

RFP for the Review of the UNDP Evaluation Policy Frequently Asked Questions

Question:

Are you able to confirm whether there are any restrictions or guidelines for: (a) the overall budget; and (b) consultant daily fee rates (i.e. is there a maximum allowed daily fee rate?)

Answer:

The pillar of the Procurement operation of UNDP is the reasonability of price (a.k.a. Value for Money) and it implies we will compare the prices with the market and among the applicants. As for daily rates, any business unit will have to get special approval for rates larger than \$1,000 per day.

Question:

I have a question regarding the TORs. On page 6 of, under Roles and responsibilities of team members, bullet #3 indicates that the team leader should lead the visits in HQs and field visit. Is it the case, or countries could be split between team members?. It is not clear from the RFP whether only the team leader doing the field visits.

Answer:

The countries could be split between the Team Members if necessary. The Team Leader does not have to travel to all countries to be visited.

Question:

We noticed that an extra mission to NYC was added, as well as an extra deliverable (8,500 words paper). We also noticed that the number of days for the team leader had been kept the same. We were thus wondering if there would be some flexibility regarding days for the team leader (i.e. is 60 an approximate number) or if the days for the team leader are fixed?

Answer:

Yes, there is flexibility for the number of days estimated for the Team Leader, although it is critical to keep in mind the deadlines for the delivery of the review, as well as the relevance of the financial proposal (30%) in the weighted formula to select the provider.

Question:

While the ToR states the expected level of effort for the Team Leader, could you provide us with an expected level of effort for the two other team members (Team Specialists) from January/February to July 2014?

Answer:

The level of effort of the Team Specialists is tightly related to the methodological approach to be proposed by the firm, so we can't estimate the number of days, like we did for the Team Leader.

Question:

Regarding the field visits to 6-8 selected country offices, is the Team Leader expected to lead all field visits, or can the Team Specialists also undertake field visits?

Answer:

The countries could be split between the Team Members if necessary. The Team Leader does not have to travel to all countries to be visited.

Question:

Since the number of field visits to country offices will be decided during the inception phase, how many should we budget for in our financial proposal? Further, as field visit locations are currently unknown, is there an indicative daily rate we should use when budgeting for field visits? (Using this average/indicative rate will allow for consistency across all offers.)

Answer:

The number of the Country Offices to be included and the modality to gather the information will depend upon the proposed methodological approach. The proposal must include as many Country Offices as necessary to be able to answer the questions. It probably will entail to select at least 1 Country Office per region.

In terms of budget, market prices must be used for each proposed trip.

Question:

What is the expected duration (in days) of each field visit?

Answer:

Each field visit should be long enough as to answer the questions included in the Terms of Reference

Question:

Are any language skills, other than English, necessary for this assignment, specifically pertaining to the field visits and any virtual interviews with staff from country offices?

Answer:

To have language skills in the 3 formal UNDP languages (English, Spanish and French) would be highly desirable to facilitate the work related to Country Offices.

Question:

Is the team composition fixed to three consultants or would UNDP be open to adding a Quality Control Advisor as a 4th team member, albeit with a very small number of days (5-10)?

Answer:

The composition of the Team is up to the Offeror with a minimum of 3 as described in the TOR. Please keep in mind the relevance of the financial proposal (30%) in the weighted formula to select the provider.

Question:

We noticed that this opportunity is a rebid that was originally posted on September 26, 2013 and wanted to inquire why the opportunity has been reissued.

Answer:

In November we have had a long and thorough technical review of the received proposals, comparing them to the Terms of Reference we advertised in the previous exercise.

At the end of that process the Panel of Technical Experts, which includes specialists from other UN agencies, strongly recommended improvements to the TOR, based on the received proposals. We noted a need to provide more information on the context and a much more detailed request for the service.