

Question and Answer sheet, Round 2
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: Under Section 4- Evaluation Criteria, it is required by the bidder to indicate its prospective long term profitability. However, if the bidder/primary bidder as part of a consortium, is a non-profit entity, how should the term "profitability" be interpreted?

Answer: UNCDF understands that non-profit entities do not exist for profit. Under this circumstance therefore, the "profitability" will be assessed based on the steady flow of funding that comes into the entity.

Question 2: The LOE mentioned for both the evaluations is 130 days. Considering the number of country visits that the consulting team is expected to make, including the primary data collection to measure client level outcomes, is UNCDF willing to offer any flexibility to move the LOE upward of 130 days?

Answer: The LOE is included as an indicative amount based on past experience for this type of UNCDF evaluation. It is up to the bidder to propose a level of effort in line with what it judges necessary to achieve the objectives of the evaluation in line with the quality standards annexed.

Question 3: What kind of primary data collection at the end-client level expected under the proposed evaluation? Is there any indication towards the desired sample size and coverage (levels of disaggregation) that UNCDF expects from the same?

Answer: We expect the bidders to propose an approach based on their understanding of the programme as well as the objectives of the evaluation. The TOR gives instructions on the type of evaluative analysis expected, including the category of impact at system level and category of impact at client/ beneficiary level.

Question 4: In summary, for both the evaluations, following countries are to be visited: Cambodia, Lao PDR, Myanmar and Bangladesh. While there are other countries -both under ASEAN and SAARC, the country visits will be restricted to the abovementioned. Please let us know if our understanding is correct.

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: The RFP calls for the successful bidder to provide a bank guarantee. Is this provision applicable even if the successful bidder was a bit for profit entity? Can UNCDF clarify, under what all circumstances UNCDF can encash the Bank Guarantee?

Answer: Referring to the Bid Data Sheet (BDS) No. 9, no performance security is required.

Question 6: The RFP requires the successful bidder to have a net income over past two years to be equal or higher than the price proposal. Does it pertain to the average net profit for the last two years, or net income for each of the 2 years or combined net profit for the last 2 years put together.

Answer: The net income refers to the annual net earnings, less all expenses, for the immediately preceding 2 years. The purpose of this requirement is to ensure that the bidders have sufficient

funds to advance and proceed with the work required without the need to wait for payments from UNCDF. In the event that the net income falls below this requirement, the bidder may provide other documents that will demonstrate sufficiency of funds to proceed with the contract.

Question 7: Page 59 states the following: "Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition: a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies; b) Historic financial statements must be audited by a certified public accountant;" However, we do not have audited financial statements. Our books are reviewed annually by a CPA, who signs off on them. Does that disqualify us from bidding?

Answer: The signing off by a CPA who reviewed the books would be considered sufficient at this point. In the event that UNCDF has further questions, we will send a direct inquiry to the bidder.

Question 8: Page 10 notes the following: "The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal." Page 55 requests that we attach a power of attorney. Our proposal would be signed by our President, who is authorized to bind the company. Therefore we are wondering what exactly is being requested. Do we need to include a document from the company (which would need to be signed by our President) authorizing our President to sign on behalf of the company? If you could kindly clarify we would be appreciative.

Answer: If the President is authorized to commit the company to the bid that will be submitted, the signature of the President is sufficient.

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