we read that “Phase 1 (estimated 27 person-days), Phase 2 (estimated 74 person-days) and Phase 3 (estimated 27 person-days)”. That adds up to 128 days. Which indicated level of effort is right, 188 or 128 days?

Answer: It is estimated of 128 days as outlined in Output/Deliverables Table. The total number under key tasks (page 2) should be read as 128 days.

Q.1.b No indications are given to prepare the Financial Proposal. Do you have any template we should use, and should the financial proposal detail the estimated total person-days (as showed on the RFP table p.6)?

Answer: There is no specific format for financial proposal. The financial proposal should be of all inclusive preferably with detailed breakdown for consultancy fee, travel costs and any other costs directly related to the consultancy work.

Q.1.c Is there any formal form we should send you, acknowledging receipt of the ToR and announcing our bid?

Answer: No. However, the proposal should be submitted along with the signed Bid/RFP form (page 3 of the RFP).

Q.2.a Is this opportunity open to entities/organizations who have not been incorporated in the countries under study; Burundi, Ethiopia, Rwanda, Mozambique, Kenya?

Answer: Yes. Any qualified international firms can apply to this RFP. Please refer to the required qualifications in the TOR.

Q.2.b Is it possible to submit the proposal online?

Answer: The detailed instructions on how to submit the proposal are outlined in the RFP (page 1 and 8).

Q.2.c Is it required to share a letter of interest, to show our intent to bid for this assignment?

Answer: Not necessary. Any interested and qualified international firms can submit the proposal before the deadline without submitting the letter of interest in advance.

Q.3.a Can UNICEF share the mid-project review report from 2016 with bidders?

Answer: UNICEF will not be able to disclose the project documents at this stage but will share them with the selected firm.

Q.3.b Can UNICEF share the current monitoring tools that are being used in each country with bidders?

Answer: Please see response to Q1 on disclosure of project specific documents. However national monitoring tools are available publicly.

Q.3.c When is the end project review workshop expected to be held, and how may days is envisaged for the workshop?

Answer: We don’t have a fixed date yet at this stage but it is estimated between 3-4 days depending on the proposed agenda.

Q.3.d Can UNICEF confirm when the project is expected to conclude, as it is noted that the Project Team is expected to provide guidance during the “Project Implementation” in Phase I?

Answer: The deadlines of each phase are outlined in the timeline section of the ToR.

Q.3.e Is there a theory of change that guides the project? If so, can UNICEF share the theory of change document with bidders?

Answer: Please see response to Q1 on disclosure of project specific documents.

Q.3.f Who is responsible for collecting the survey data on stunting that is referenced on Page 5 under the “Desk Review of Secondary Data and Documents”?

Answer: The selected firm is responsible for both primary and secondary data required for review. The methodology outlined in Page 5 is the minimal requirements.

Q.3.g Will data collection in each country be mostly in the capital city?

Answer: The project implementation has been at both national and sub-national levels thus data will need to be collected at both levels.

Q.3.h When is quantitative data (which, we understand primarily relates to stunting) expected to be collected for this review?

Answer: Please see the timeline in page 7 of the ToR. As part of RFP, it is expected that the consultant may propose their methodology to response to the ToR.

Q.3.i Is there flexibility in the team structure? Specifically, can bidders include different positions so long as the maximum Level of Effort is not exceeded?

Answer: The consultant may propose their team structure but should meet the minimal requirements outlined in the ToR.

Q.3.j If bidders choose to include National Specialists in their submission, can they include additional Level of Effort on top of the 188 days?

Answer: The bidding will be evaluated against proposal quality and financial proposal (75% technical and 25% financial).

Q.3.k On page 7 of the TOR it states the Level of Effort as 128 days, whereas on page 2 it states 188 days. Can UNICEF clarify the total amount of Level of Effort for this assignment?

Answer: It is estimated of 128 days as outlined in Output/Deliverables Table. The total number under key tasks (page 2) should be read as 128 days.

Q.3.l Will UNICEF accept email submissions, or are hard copy proposals only accepted?

Answer: The detailed instructions on how to submit the proposal are outlined in the RFP (page 1 and 8). Apart from the hard copy proposal, the technical proposal (ONLY) should be sent by email.

Q.3.m What is the protocol for delivery of the submissions using a courier service (i.e. do we need to email security and provide the courier’s details)? In the past, we have delivered hard copy submissions at UNICEF ESARO using a courier service and have had difficulties accessing the compound to submit the proposal.

Answer: The detailed instructions on how to submit the proposal are outlined in the RFP (page 1 and 8). If you are submitting the hard copy proposal by hand, please let us know the name and ID of the person who will be bringing the proposal at least 24 hours in advance so that we will get the security clearance for him/her to access the compound. If you are submitting the proposal by courier, please let us know the air way bill no with name of the courier. We will then follow up with the courier.

Q.4.a In the Terms of Reference, p.10, client references is listed under the technical criteria for institution and key personnel. Question: Could UNICEF please clarify the format for client references and number requested?

Answer: There is no specific format for client references. However, you can provide some details on Name and contact details of the client and the brief details of the project/tasks carried out them.

Q.4.b Could UNICEF please provide the mid-project review report?

Answer: UNICEF will not be able to disclose the project documents at this stage but we will share them with the selected firm.

Q.4.c Could UNICEF please provide materials and examples of programs implemented as part of the “Improving Child Nutrition in Four Countries in Sub-Saharan Africa” project?

Answer: We will not be able to disclose the project documents at this stage but we will share them with the selected firm.

Q.4.d Can UNICEF share with us a document detailing the outputs outlined in the Performance Management Framework being utilized for this multi-country project?

Answer: We will not be able to disclose the project documents at this stage but we will share them with the selected firm.

Q.4.e For budget considerations, given that the final project review meeting is tentatively scheduled to take place in Ethiopia. Can UNICEF please provide the alternative locations also being considered?

Answer: At this stage we tentatively plan to hold it in Ethiopia. Other project countries may be considered but may depend on the agreement with the host countries and the cost-efficiency.