

Answers to questions 1 to 64 have been provided in Part 1, published under the Documents section of the tender notice on January 23, 2018.

**UNFPA wishes to revise its answer to question 12 to the answer below:**

Bidders are expected to include one expert in only one lot - i.e, if an expert is qualified for more than one Lot, a choice would have to be made in which Lot to include him/her.

Answers continue below.

**65) Besides the TLs for Lots 1 and 3, can we present more than one CV per category of consultant? (e.g. several CVs for the Lot 1 Evaluator – gender equality, and so on).**

No. Multiple suggestions per profile are only allowed where specifically indicated.

**66) Can bidders propose roles outside of those listed in the Budget Templates for each of the Lots if seen as necessary?**

Bidders may add roles to the existing list; however, all roles on the existing list must be filled. Additional roles need to be clearly explained in the technical proposal. A daily rate for the additional roles must be added to the financial proposal, together with an average number of days per evaluation the additional role is expected to be used. The number of days is an estimate and is to be used for financial evaluation purposes only, similarly to the listed days for the roles already on the list.

**67) Would it be acceptable for proposed team members to be included in multiple proposals from different bidders on a non-exclusive basis?**

No. Proposed team members may only be included in one proposal. Bidders should ensure the experts they propose are not proposed by other bidders.

**68) Could you please clarify paragraph E33.1 of the Request for Proposals? If multiple suppliers are to be selected then this must mean that bidders with scores below the highest combined technical and financial score must be selected? How will you determine how many suppliers will be selected for each Lot?**

When multiple LTAs are awarded, they are awarded to the bidder with the highest combined score, second highest combined score, third highest combined score, etc. The number of LTAs to be awarded will be determined in accordance with the extent to which different proposals cover our needs.

**69) The ToR mentions participation of the Global North and South. What does this mean? Should we present a consortia with organizations from North and South? Or does this mean that we should also make use of subcontracting local organizations (whenever relevant) during the individual-specific request for quotations under the LTA? Or does this mean that experts comprising the specific request for quotations under the LTA should be a balanced team of experts from the Global North and South?**

The section refers to this RFP, and **not** to secondary bidding requests under the future LTAs.

UNFPA encourages all forms of collaboration between the Global North and the Global South.

**70) May the same expert be presented by other organizations or does he/she have to present a statement of exclusivity?**

Please refer to question 67.

**71) How many thematic evaluators should we present to each thematic area?**

The ToR for each LOT contain a list of required profiles, as well as a list of collective competencies for the team. Bidders must meet both. Please see question 66 for more details.

**72) Do we have to present any profiles of local experts already?**

Bidders do not have to present specific CVs for local experts. However, they have to present a profile for local experts that meets the requirements listed in the ToR, as well as a daily rate for local experts. At this stage, UNFPA needs to evaluate whether bidders have access to local experts that meet the listed requirements. During secondary bidding, specific CVs for local experts that at a minimum match the profile presented in the technical proposal will be submitted.

Please also note that the daily rates in the LTAs are ceiling rates.

**73) How much time will UNFPA take to evaluate the specific proposals received for each RfQ?**

It is assumed that the question refers to secondary bidding. It is not possible to give a specific timeframe at this point, as it would depend on the complexity of each evaluation, which in turn will affect the complexity of the proposals. It also depends on the available internal resources at the time the secondary bidding request is issued. UNFPA will strive to complete evaluation under secondary bidding within a reasonable timeframe that allows LTA holders to manage their resources.

**74) How many consortia will be selected for each lot of the Lots?**

Please refer to question 68. Please note there is no requirement for bidders to be consortia.

**75) ToR LOT 1, p. 6, clause 24 Local experts (and similarly ToR LOT 2, p. 8, clause 32 and ToR LOT 3, p. 10, section 5): Supplier should provide work samples as an annex to the technical proposal. Does this mean that it is also required to include sample reports from local experts to the technical proposals for this LTA? Or should these only be included when preparing a technical proposal during the secondary bidding procedure (for each specific evaluation)? In line with above question, we would suggest to limit the work samples to the proposed Team Leaders only, at this stage.**

Sample reports from local experts are not required at this stage. Samples for team leads and thematic experts are required for all lots, as mentioned in the ToR for each Lot. Please see question 72 for details on CV submission for local experts.

