

Clarification questions – IFP 19/002 – 16 July 2019

Questions received 11 June 2019:

1. Are there any restrictions on the indirect and/or overhead rates?

Yes. The normal rate could not be set beyond 7% of actual expenditure (not the budgeted amount). If for any specific reason, a higher rate is envisaged a proper case with all related documentation should be prepared and sent to UNFPA WCARO who will review and share if necessary with UNFPA HQ before any decision is taken.

2. Could UNFPA please clarify if there are any restrictions on what costs (such as salaries, fringe, overhead, etc.) can be supported through this funding?

Salaries can be supported through this funding only if they are direct costs.

Direct costs are defined as “costs that can be unequivocally attributed to a specific activity implemented by an Implementing Partner on behalf of UNFPA. They include costs for the actual time devoted by the IP staff to the management of the activities, as well as that of personnel whose specific inputs are required by the work plan”

Any direct cost included in the work plan by an IP should be strongly documented and proofs of their eligibility shared and agreed with UNFPA at the time the work plan is prepared.

3. Could UNFPA share the list of implementing partners to which capacity building support would be provided through this initiative?

The list of implementing partners includes, but is not limited to the following (selection of NGOs for Chad, Mali and Benin is TBC):

Cote d'Ivoire	International Rescue Committee (IRC)
	Association Ivoirienne pour Le Bien-Etre Familial (AIBEF)
	Centre Solidarité Action Sociale (CSAS)
	Organisation pour l'Enfant, la Femme et la Famille (ONEF)
Burkina Faso	ONG ASMADE (Association Songui Manégré Aide au Développement Endogène)
	Cadre de concertation des ONG/Associations actives en éducation de base au Burkina Faso (CCEB-BF)
	MWANGAZA
Mauritanie	BUMEC/CIDE
Niger	ONEN et Associes
	Consortium HIKIMA
	ADL
	Consortium SONGE ANIMAS SUTURA

4. Could UNFPA provide an estimate for the amount of funding available for this opportunity?



The budget range is \$300,000-400,000 USD. However, the final amount to be funded will depend on the final negotiated work plan, which only happens once the partner has been selected (refer to the Methodology section of the TOR).

5. Is there a page limit for the NGO Profile and Programme Proposal?

We ask that you keep proposals to a maximum of 20 pages, and at the same time we ask that you be as concise as possible. If you feel this is not sufficient length for a complete proposal, please let us know.

6. Could UNFPA please clarify if there is a required level for the “partner specific contribution” that is asked about in question D.8 of Attachment II?

No, there is no required level.

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7. I would like to know if the selected NGO is expected to perform the work in all the countries identified in your advertisement for \$300,000 - \$400,000 (specifically – is this this budget for the whole assignment, or per country)?

The indicative budget is for the whole activity (covering all countries), not per country.

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8. What are the eligibility requirements for legal registration?

a. Does the organisation need to be legally registered in Burkina Faso, for example?

No, this is not required.

b. Can the organisation be an INGO registered in an EU country but work with an office in Burkina Faso, for example?

Yes, this is acceptable.

c. If an INGO is not registered in Burkina Faso, is it sufficient to apply with a locally registered partner organisation?

A partner organization is permitted to sub-contract with local organizations, however, the sub-contractor must be clearly identified and the relationship made clear in the proposal. Furthermore, once an agreement is awarded, there are specific contractual terms that cover sub-contracting situations.

9. The scope of work point 3. “Coordinate M&E across countries” appears to require work with 6 other SWEDD countries to “lead the harmonization of M&E tools”. Does this mean that any proposal must be multi country in nature or is it sufficient to focus on one SWEDD country

only?

The SWEDD Project is a multi-country project, covering Chad, Cote d'Ivoire, Burkina Faso, Benin, Niger, Mali, Mauritania. UNFPA WCARO in Dakar, Senegal is home to the Regional Technical Secretariat of the SWEDD Project, and is responsible for regional technical assistance and coordination. The partner to be recruited would be executing technical support to the SWEDD countries on behalf of UNFPA WCARO, and therefore, any proposal will need to be multi-country in nature.

10. Is it sufficient to carry out activities in one country (eg: Burkina Faso), but to provide input to regional African SWEDD meetings?

Please see above response.

11. Is it permitted to add budget for international and regional flights for meetings of the SWEDD in the Sahel region? If yes, how many SWEDD meetings are expected to take place?

As long as the travel costs are direct costs, related to actual activities required in the negotiated work plan, these can be included in the proposal budget. For any other meeting-related travel costs that would be considered indirect, these will be negotiated on a case-by-case basis with the SWEDD on as-needed basis. Regarding the second part of the question, there is no specific number of meetings foreseen at this time; rather this should be part of your proposal for technical assistance.

12. Is it permitted to add budget for technical expert staff salary and monitoring visits from our organization?

Please see the response to question number 2 above.

13. Regarding the examples of previous similar work required; must the examples be from the country where the intervention is proposed or can they be from other countries where an INGO operates?

Examples can be pulled from any country if it represents a relevant example.