

UNDP Independent Evaluation Office - Gender Thematic Evaluation

RFP – Frequently Asked Questions

15 April 2014

Nº	Question	Answer
1.	Is there flexibility in the team structure? For example, can Offerors include a project supervisor on the team in addition to the four experts due to provide quality assurance and management?	Yes, there is flexibility in the team structure, given the proposed level of effort is within the 300 days allocated. It is up to the Offeror to include the number of experts they decide to utilize, but do keep in mind Offerors are also competing financially with other providers.
2.	Is there flexibility in how the Offeror allocates days between the team members (i.e. 40 days for two team members, and 60 days for the remaining two team members)?	Yes, there is flexibility in how the 300 days are allocated across the team members.
3.	How should Offerors budget for the 12 field visits without knowing which countries will be visited (per diems and flights)?	The RFP states that the budget for the 12 field visits will be included in a separate contract. Offerors should not submit the separate 'travel budget' with their submission.
4.	Are the Development Results team members expected to undertake data collection individually in a number of the selected countries, or would UNDP prefer teams of two (or more) conducting data in each country?	It is up to the Offeror to include the number of experts they decide to utilize for completing data collection during field visits, but do keep in mind Offerors are also competing financially with other providers.
5.	Will the Core Team members be participating in the 12 field visits? If so, how many countries are they expected to visit for data collection? Will they be paired with team members from the Development Results Team?	Yes, Core Team members will be participating in select field visits. The exact field visit schedule for the Core Team will be finalized during the Inception Workshop.
6.	Are there additional institutional documents that Offerors can review prior to submitting the proposal that are not already included in the ToR? (i.e., prior theories of change, logic models, evaluation reports, etc.)	Please see UNDP.org for more institutional information. Additionally, all UNDP evaluation reports are publicly accessible at http://erc.undp.org/index.html;jsessionid=AB96BE821B12342BA9166A78E6325843
7.	On page 35, UNDP indicates that the report writing is tentatively scheduled to be completed in October 2014. However, on page 34, it indicates that the Development Results Team will be engaged until January 2015. Can UNDP provide clarity on which of these schedules is correct? Additionally, as the evaluation is scheduled to end in March 2015, will the Development Results Team be expected to be on-call for any follow-on work past the end of its scheduled activities?	We envisage that the Development Results Report will be completed in DRAFT by October 2014. The contract will be complete once the final Development Results Report has been accepted by the IEO.
8.	On page 49, UNDP provides a chart for "Cost Breakdown by Cost Component". Under Personnel Services, it indicates that the Offeror should indicate remuneration for services from field offices. As the only fieldwork will be for data collection, should bidders not include remuneration for field office work?	Offerors have to include all costs applicable to their proposal.

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9.	Could UNDP provide examples on which stakeholders the Development Results Team will be expected to engage?	Examples of stakeholders include, UNDP personnel, representatives of other UN sister agencies involved in GEWE work, government and other partners, NGOs, community-level organizations, and users.
10.	Who will be responsible for selecting countries for field visits during the five-day Inception Workshop?	The Core Team, including the AEM and EM, together with substantial input from the Development Results Team.
11.	Is there a preliminary data collection and analysis plan to reflect the overlap of “Development Results” and “Institutional Change” that can be shared with bidders to help gauge the Core Team’s tentative level of effort/resources they will be able to contribute to data collection processes?	A draft data collection and analysis plan will be provided to the Development Results Team upon recruitment. Proposals should base their estimated Level of Effort required for this work on the information provided in the RFP. Please remember, any information provided as estimative has to be taken as indicative, and must be revised by the Offeror.
12.	Can UNDP please provide more detail regarding the estimated level of effort for that the Development Results Team should allot for data collection on “Institutional Change” results? For example, is there a tentative level of effort for the amount of “Institutional Change” results data collection that will be collected during country visits by Development Results Team?	The Development Results Team will only be responsible for administering a survey/interviews comprised of 5-10 questions on Institutional Change. Data analysis will be undertaken by the Core Team.
13.	As stated on page 33, the Development Results Team will be responsible for developing any databases needed for processing quantitative and qualitative data. Does this include databases used to process “Institutional Change” results data?	No.
14.	Does the programming that this thematic review is assessing already have a theory of change?	No, there is no formalized GEWE theory of change at this time.
15.	Are the theories of change (mentioned on page 31) that will be developed by the Development Results team meant to influence the Gender Equality Strategy (2014 – 2018) or is it intended to influence the thematic review?	The theories of change mentioned on page 31 of the RFP will be developed to inform the Assessment of Development Results component of the Thematic Gender Evaluation. These theories of change are not meant to influence the Gender Equality Strategy (2014-2018).
16.	Could UNDP provide further insight into the Core Team’s composition?	The Core Team is comprised of the EM who is a UNDP Evaluation Advisor and the AEM who is a UNDP Evaluation Specialist, and a Research Consultant. The Methodologist is a specialist in gender-responsive and feminist evaluation methodology.
17.	Will the Evaluation Methodologist be expected to actively collaborate with the Development Results Team to create a first draft of the evaluation methodology?	Yes.
18.	Can UNDP confirm that the Development Results Team is not designing the evaluation methodology, but instead the methodology will be developed by the Evaluation Methodologist and reviewed by the Development Results Team? If so, are bidders	Yes. Offerors are not expected to include a comprehensive methodology in their proposals.

