

Cluster Evaluation of UNDP Country Programmes in RBEC Region

Request for clarifications

Question 1: The template for the 'cost breakdown by cost component' presented in Section 7 (Financial Proposal Form) corresponds to a breakdown by ICPE Country. Is it expected that costs related to activities which cover several countries (e.g. Team Leader participation in the on-boarding workshop, drafting of the sub-regional synthesis paper, contributions to the regional synthesis paper) are distributed across 'ICPE country breakdowns'? If not, is there a specific format to follow to present these costs?

Answer: As per the TOR, UNDP IEO plans to recruit up-to three external consultancy teams, one for each of the three RBEC sub-regions. In line with that, the Financial Proposal Form in Section 7 requests cost breakdown by ICPE country which is aggregated for each of the RBEC sub-region.

As each sub-regional team will have ONE Team Leader, the costs related to Team Leader's participation in on-boarding workshop, sub-regional synthesis and regional synthesis paper can be added under item (III) Other Related Costs either under any one ICPE country OR as a separate category in the end for each of the sub-region (see highlighted sections in table below). Presented either ways, the score will be applied in the same manner.

RBEC Sub-Region (<i>name</i>)			
Description of Activity	Remuneration per Day	Total number of days	Total Rate for the Period
ICPE Country 1 (Name)			
III. Other Related Costs (If any)	Either here		
Sub-Total 1 (by country)			
ICPE Country 2 (Name)			
Sub-total 2 (by country)			
ICPE Country 3 (Name)			
Please add as above			
[Add] Other Related Costs	OR add a separate category for "Other Costs"		
TOTAL (Sub-total 1+2+3+4+..)			

Question 2: The RfP indicates "IEO will recruit up-to a maximum of three external consultancy teams (...). The external consulting teams will have the option to propose teams for any specific sub-region(s) or all RBEC sub-regions". Could you clarify how proposals will be scored and compared if some proposals offer to cover all three sub-regions and other proposals only one or two sub-regions?

Answer: Each proposal will be scored for its merit at the sub-regional level based on the technical expertise and country experience. Agencies submitting proposals for more than one sub-regions will also be scored accordingly based on their proposed team composition.

Question 3: If our company presents a proposal for all RBEC sub-regions, could you confirm that our proposal is considered as “a whole”, meaning that if we are awarded a contract for this assignment it will be for the whole proposal and not for part(s) of it?

Answer: As per the RfP, UNDP IEO welcomes proposals from firms for one or more than one RBEC sub-regions. Each proposal will be scored for its merit at the sub-regional level. This applies to firms submitting proposals for one, two or all the sub-regions. In case the same firm is successful for all the three sub-regions, they will be awarded a contract for the whole assignment, else it will be part of it for any one or two RBEC sub-regions.

Question 4: Are the Team Leaders expected to participate in all missions? For sub-regions with four countries covered in this assignment, can the number of in-country missions carried out by the Team Leader be limited to two or three countries?

Answer: Yes, the Team Leader is required to participate in all the country missions in his/ her sub-region. This is essential to balance the thematic experience of the evaluation team in the country which is critical for the ICPE and the sub-regional synthesis.

Question 5: following what reported in the instructions to proposers, Data Sheet No. 12 "*Advanced Payment upon signing of contract - not allowed*", we would like to know if payment in tranches will be allowed. If yes, we would like to kindly ask you to confirm that, as in *Section 7: Financial Proposal Form - A. Cost Breakdown per Deliverables*, there will be 5 tranches, each equaling to 20% of the offered price.

Answer: Yes, as it says in Page 7 of the Financial Proposal Form

Question 6: In case of proposal submitted by a consortium which is not registered as a joint venture (JV), should the consortium members provide a Memorandum of Understanding, as required for JV in *Section 5: Documents Establishing the Eligibility and Qualifications of the Proposer*, or would a declaration of intentions be enough?

Moreover, in case of consortium, shall all consortium members compile and submit the Proposer Information Form (*Section 5: Documents Establishing the Eligibility and Qualifications of the Proposer*) or should this be done only by the consortium leader?

Answer: UNDP IEO will interact with only one contact for company or consortium. In the case you mentioned the members will have to decide who's is going to represent the rest of the members when legally interacting with the IEO.

