

Question and Answer sheet, Round 1

**Subject: RFP 45481 - Mid-Term Evaluation of two UNCDF Financial Inclusion Practice Area Programmes in Asia – Shaping Inclusive Finance Transformation (SHIFT)
Country: ASEAN & SAARC Region**

Question 1. Can UNCDF confirm that both the technical and financial proposal files are to be password protected and that bidders should only provide the technical password on the day the submission deadline occurs, and the financial proposal password if requested by UNCDF?

Answer: Please refer to Bid Data Sheet (BDS) No. 22 “Submission” (page 11-12), specifically No. 22.5 “Email Submission” paragraph. Only Financial proposal must be secured with password, which will be requested by UNCDF, should the company be established as a result of the evaluation as Technically qualified. Technical and Financial proposals must be sent in separate emails.

The password for the financial proposal must not be provided to UNCDF until requested by UNCDF.

Question 2. Does UNCDF intend to award both evaluations (ASEAN and SAARC) to one firm or will they award them as separate assignments to more than one firm?

Answer: UNCDF reserves the right to award contract for the two evaluations to one or more proposers based on the outcome of the evaluation process.

Question 3. Is travel expected to New York for in-person meetings with stakeholder based there?

Answer: No in person travel to New York is expected (mistake in RFP technical evaluation criteria and proposal requirements)

Question 4. We understand there will be 2 country visits for SHIFT ASEAN and then one country visit to SHIRF SAARC. That said, does UNCDF have preferred countries that will be visited during the data collection component?

Answer: The two country visits for SHIFT ASEAN are set as Cambodia and Myanmar where most of the programme implementation has taken place; and for SHIFT SAARC - Bangladesh.

Question 5. How many visits should bidders budget for to Bangkok and for how long? The RFP mentions one trip per evaluation but then states on page 42 that “The team is also expected to spend four days in Bangkok to engage with key UNDP/UNCDF counterparts, DFAT as well as ASEAN stakeholders as appropriate”. Please clarify.

Answer: For each of the two evaluations mentioned in the RFP, bidders should budget for a visit to Bangkok for each evaluation:

For SHIFT ASEAN, bidders should budget for a maximum of 2 days in Bangkok to engage with key UNDP/UNCDF counterparts, DFAT as well as ASEAN stakeholders.

For SHIFT SAARC, bidders should budget for a maximum of 2 days in Bangkok to engage with key SAARC stakeholders.

Question 6. Has monitoring data related to each interventions' indicators been collected on an ongoing basis during the programme implementation?

Answer: Programme monitoring data related to each intervention has been collected on an ongoing basis during programme implementations.

Question 7. On page 41 it states "The evaluation process for each one of the 3 evaluations has 3 distinct phases". Can UNCDF clarify the number of evaluations being tendered through this RFP?

Answer: UNCDF is tendering for the evaluation of two programmes through this RfP- Shaping Inclusive Finance Transformation (SHIFT) in the ASEAN Region & Shaping Inclusive Finance Transformation (SHIFT) in the SAARC Region. Apologies for the misunderstanding.

Question 8. During the Post Mission Phase the RFP states "HQ debrief of the final evaluation report". Should bidders budget for an in-person debriefing in New York?

Answer: The HQ Debriefing will be conducted remotely through BlueJeans technology or similar. There is no need to set aside budget for a trip to New York.

Question 9. Will translation services be necessary during the field visit component or will most stakeholders speak English?

Answer: Bidders should be prepared to interact with stakeholders at all levels of the intervention, including the beneficiary level. It cannot be reasonably expected that for example beneficiaries will be speaking English.

Question 10. Can bidders submit one technical proposal that includes an approach for both evaluations and one financial proposal that includes all costs for both evaluations or do we need to include separate technical proposals (PDFs) for each evaluation and separate financial proposals (PDFs) for each evaluation?

Answer: Bidders are asked to submit one technical proposal for both evaluations and two separate financial proposals (one for each evaluation).

Question 11. When the evaluation process could start (considering the contractual and organizational procedures).

Answer: As per RFP we are expecting the evaluation to start by end of May. Please refer to page 43 of the RFP document.