**76) The RFP document on p. 30-31 mentions the structure of the technical proposal for each of the lots. For LOT 1 and LOT 3, the Bidder is requested to provide CVs for the proposed Team Leaders and for the evaluators. Is it correct to assume from this that it is not required to provide CVs for the following positions?**

- 1. Data analyst(s)/researcher(s),**
- 2. Organization and logistics assistant,**
- 3. Local experts**

**Similarly for LOT 2, is it required to include CVs for the local experts, or only for the (co)-team leaders and senior thematic experts?**

Please refer to questions 72 and 82.

**77) Also on p. 30-31 of the RFP, for LOT 1 and 3 is mentioned that the Bidder can propose a maximum of 3 CVs for the Team Leader position, while for LOT 2 no maximum seems to be mentioned for the Team Leader or co-Team Leader position. Should the Bidder also propose a maximum of 3 proposed Team Leaders or co-Team Leaders ? Or is it only required to propose 1 Team Leader or 2 co-Team Leaders for LOT 2?**

For LOT 2, only one team lead/one combination of co-team leads may be proposed.

**78) Is there a maximum number of experts' CVs that can be included in the technical proposals for each of the other positions or a total maximum number of CVs?**

There is no requirements for the number of evaluators to be included in the technical proposals. This is for each Bidder to decide. The proposed team has to meet the overall requirements listed in the respective ToR, and each team member has to meet the requirements for their respective profile. Please also see question 66.

**79) It is our understanding that, if the Bidder doesn't create a Joint Venture, but only partners with other organisations by subcontracting them, the Bidder doesn't need to complete and add the Joint**

**Venture Partner Information Form to the Technical Bid. However, could you confirm which information should be included for those partner organisations that will be subcontracted?**

UNFPA needs to assess the capability and qualifications of the Bidder submitting the bid to perform the services. The Bidder may submit any information deemed necessary to demonstrate such capability and qualifications. If that includes information about partners, such information may be submitted.

**80) Not used**

**81) Templates: Aside from the annexes, are there any templates or formatting restrictions we must adhere to? I.e. page limits, font size, number of evaluator CVs...?**

For this RFP, there are no requirements for the number of pages, font size, or the general look of the proposals, as long as they are presented in a professional manner. In terms of evaluator CV, please refer to question 66.

**82) Are CVs required for each position listed for each LOT or just for the positions of the representative team members proposed?**

For LOT 1: Please see section 23 of the ToR for a list of profiles for which specific CVs need to be submitted.

For LOT 2: Please see section 33 of the ToR. Bidders are expected to submit:

- Curriculum vitae of the proposed team leader(s)/ co-team leaders
- Curriculum vitae of each of the proposed team members, i.e. thematic experts.

For LOT 3: Please see section 5 of the ToR. Bidders are expected to submit:

- ) Curriculum vitae of the proposed team leader(s)
- ) Curriculum vitae of the proposed evaluators
- ) Curriculum vitae of the proposed data analyst
- ) Curriculum vitae of the proposed organization and logistics assistant

**83) Can the vendor propose alternative labor categories not listed (i.e. training specialist)?**

Please refer to question 66.

**84) In terms of the budget template for Lot 1, while the forthcoming evaluations are more focused on delivering SRHR services and GBV prevention and response in humanitarian contexts, the roles listed on the budget template seem to not encompass those technical areas. Can UNFPA provide clarity in terms of the focus on that Lot and why the roles in the budget template have been selected?**

The Price Schedule Form for LOT 1 reflects the evaluator profiles listed in Section 23 of the Terms of Reference for LOT 1.

**85) The Request for Proposal (RFP) on p. 30/31 requires to submit “Work samples written by each proposed evaluation team member (including sample of a report drafted by the proposed team leader) as an annex to the technical proposal”. Are we right in understanding that this would require the Bidder to annex more than 15 reports possibly of considerable size to the technical bid? As usually the Team Leader is the lead pen of an evaluation, we would suggest to limit the submission of samples to the Team Leader. Can you please confirm whether this would be acceptable?**

No. Please refer to question 75.

**86) The RFP mentions on p. 5, section I, clause 2.3.2, “this does not limit the participation of subcontractors in more than one Bid”. May we understand from this that individual consultants may be included in different bids (from different companies) or should they be exclusively included in one bid (i.e. if we include a consultant in one of our technical proposals, should we make sure that (s)he isn’t included in a technical proposal from another Bidder)?**

Please refer to question 67. In this context, the proposed experts are not considered subcontractors.