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	expected to include a comprehensive methodology in our proposal?	
19.	Could you please clarify if individuals who worked in UN Women, UNDP and other operational agencies but who have left the UN will be eligible as team members?	<p>According to the rules: “5.3.1 Conditions for Engaging Former or Retired UN Staff Members</p> <p>Former or retired staff members may be engaged on an IC provided there has been a minimum break of :</p> <p>a) None, if the previous contract is a Temporary Appointment (TA); b) One (1) month after the official date of separation from the United Nations, if the nature of the separation is not due to retirement; and c) Three (3) months after the official date of retirement from the United Nations.</p> <p>However, all of the above is only allowed subject to all of the following conditions:</p> <p>d) they are not applying for the position they retired or separated from; e) they are not applying for an assignment which he/she provided oversight while he/she was under a staff contract; f) they are not applying for an assignment whose Terms of Reference they wrote or they were involved in writing; and g) they did not separate from UNDP or another organization of the UN system for the following reasons:</p> <p>i) Abandonment of post; ii) Dismissal for misconduct; iii) Non-renewal of appointment for unsatisfactory service; iv) Termination of appointment for unsatisfactory service; or v) Resignation in lieu of disciplinary action.”</p>
20.	In order to prepare a responsive submission that incorporates the feedback provided from UNDP through the question and answers period (which ends seven days before the deadline), would UNDP be willing to extend the submission deadline?	No, the deadline will not be extended. The process of Q&A ends 7 days before to allow the Offerors to include the information in their proposal.
21.	<p>Section 2.8 of the proposal is regarding partners for this assignment. That said, we were wondering what role UNDP imagined any partners playing in the assignment?</p> <p>Additionally, how does UNDP suggest we select which partners we engage to assist in data collection due to the fact that field visit countries are not yet determined?</p>	<p>It is up to the Offeror to outline the nature of the use of potential partnerships in their submission, if they see fit.</p> <p>Additionally, given the final selection of field visit countries will be determined during the Inception Phase, as outlined in the RFP, Offerors wishing to include the use of partnerships in their submission my indicate suggestive partners/types of partners.</p>

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22.	After reviewing the proposal structure as stated in the RFP, we were wondering where we should present our general methodological approach to the assignment. Would Section 2.10 “Other” be an appropriate section to include this information?	If the Offeror wishes to submit a general methodological approach, it could be in 2.10 or in 2.1 in the project overview section.
23.	All field work is expected to be completed in July/August, which requires travel to several different countries. Would there be flexibility to have other people at our organization assist us in some aspects of the data collection, even if they weren’t on “the expert team”? Additionally, does UNDP have a preferred length for in-country data collection?	Yes, there is flexibility in the team structure, given the proposed level of effort it within the 300 days allocated. It is up to the Offeror to include the number of experts they decide to utilize, as well as any support team members, but do keep in mind Offerors are also competing financially with other providers. No, at this point there is no preferred length for in-country data collection. The length of field visits will be determined by the data collection needs.
24.	We are aware the core team will be undertaking field visits as well. How many field visits should we plan on the Core Team members undertaking out of the twelve countries? Specifically, do we need to account for (staffing wise) for all twelve field visits?	The Development Results Team will be undertaking all twelve field visits.
25.	The Development Results Team will only be responsible for administering a survey/interviews comprised of 5-10 questions on Institutional Change. When will this survey be implemented (approximate month), and what stakeholders is the survey meant to target? Will an online survey be feasible?	The survey/interviews comprised of 5-10 questions on Institutional Change will be administered by the Development Results Team during the field visits. The survey/survey instrument will be developed by the Core Team.
26.	Aside from the theory of change that will be developed by the Development Results Team at the onset of the assignment, is there a theory of change intended to be used in the future to measure GEWE programming? If so, will the findings of this assessment inform the development of a theory of change for future GEWE programming?	The theories of change mentioned on page 31 of the RFP will be developed to inform the Assessment of Development Results component of the Thematic Gender Evaluation. These theories of change are not meant to influence the Gender Equality Strategy (2014-2018).
27.	We understand we are not meant to include the costs for the twelve field visits in our submission, and that costs related to travel to travel to New York for the workshops will be budgeted in a separate contract. That said, besides personnel/staffing expenses and any other costs related to the assignment (communication, printing, etc.) are there any other expenses we should budget for (i.e. insurance for field visits, etc.)?	The Offerors must include all costs they consider involved in the project.

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28.	We were wondering what UNDP means by “Expertise 1”, “Expertise 2” in the Cost Breakdown by Cost Component budget on page 49 of the RFP. Any clarification would be greatly appreciated.	The Cost Breakdown by Cost Component table on page 49 is a template for Offerors to provide the cost breakdown for the proposed Development Results Team. If, for example, the Offeror is proposing a team of 4 experts, please include each expert as a separate line item under Personnel Services (replacing “Expertise 1”, etc, as appropriate).
29.	Can you please confirm if our partner firm needs to fill out the form at page 40 called the “Joint Venture Partner Information Form (if registered)”? We are not a registered consortium, we are simply joining strengths on this bid. Furthermore, what supporting documentation or copies of original documents should they provide as a partner firm?	If you refer to the Form in page 42 “Joint Venture Partner Information Form” it clarifies it is only for <u>Registered</u> Joint Ventures. If that is the case you should specify in which countries the Joint Venture is registered, and if USA is one of them please send all the documentation as defined in the instructions to the Offerors (starting at page 17)