

Question and Answer No. 1

RFP-020/19-ICRRP Final Project Evaluation (Re-advertised)

No.	Question submitted by bidders	Answer by Technical and Procurement Teams
1	<p>We understand that the consultant team is limited in terms of man-hours – 36 days * 3 people, so 108 total days. However, we would like to clarify if this limitation includes all fieldwork? We have run multiple evaluations in Iraq and the region, and we use a team of Iraqi interviewers and moderators for focus groups, surveys and IDIs / KIIs. It is unclear to us whether the field work costs are allowed to be submitted separately from the consultancy working days (p7 of the TOR) or if all the fieldwork and analysis for the evaluation is limited to the sum of those days. For example, if we have an evaluation specialist and two technical specialists who are working on overall design, instrument development, analysis and writing, are we allowed to bring on a separate team for the field work that is external to those hours?</p>	<p>The man-hours totaling 108 days is expected to cover all activities associated with evaluation work, including all field work with evaluation specialist and two technical specialists. Depending on the methodology and approaches layout by the Consulting Firm, the field work costs (i.e. moderator, remunerator/data collectors) can be also included in the financial proposal. In this instance, the cost may fall under categories “Support staff capacities.” The breakdown should be included. Please refer to the financial proposal form.</p> <p>If additional staff/man-hour are being included, please ensure to provide necessary justification in the Technical Proposal, and submit relevant supporting documents such as CVs, as part of the overall submission.</p>
2	<p>There seems to be some reticence to conduct surveys with beneficiaries – this is noted as a potential on p5 of the TOR, but not included in the man-day allocation on p7. Designs will vary widely, and costs will vary widely, without a more concrete specification of what elements UNDP would like to see used in this evaluation. We have extensive experience conducting beneficiary and control interviews, and indeed a comparison of the findings between those two groups is something that will enable the true ‘impact’ assessment of this project, but we are unclear as to whether UNDP actually wants this type of evaluation.</p>	<p>Conducting survey with beneficiaries as outlined in the ToR is one of example of proposed methodology. It entirely depends on Consultancy Firms. FYI- this is the first and the final project evaluation to be performed for period November 2014- 31 December 2018, as such the evaluation is intended to evaluate performance and improve programme design and implementation. At the same time, UNDP also would like to assess the ‘impacts’ and sustainability of project results.</p>