Question 7: whether "the UN" means UN Funds, Programmes and Specialized Agencies or any organization which belongs to the UN system (like, for example, IOM which is a related organization)?

Answer: Please read Section 2 Page 4 about the definition of Conflict of Interest

Question 8: • what period of time is meant under "recently employed"? Is this one month, three months, or more?

Answer: The programmatic cycle under evaluation which can be found in the TOR

Question 9: What documents do consortium members have to produce to confirm the establishment of the consortium? Could you confirm that a letter of intent is enough to certify the consortium?

- **Answer:** Yes, a Letter of Intent signed by all members will suffice. If you have previous experience working together please document it.

Question 10: Do all members of the consortium need to submit the Proposer Information Form (Section 5: Documents Establishing the Eligibility and Qualifications of the Proposer) or should this be done only by the consortium leader?

- **Answer:** IEO will only interact legally with the leader, who will be absorbing the full accountability for this project.

Question 11: Could you please confirm if the person who worked for UNDP Azerbaijan office till November 2016 can participate in the evaluation of Central Asia region programmes?

- **Answer:** No, the person can't participate as the RFP clearly indicates that the consultants can't have had any contract with the UN system in the cycle being evaluated. UNDP Azerbaijan is part of UNDP, UNDP is part of the UN system and 2016 is part of the cycle being evaluated.

Question 12: Will there be any restrictions applied to the evaluator (company) in future for participation in calls announced by evaluated UNDP programmes during 2019-2020? After 2020?

- **Answer:** Restrictions apply only to cycle being evaluated which is clarified in the TOR.

Question 13: The ToRs state the following: *'Each team will have one Team Leader (covering all countries in the sub-region), who will be supported by local/regional evaluation consultant(s) to conduct ICPEs in the specific countries in that sub-region. The team should demonstrate a balance of both country and thematic experience'*. We would appreciate some guidance as to **the expected team structure**. The ToRs describe clearly the need for team leaders, but are unclear about what is meant by **'local/regional evaluation consultants'**. This term could refer to what is described in the chart below as 'Tier #2' – in which case each country evaluation team would comprise **only two individuals**. Given the size of the task at hand, a two-member team would seem to be too small. But the term **'local/regional evaluation consultants'** could also be seen as requiring **three individuals** (i.e. Tier #1, #2 and #3) - which seems more appropriate for the task. But such a formula would imply that a total of 17 people will need to be mobilized – which would seem to be too many, if only 35-40 consultant days are available per country. **Hence, please clarify whether the team composition envisaged comprises (a) all three tiers; (b) only Tier #1 and Tier #2; or (c) only Tier #1 and Tier#3.**

- **Answer:** Team composition is envisaged as a combination of EITHER Tier #1 and Tier #2 (if the 'regional' person has multi-country expertise in that sub-region) OR Tier #1 and Tier#3 (if there are different local consultants for different countries). The 3 sub-regional Team Leaders (Tier #1) will each be responsible for the consolidated ICPE reports for the 3 or 4 countries in their respective sub-regions. It is very important that the proposed team (for each sub-region) also has a balance of thematic expertise as listed in the TOR.
-

Question 14: In the ToRs it is stated that the Teams will meet in Istanbul for an on-boarding workshop in January 2019. **How many work/days will the Teams be expected to stay in Istanbul?** We presume only the Team Leaders will attend (not the other team members, as this would add substantially to the cost). **Is this correct?**

- **Answer:** This will be a 2 days on-boarding workshop in Istanbul. Who will finally attend (either Team Leaders only or the entire Team) will be determined after we receive all proposals. To ensure consistency across the RFP the proposals should include participation of ALL Team members in the on-boarding workshop (the 3 team leaders and their national/ expat counterpart).

Question 15: Seven days of field work per country is in our opinion the minimum to carry out the job properly. We understand that the field visits will be carried out back-to-back so as to minimize travel expenses. But this may not be feasible, given possibly competing priorities and conflicting schedules of the Country Offices concerned. **Can we expect some flexibility in the travel budget for 'factors beyond our control'?**

- **Answer:** Correct. The field visits will be carried out back-to-back. IEO will work with the Country Offices to ensure the mission dates are planned accordingly.
-