**Request for Proposals:**

**Annex 4: Questions from Bidders** (Ref. Paragraph 4.6)

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **RFP Section reference** | **Questions** | **Answers** |
| 1 | RFP document - Section 3.3, point 1.2  ToR page 2, point 1.2 | From the documentation we are not fully certain if it is the intention to conduct the case studies through field missions or from remote. As this is also not clearly described in the ‘place of performance’ description and it will have an implication on the project approach and project cost, we would appreciate if you could please clarify. In case it concerns country visits, could you please indicate how long these are anticipated to be for? | The methodology for undertaking the case studies needs to be explored. As mentioned, there could be a role for local consultants and/or partners. It is anticipated that the company/consultant(s) would have oversight of the case studies and be responsible for the report, but field research may be conducted by others. The company/consultant(s) would explore options and agree with the advisory group the most appropriate approach. It is understood that this would affect cost implications, so flexibility here is expected. Bidders are requested to specify their assumptions for cost estimates provided. |
| 2 | RFP document – section 4.12  ToR page 3 – proposal submission | The RFP document provides in point 4.12.3 a given structure for the proposal structure, including appendices to be submitted. Both the RFP document and the ToR mention a technical proposal of max 2 pages. Could you kindly clarify how the structure in section 4.12.3. relates to the 2 page proposal requested? | 4.12.5 is the technical proposal of maximum 2 pages. 4.12.3 is a separate part of the proposal with company information. |
| 3 | RFP document – section 3.2.4  TOR page 3 – proposal submission | Could you kindly clarify if you are aiming to engage an individual consultant or a project team? If the later, would it be possible to (i) specify the size of the team you would expect and (ii) provide indication of the anticipated level of effort in terms of days or budget for the work? | This RFP is open to either an individual or a project team. We are not allowed to specify the anticipated level of effort in terms of days or budget, and we expect proposals in line with the timeline and description provided. |
| 4 | RFP document – section 3.3  ToR page 2 – point 1.1. | Could you please provide an estimate of the number of documents to be reviewed and interviews to be held in support of the desk-based research? The text mentions ‘analysis of the development and humanitarian health coordination architecture in countries with an active Health Cluster at national and subnational levels’, while the document is also mentioning that there are currently 27 countries with an active health cluster. Could you please clarify if you intend to include all these countries or a selection of countries in the scope of work? And how many interviews / documents do you estimate will have to be anticipated as part of the offer? | We are unable to specify the number of documents and interviews to be held. The methodology will be developed by the company/consultant(s) with the advisory group. A light review of all 27 countries is anticipated, with more in-depth case studies in 2-3 contexts. |
| 5 | RFP document – section 3.1 | The introduction mentions that the final delivery of the project will be a ‘technical report with recommendations’. Could you please elaborate on what WHO expects of this? Would this be a review report (including introduction, methodology, findings, conclusions, recommendations) or would WHO envision this to have additional ‘technical’ components? | The format of the final report will be agreed by the company/consultant(s) but it is anticipated that this would include an executive summary, introduction methodology, findings, conclusions, recommendations. |
| 6 | **3.3.2 Place of performance**  *“The Consultant(s) will work from their place of residence with travel to Geneva and elsewhere as necessary and agreed with the UHC2030 focal point.”* | Does, “elsewhere as necessary and agreed with the UHC2030 focal point”, include potential travel to the Active Health Cluster Countries? | Yes |
| 7 | **7.3 Audit and Access** | As the labor hours will be fixed for the duration of the contract, can the WHO confirm that any financial review will be limited to information in support of labor hours charges submitted with each invoice? | Yes |