

RESPONSE TO BIDDER #1

Description: To provide Baseline Study for the Spotlight Initiative on Ending Violence Against Women and Girls in Jamaica.

Project Title: Spotlight Initiative

Country: Jamaica	Reference number: 63871	e-Tendering :- JAM10-04-2020
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- Question:-** Could you please clarify the scope of “establish the current status of the proposed programme indicators”? Is there the expectation of estimating the indicators or is to verify which one of them have data? If it is intended to calculate indicators, we kindly ask to extend the duration of the consultancy. As a parameter, Econometria needed six months to collect data and then calculate the indicators in the Spotlight initiative in Honduras.

✓ The Jamaica Spotlight Initiative have established baseline indicators for some indicators, while some indicators do not, hence the need for this consultancy. The TOR outlines the areas where baseline information is needed; a further discussion will be held with the selected Consultancy team to verify this information. The data needed under this consultancy must be collected during the consultancy timeframe.
- Question:-** In section 4.5, the Timeframe has a 30 May 2020 deadline for the final approval report to be submitted. Please clarify as this date is a concerning contract start date given that it is already the second week of March.

✓ In consultation with the awarded consultant, the deadline for the final report to be submitted may be modified.
- Question:-** Scope of Work 3 informs Scope of Work 5 but also leans on the outputs of Scope of Work 2 primarily. Please confirm if this interpretation is correct.

✓ Yes, this is correct interpretation
- Question:-** In terms of 5. and the responsibilities of the Spotlight Coordinator, "managing risks pertaining to baseline study processes" is listed. Will there be a risk identification matrix with various risks by potential likelihood, as well as mitigation strategies, provided to the selected project team in order to guide the planning process including what might impact the force majeure contractual clause?

✓ A Risk Matrix has been developed as part of the Country Programme Document which identifies the risks, risk levels, likelihood, and impact along with mitigation strategies. The risks and those directly related to the baseline study will be discussed with the awarded consultancy team. However, consultants are also expected to identify any foreseen risks as it relates to undertaking the consultancy and propose

mitigation strategies for same when making their submissions. As it relates to the force majeure contractual clause (located at section 14.0 page 12 of the Request for Proposals), Force majeure means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.

- **Question:-** One possible risk is security considerations in parishes with effective states of emergency (SOEs), particularly in volatile communities where the prevalence of the issues being interrogated might be higher. It would be useful for the UNDP ToR to reflect cognizance of this reality. Is this a type of risk that the Spotlight Coordinator will manage? Only St Thomas, of the parishes selected, is not under a SOE. See Team Lead Qualifications and Profile (g): "Demonstrate an understanding of risks that could impede the project from attaining results".

✓ We are aware of the SOE at several parishes under the Spotlight and we are interested to hear from interested consultancy teams on how to address this reality in the execution of the baseline study. Further to this, such risks will be discussed in more detail with the awarded consultant and decisions as it relates to these communities will be made on the advice of the United Nations Department for Safety and Security (UNDSS) team.

- **Question:-** Under Organizational Capability there is a note about "loose consortia". As this is 36 points, we would like to understand what the understanding is of "loose" regarding the links between firms? If there are letters of agreement, is that considered "tight" and therefore worthy of the full points? Is it correct to assume that a loose consortium reduces points?

✓ Yes, a signed letter of agreement which indicates that all parties to the agreement are committed to undertaking the consultancy will be considered tight. It is also important to demonstrate the role each party will play and their level of commitment to the team. If possible, the consortia should provide evidence where such agreements have been made in the past.

- **Question:-** Under another section, there are 55 points assessed for whether a survey of the project environment has been conducted and whether this data has been integrated into the proposal. Again, to get full points for this element, would the consultancy have to have done a pilot survey or are is it intended to have basic information on the 3 parishes and Kingston?

✓ Consultants are expected to have demonstrated knowledge of the environment and this should be outlined in the proposal. This knowledge can be gained from information available online.

- **Question:-** What amount of subcontracting is considered detrimental? How is UNDP planning to score this question on subcontracting?

✓ Sub-contracting can bring risk and/or benefits to the consultancy. In this case, the submitting organization must demonstrate how sub-contracting will bring benefits to the consultancy and what gaps the sub-contractor is expected to fill. All information as it relates to the sub-contractor must also be provided, so the evaluation panel can further assess the sub-contractor's capacity for supporting the consultancy.

- **Question:-** Is there any opportunity to collaborate with the team carrying out the costing exercise (UN Women Jamaica) to: i) estimate funding going to eliminating VAWG; ii) estimate national budget allocation for SBGBV and SRHR; and iii) coordinate stakeholder interviews so as not to fatigue participants? And further, are there any other studies being carried out under the SI with which we can collaborate for the same ends?
 - ✓ The timeline for the work by UN Women (for various reasons) will not be the same as this baseline assessment. There is a second component of the baseline assessment not outlined in this ToR that is predominately population based being managed by a different UN Agency. Nevertheless, all UN agencies have committed time and available information/data to support this exercise. Such data will be shared and discussed with the awarded consultant.
- **Question:-** Could you please consider to extend the deadline for the proposal's submission for at least one week?
 - ✓ The deadline for submissions has been extended to 23 March 2020, please observe the closing time as posted in e-tendering.

Prepare by:-

Procurement Analyst, UNDP