

18 December 2018

RFP - Mid-Term Evaluation of Making Access Possible (MAP)

New deadline is 11th January 2018

Questions and Answers

1. *Question:* On page 23 & 41, the RFP refers to "country visits to the **four** programme countries mentioned above" but **no countries are listed or mentioned in those sections**. Have the four countries already been selected by UNCDF? If so, which four countries have been selected? We are aware that there are at least 15 countries participating in the **Making Access Possible Programme** from Africa and Southeast Asia but for pricing purposes, can UNCDF clarify if any particular four countries are being prioritized under this RFP?

Answer: Countries have not yet been selected, and will be done so together with the Evaluation Team based on the evaluation methodology and sampling strategy that you propose during the Inception Phase. Furthermore, as per RfP, country visits will take place to a representative range of at least 4 programme countries (1 for each region – West Africa/SADC/ South Asia/South East Asia). We trust this provides sufficient for you to budget accordingly.

2. *Question:* On page 38, the "Main Deliverables" table mentions that "the **final choice of countries** will be decided during the inception phase but is likely to follow the **regional breakdown** mentioned above." What criteria will be used for the country selection and approval?

Answer: It is up to the Evaluation team to suggest a samplings strategy for country visits that makes sense along their proposed methodology. As stated in the RFP, the sampling strategy proposed should at least take into account the regional breakdown. The final choice of countries will then be approved by the Evaluation Unit during inception.

3. *Question:* Should the country selection follow the maturity model approach such that one country occupies each stage of the model?

Answer: The maturity model is one of the elements that can be used for the sampling strategy.

4. *Question:* Should we select **one country in each of the 4 regions** (West Africa, South Africa, South Asia, and Southeast Asia) in our proposal such that we can include relevant national experts on the evaluation team?

Answer: As per RfP, country visits will take place to a representative range of at least 4 programme countries (1 for each region – West Africa/SADC/ South Asia/South East Asia). We would like to see

evidence of your firm's ability to mobilise experts with relevant expertise in the region and country once the final choice becomes clear.

5. *Question:* How will UNCDF award points if all proposals are not equal in terms of the four countries selected and described, not to mention that the pricing will differ by country which could result in an unfair advantage if bidders select the most cost effective countries to work in?

Answer: Please refer to the Technical Evaluation Criteria presented in the RFP. The only scoring section that will consider the country visits selected, will only do so from a work plan point of view (2.3), looking at overall time commitment, specific activities and time allocated to each individual team member. As per the explanation above, we will also consider the firm's ability to mobilise relevant experts from the region. The overall financial proposal is up to the company to propose.

6. *Question:* On Page 30, the chart "**MAP Country Status: 2013-2018**" has a column called "M&E" (monitoring and evaluation) as a phase of the project after the roadmaps are completed. How is this M&E activity related to the mid-term evaluation, if there is any relation at all?

Answer: As per programme description, M&E in the Implementation section refers to the monitoring of the Roadmap implementation. Countries and Regions provide feedback on the implementation status of the roadmap the MAP Hub. This is part of the capacity development objectives of the programme referred to elsewhere. See also MAP Hub roles.

7. *Question:* Also on Page 30, checkmarks appear in the M&E column for certain countries (such as in Swaziland, Lesotho, Malawi, Botswana, and Myanmar). Does this mean that M&E has already been completed for these countries and therefore they should not be selected for the mid-term evaluation?

Answer: As per programme description M&E refers to specific programme activities as part of the programme implementation of the Roadmap and does not relate to the Mid-term Evaluation being commissioned other than through the programme's implementation status.

8. *Question:* There are other countries where the status in the M&E column is listed as "in discussion" or "in progress." Are these the preferred countries for the mid-term evaluation or not?

Answer: Please refer to the answers above. M&E column is part of the programme implementation.

9. *Question:* The holiday period has been a slow time for recruiting the evaluation team. Can the deadline for submitting the proposals be extended by **at least** one week to allow for a longer recruitment window and given many organizations will be closed during the Christmas holiday season and up to January 2nd 2019?

Answer: We are happy to extend the deadline by one week to give you and other firms the possibility to recruit the most appropriate set of experts for this exercise. Thank you for raising this.

10. *Question:* The **UNCDF Evaluation Plan 2016-2017** shows **USD \$100,000** as the budget for the MAP Mid-Term Programme Evaluation. The RFP says the project work should be 130 days minimum. Can you confirm if the budget ceiling is **USD \$100,000** and \$769.23/day average including all labor and expenses? It would be very helpful to bidders, and likely to UNCDF if there was greater clarity on the budget.

Answer: As per UNCDF/ UNDP procurement rules, we can't provide a Budget for the evaluation so as to maintain overall competition, in the RFP we have provided multiple indication for the scope of work. The budget indicated under the UNCDF Evaluation Plan is not a working budget but a planning budget. The working budget takes in to account other components, such as strategic importance, etc. In short, please use our requested 130 working day minimum as the basis for your budget planning.

11. *Question:* Page 37 – 4b -- **in-country phase** – aside from the SMEs, if the Team Leader is asked to debrief the Advisory Panel, is he/she required to do it in person? Knowing this will help us determine our travel costs/ODC's.

Answer: The debriefing that the Team Leader may be asked to provide to the Advisory Panel and Evaluation is not an in person debrief. Remote technologies such as skype might be used.

12. *Question:* For the **post-mission phase**, where will the debrief and HQ debrief of the final report be held? Knowing this will allow us to include costs for travel for our Team Leader/Team. Is the entire team expected to travel or just the Team Leader? We will need to budget for the number of people UNCDF wish to participate in the debriefs. We assume only one trip should be budgeted.

Answer: The HQ Debrief of the Final Report will be held at UNCDF HQ in New York. We don't typically require the Team to participate in person so as to channel evaluation resources to the conduct of the evaluation. We will organize the HQ debrief using appropriate technology (e.g BlueJeans)

13. *Question:* In the **table of deliverables** – p. 38 – is the draft evaluation report only in English – and the only exception is the Executive Summary in the annex, which is expected to be in English and French?

Answer: The Reports, Inception Report and Evaluation Reports are expected to be in English.

14. *Question:* Is the **final report** only in English? In the past we have been asked by clients to provide translated versions in French. This will need to be included in the budget line items if French translation reports and presentations are also required.

Answer: See above

15. *Question:* There is to be a meeting on Jan. 14. Where will this meeting take place and who has to be there? Same question for the briefing by the project team during the inception

phase – who from the team needs to be present for the briefing? Costs for all travel will need to include the number of people that UNCDF require present for in-person meetings, presentations, etc.

Answer: The meeting will take place in South Africa with at least the Team Leader in person.