**Requests for clarifications and Responses: ZRBF Communications & Visibility**

Q1

On behalf of my team, I am interested in providing communication consultancy services with regards to a comprehensive media and web based communication strategy for the UNDP Zimbabwe Resilience Building Fund Programme. I am kindly requesting for clarification on the format and whether there are templates that need to be adhered to when submitting our expression of interest.

Response Q1

We are glad to have received this expression of intent. Please note there are no specific templates and you can proceed to participate in the process as advised. We hope you have been able to access the RFP.

Q2

We are very keen to submit an offer with the support of our international partner, but have reservations in the sense that we are not familiar with e-Tendering process and there being no training on the platform except the shared tools, we and mostly likely other parties may fail to participate in the process.

Response Q2

To accommodate prospective bidders who are not familiar with the e-Tendering process, we usually share the appropriate tools to guide all interested bidders through the process. From past experience, we have been able to provide support and assist prospective bidders in transacting online through email exchanges and we are hopeful that this will work in this instance.

Q3

Unfortunately, we were not able to submit a qualified proposal on this occasion. However, we find the scope of work and requirements to fit extremely well with our line of work and we are very interested in this type of assignment in the future. Please do not hesitate to contact us should such opportunity arise.

We would like to mention that we currently hold a range of Long Term Agreements with several UN organizations. Please find our list of Long Term Agreements (LTA) attached which shows, for example, the UNFPA agreement for Web Design Services. Please note that there are possibilities to piggy back on the contracts you see in this attached list. You are most welcome to contact us, should you have any questions or should you be interested in receiving a personal introduction to our services.

Response Q3

Your message is well noted and will be kept on file for consideration in future openings

Q4

Do all three team members need to be located in Zimbabwe?

Response Q4

Not necessarily

Q5

Can the office space referred to on page 33 be based abroad?

Response Q5

The project is in Zimbabwe hence it would be convenient to have logistical equipment locally.

Q6

Do you foresee that full-time inputs are required from all 3 team members?

Response Q6

When it is necessary depending on the deliverables to be achieved. This consultancy is output based hence it cannot be full time throughout. It depends on how contractor schedule their work.

Q7

Please can you confirm the duration of the contract? In the data sheet, it states 45 months and on page 30 it states ‘a period of 3 years’.

Response Q7

3 years referred to on this page relate to experience not contract duration.

Q8

On page 19 of the RfP> 26 > C.15.1 it states: ‘This individual will serve as team leader in a full-time position for the duration of the evaluation. S/he will be the primary point of contact between UNDP, the evaluation review committee and the evaluation team and have responsibility for the overall team.’ Please advise whether the Team Leader is required full-time for all 45 months of the program, and if not, the required length of input required by the Team Leader.

Response Q8

Deleted

Q9

Please could you also clarify references to an evaluation in the RfP. Who is the ‘evaluation review committee’ and the ‘evaluation team’ referred to on page 19? Page 43 also refers to the ‘Evaluation Team Leader’, and page 44 also states: ‘The Contractor should explain in detail the evaluation design and methodology they propose to use for the different aspects of the evaluation, the potential risks and challenges for the evaluation and how these will be managed. The evaluation management does not endorse a particular methodology (ies) for the ZRBF evaluation, but would expect that at the programme level, questions will be answered through quantitative and qualitative data, and at the project level priority questions will be answered using experimental or quasi-experimental methods’.

Response Q9

The above has been deleted and now reads “As per TORs”

Q10

We think that it is advisable to have field visits already before the 4th quarter. This would not only help to gather information to design human interest stories but to get an impression of the people we design our strategies for. In the footnote below the document you mention however, that the table should not be modified.

Response 10

In terms of human interest stories, the consultancy will also build on material gathered by ZRBF Grantees/Consortia/Partners. The sequencing of activities has been thought through putting into consideration various factors such as input from stakeholders involved, intended results, impact etc.

Q11

We propose to have monthly or at least quarterly visits to the different areas you operate in, rather than traveling once a year. My question therefore is if we are free to modify the table accordingly or if we are free to use the template without modifying it by simply adding additional costs for traveling in the total costs of each respective quarter.

Response Q11

Unfortunately, the table cannot be modified in any way.

Q12

Moreover, I would like to enquire if all the different project locations (Binga, Kariba, Mbire, Umguza, Bubi, Nkayi, Umzingwane, Mwenezi, Chiredzi, Lupane, Matobo, Insiza, Nyanga and Beitbridge; Centenary, Rushinga, Mudzi, Mutoko, Uzumba Maramba Pfungwe, Zvishavane, Mberengwa) can and should be visited in all our field visits or if it is a selection of locations that can be visited separately at different stages of the project.

Response Q12

Not all locations have to be visited during all field trips.

Q13

I am writing to inquire if it is still possible to submit an acknowledgement letter for the above consultancy as our team is interested in bidding.

Response Q13

It is not mandatory to submit an acknowledgement letter especially after the date advised in the RFP. The acknowledgement letter is solely intended to inform us if there is interest in the process but does not exclude those that do not submit.

Q14

Following on our concern with e-Tendering process, we still are convinced that it will inhibit our participation, not to mention others as well. We are interested in this process as it falls into our main area of competency and suits well with the qualifications of our staff and will indeed submit bids under other means like emails and hard copies.

Response Q14

We have reviewed our submission system and bids will be submitted to email addresses provided in the revised RFP. Please take note to read and understand the specific instructions thereon. UNDP will however not accept hard copy submissions.