

ADDENDUM - 003

Date: 03 February 2017

Attention: Prospective Proposer

Reference: Request for proposal (RFP) Ref: # UNWHQRFP105

Note:

UN Women has received some queries regarding the above mentioned **UNWHQRFP105** on **Request for Proposal (RFP) for Request for Proposal (RFP) for evaluation of UN Women's Fund for Gender Equality**, below are the consolidated queries and UN Women responses:

QUESTION #1: Which docs need to be attached to the proposal in order to provide evidence of the non-existence of adverse judgments or awards?

UN WOMEN RESPONSE: Written confirmation from that the proposers have not lost a suit in court leading to the possibility of a monetary judgment or a Lien against their firm/company.

QUESTION #2: As part of this assignment we will have a Project Manager supporting the technical delivery. Are we able to include the Project Manager as part of the commercial proposal or only the technical team members as stipulated in the RFP?

UN WOMEN RESPONSE: There should be 3 team members, one of which could serve as the Project/Team Manager. If the Project Manager is in addition to the team, the vendor will assume the additional cost.

QUESTION #3: We note a request for 2 case studies. Is there a reason that only 2 case studies have been requested or can the bidder propose more case studies if we feel it would add value to the technical approach and be reasonable in terms of cost?

UN WOMEN RESPONSE: Yes, more case studies could be possible. The minimum will be two case studies.

QUESTION #4: Do you expect that the final report will be published noting the brand name of the evaluation firm who prepares it?

UN WOMEN RESPONSE: The final report will be a UN Women/FGE product. While the evaluators Names/Firm will be acknowledged, the branding is at the discretion of UN Women.

QUESTION#5: The RFP notes that travel will be expected as part of the preparation of the two case studies, however I have not been able to locate those countries in the procurement notice. Could you kindly let us know which countries the case studies will focus on for the evaluation? This information will help with providing an accurate cost estimate in the financial proposal. In addition, do you expect the entire evaluation team to attend the field visits or just the Team Leader?

UN WOMEN RESPONSE: The countries for the evaluation will be selected during the inception phase of the project. It will be determined by the evaluation team, or Team Leader, who from the team should travel in order to produce the highest quality reports at the best economic price.

QUESTION #6: Are you looking for sample reports conducted by the firm or by the evaluation team, or a mix of the two? As far as RFP requests that at least three sample reports from previous consulting projects should be included.

UN WOMEN RESPONSE: Samples submitted can be a mix of the individual team members and the firm. It is important that the samples reflect the selected team member's individual quality in writing and producing evaluation reports.

QUESTION #7: The TORs at page 22 (last sentence in the table) state that the team members (1 or 2) should have working language experience in one of the three languages required (French, Spanish, Arabic) to meet the requirements but it's also written that (third to last paragraph) "working knowledge of Spanish, French and Arabic is necessary". Furthermore, at page 15 "working knowledge of at least two UN Official languages other than English" is required for the Team Leader. Can you please clarify the issue regarding the languages knowledge? Is the team in its whole expected to have a working knowledge of Spanish, French and Arabic (in addition to English) or the knowledge (covered by the team in its whole) of two out of the three additional languages satisfy the requirements? How is expected to be the distribution of the languages within the evaluation team?

UN WOMEN RESPONSE: The team as a whole need to guarantee coverage of at least two of the three working languages (Spanish, French Arabic), in addition to English, in order to satisfy the requirements. The languages can be distributed throughout the team and is not a strict requirement only for the Team Leader.