**87) The RFP mentions on p. 30, section II Annex A: Instructions for preparing Technical Bid, that the technical bid should include the following “f. Experience and technical capacity information, as requested in SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS, if not included in the Technical Proposal for each Project”. On p. 39, section V Supplier Qualification Requirements, clause 5, we read that the Bidder has to provide evidence that he has “delivered similar services satisfactorily to UN or similar organizations during the last three years, and the services should have been delivered with no negative performance reports” and that he has to provide “References in support of the satisfactory delivery of services specified above”. The Bidder is further requested to include in the Technical Proposal for each lot “SECTION VI – ANNEX D: BIDDER’S PREVIOUS EXPERIENCE, detailing the Bidder’s relevant previous experience”. Could you confirm whether the information the Bidder will be providing in each technical proposal under ‘annex D: Bidder’s previous experience’ will be sufficient to cover both items mentioned above from section V Supplier Qualification requirements (similar services last 3 years and references satisfactory delivery) and that it is not required to include any further information in the technical bid to demonstrate these 2 items?**

It is for bidders to decide how much information to include in order to demonstrate their qualifications and experience.

**88) Are you expecting to see specific local experts included in the proposal? If so this would be challenging considering we don't have information on the specific geographic scope of the evaluations.**

Please refer to question 72.

**89) Could you confirm whether it will be allowed to propose experts during the secondary bidding procedure for specific evaluations who weren't included in our initial proposals, e.g. based on specific profiles that would be required in the ToR for a specific evaluation?**

It is expected that the ToR for specific evaluations will draw from the list of profiles included in the Long Term Agreement awarded as a result of this RFP. Please also see question 66.

**90) Can a consortium bid for a specific Lot only while members of the consortium bid separately for other Lots?**

No. Experts/partners are expected to be part of only one bidding entity.

**91) Could you confirm that CVs must only be submitted for the TLs, co-TL, evaluators (Lots 1 and 3) and thematic experts (Lot 2), but not for the other positions (e.g. local experts, data analysts, etc.).**

Please refer to question 82.

For Lot 2 - As per the RFP document, bidders are expected to submit:

- Curriculum vitae of the proposed team leader(s)/ co-team leaders
- Curriculum vitae of each of the proposed team members, i.e. thematic experts.

**92) We understand that at this stage, suppliers are bidding to secure a long term agreement to provide evaluation services to UNFPA within specific thematic areas. In view of this, could you please clarify the extent to which technical proposals should focus on: i) the management of the long term agreement, including how we will convene and mobilise at relatively short notice well qualified evaluation teams to undertake high quality evaluations; ii) technical approaches which might be applied on the three evaluations covered under Lot 2? Could you also clarify how the scoring of technical proposals will reflect these two aspects of proposals?**

Point 1. It is not included in the assessment criteria in section 29.

Point 2. See section 29, Terms of Reference for Lot 2, point A.

**93) We note that the price schedule form for Lot 2 does not require information on: costs associated with team members for the corporate thematic evaluation related to gender equality, other than the team leader, costs of quality assurance, research assistant costs, project management costs, reimbursable costs relating to international visits, including visits to UNFPA and country case studies, design and production of evaluation reports. Could you please confirm if these costs, and any other costs, should be included in the price schedule to be submitted?**

- 1) The Price Schedule contains fields for the daily rates of senior thematic experts in FGM and harmful practices, and for senior thematic expert in gender equality and social norm change. These are the only thematic experts that UNFPA envisions to be needed for the evaluation.
- 2) For details on the pricing of quality assurance, please refer to question 54 in Questions and Answers Part 1.
- 3) UNFPA does not envision that a research assistant will be needed.
- 4) Bidders may propose project managers if deemed necessary. Please refer to question 66 for more details on the proposed rates and financial evaluation of proposed additional profiles.
- 5) It is assumed that “reimbursable costs relating to international visits” refers to travel

LTA holders will be expected to professionally edit, design and print evaluation reports as well as evaluation briefs. For this purpose, we have UN editing guidelines, templates and guidelines for our reports and briefs, as well as examples of final evaluation reports to which the supplier can reference for design and publishing purposes. See ToR for Lot 2, page 4, section 15 under dissemination and follow up phase.

The Price Schedule form for LOT 2 will be amended in the Word Document to include a line for design and a line for printing, and will be posted on UNGM by January 30, 2018.

**94) In Lot 3 section, apart from the team leader and evaluators, there are certain qualifications required from local experts. However, local experts will be only identified in the second bidding stage when specific locations will be known. How do we address this requirement in the current proposal?**

Please refer to question 72.