

Clarification Questions and Answers

Request for Proposal: **Assessment of Joint Sector Strategic Plan for the Gender, Children, Youth and Sports Sector and Development of a New Joint Sector Strategic Plan**
(Ref No: MWI10/PROC/2019/005)

Sl no.	Section for reference from the RFP	Questions and Answers
1	<p>Section2: Instruction to the bidders 2.2 Submission <i>22.2 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 an authorization issued by the legal representative of the bidding entity or a Power of Attorney, accompanying the Proposal</i></p> <p>Section4: Evaluation Criteria <i>Preliminary Examination Criteria</i></p> <ul style="list-style-type: none"> - <i>Appropriate signatures</i> - <i>Power of attorney</i> 	<p>Please clarify if Power of Attorney is compulsory for the proposal? Alternatively, will Board Resolution (empowering the signing authority) or the declaration of the firm's legal representative be permissible?</p> <p style="color: red;">Alternative document is also acceptable.</p>
2	<p>Section 3: Bid Data Sheet, Clause 16: Electronic Submission Password for technical proposal must not be provided to UNDP until the date as indicated in No. 14 (for email submission only)</p>	<p>Please clarify if Technical Proposals should be password protected too? If yes, then when shall UNDP seek for the password from the bidder.</p> <p style="color: red;">Yes. The bidder needs to provide the password as soon as the submission time is closed at stated in No.14.</p>
3	<p>Section4: Evaluation Criteria Technical Evaluation Criteria 3.2 Qualification of key personnel proposed</p> <p><i>Team member (Gender Governance Expert, Youth Development Expert, Child Protection Expert)</i> <i>General Experience: A minimum of 6 years of relevant experience in conducting evaluation and developing strategic documents on a national and sub national level</i></p>	<p>With reference to the qualification requirements would like to confirm if national experts can only be proposed for the three team member positions.</p> <p>Request to also clarify if additional positions apart from the named positions in the ToR/ RFP can be proposed as a part of the team?</p> <p style="color: red;">Either International or National is ok, but the qualification should meet the requirement.</p> <p style="color: red;">If additional positions are required, you can add to the list but those are not part of the evaluation.</p>
4	<p>Section 6: Form B: Bidder Information Form Please attach the following:</p> <ul style="list-style-type: none"> - <i>Local Government permit to locate and operate in the assignment location, if applicable</i> 	<p>Please clarify the requirements for an international bidding entity having local counterparts</p> <p style="color: red;">It is the bidder's own arrangement if required.</p>

	<ul style="list-style-type: none"> - <i>Official Letter of Appoinment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country</i> 	
5	<p>Section 6: Form D: Qualification Form</p> <p>Previous Relevant Experience</p> <ul style="list-style-type: none"> - <i>Please list only previous similar assignments successfully completed in the last 3 years</i> - <i>Attached are the Statements of Satisfactory Performance from the Top 3 (three) clients or more</i> 	<p>Please clarify:</p> <ul style="list-style-type: none"> - Can we showcase experience before 3 years in response to Form E (Section1). If yes, in that case will that be evaluated? Yes, you can add the experience before 3 years, but the evaluation is on the experiences that you presented in the last 3 years. - Is it compulsory to provide the Statement of Satisfactory Performance at this stage? Yes.
6	<p>Section 5 : Terms of Reference D: Expected Outputs and Deliverables</p> <p>Workshops listed under Key Activities</p> <p>The list of deliverables</p>	<p>Will all the workshops be costed by the bidder. Do we envisage utilizing the UNDP Malawi or Ministry’s facility in any of the workshops All the workshops will be covered by UNDP</p> <p>Please clarify if the listed deliverables apart from Inception Report is expected to be separate documents or consolidated as a draft report (as per For, D, Table 4 Breakdown of cost per Deliverable/ Activity) a draft report</p>
7.	Full Proposal	<p>Are there any page limitations for the proposals or sections of the proposal?</p> <p>The bidder needs to use the templates stated in the Section#6 of the RFP. No page limitations for the proposal.</p>
8.	<p>Section 5: Terms of Reference, Background</p> <p><i>“A monitoring and assessment framework has been developed to track the progress achieved under this JSSP. Indicators on the outcomes and outputs of the sector programme are also developed” (pp. 26)</i></p>	<p>Please share the list of indicators or the draft monitoring framework</p> <p>https://www.medbox.org/the-gender-children-youth-and-sports-sector-working-group-joint-sector-strategic-plan-2013-2017/download.pdf</p>
9.	<p>Section 5: Terms of Reference, Background</p> <p><i>“The JSSP was implemented by the Sector Working Group... the coordinator was responsible for overseeing the operations o the following Technical Working Groups (TWGs)” (pp.26)</i></p>	<p>Please provide the staffing information/composition of members for the SWG and TSG, Sector Coordination Committee, Development Partners and CSOs in order to estimate stakeholder groups for consultations.</p> <p>https://www.medbox.org/the-gender-children-youth-and-sports-sector-working-group-joint-sector-strategic-plan-2013-2017/download.pdf</p>

<p>10.</p>	<p>Section 5: Terms of Reference, Purpose of the Assignment</p> <p><i>“Assess the trends in resource flow, funding mechanisms, identify the gaps and advance proposals that will ensure predictable and sufficient funding for the Sector” (pp. 27)</i></p>	<p>Please provide information on existing resource flow, please indicate if a resource mobilisation strategy has been developed for the strategy.</p> <p>https://www.medbox.org/the-gender-children-youth-and-sports-sector-working-group-joint-sector-strategic-plan-2013-2017/download.pdf</p>
<p>11.</p>	<p>Section G: Location, Travel</p> <p><i>“This consultancy will mainly be undertaken in Lilongwe with some travel to selected districts (Nsanje Machinga..” (pp.29)</i></p>	<p>Please validate-</p> <ul style="list-style-type: none"> • Will the consultation workshops be held in Lilongwe or at the district level as well? It will be held in Lilongwe • Can you please indicate the district level stakeholders/functionaries to be consulted with during district travel? District Councils and local CSOs