

**Pre-Proposal Questions and Answers
Request for Proposal (RFP)**

RFP for conducting Proposal for Conducting “the Final Evaluation of Stabilisation and Development Programme (SDP), former Fata Transition And Recovery Programme (FTRP), UNDP Pakistan”

Ref: UNDP-RFP-2020-090

The Pre-Proposal meeting which was decided on 19th March 2020 but due to Prevention Measures due to CORONA virus, this meeting was cancelled and on website the instructions were given to intended proposers that they can send their queries through email and UNDP will reply them accordingly. Following were the questions which were received and their respective reply.

1. While we understand that a detailed methodology and sampling design will be developed at the inception stage, kindly provide brief details of the interventions i.e. what interventions were carried out under each component, how many beneficiaries (male/ female) were reached in which areas, the development partners and IPs, which government departments were engaged and their respective roles. This will help in developing the proposed methodology, sampling and associated costs. The current RFP does not provide much information on the SDP project itself.

Ans: **Project brief is attached on Website.**

2. On page 4 of the TORs it is stated that the evaluation will include "Khyber, Kurram, North Waziristan, South Waziristan, Orakzai and Frontier districts of Bannu, Tank and Peshawar". However, on page 11 under the Travel Expected section the TORs refer to "5 project districts". Kindly confirm whether the Frontier districts (Bannu, Tank and Peshawar) will be included in the evaluation.

Ans: **Only tribal districts for now.**

3. It is understood that the evaluation firm will collaborate with UNDP in organizing the meeting for Presentation of Executive Summary and Recommendations. Kindly specify if the evaluation firm will also bear the costs of this meeting.

Ans: **Meeting will be organized at UNDP office Islamabad so the refreshment cost will be covered by UNDP**

4. Our Audit for the year 2018-19 is currently ongoing. Kindly confirm if we can share the un-audited financial statements for the period, accompanied by an undertaking from the Audit firm that these have been reviewed and audit firm does not foresee any major changes. AiD has done that in a couple of other bids submitted to UN agencies and this has been accepted. Please confirm.

Ans: **Bidder may submit un-audited Financial Statements for year 2018-19.**

5. With regard to the evaluation criteria shared as point 1.4 of the "Technical Proposal Evaluation - Form 1", firms are required to submit "previous evaluation reports (maximum 5 reports)" as proof. We would like to stipulate that while two of our evaluation reports are openly available and can be submitted, in all remaining cases, we are contractually obliged by clients to NOT share the report to external/ third parties. While we can share a list of those evaluations, sharing 5 such reports might not be feasible. We would like to request if this evaluation criteria can be revised.

Ans: Points will be rewarded to the number of reports submitted, revision of evaluation criteria is not possible at this time.

6. On page 15 a reference is made to "Annex 6" for the template of CVs. However, no such annex has been shared as part of the RFP document or the Soft-copy of forms shared on the e-tendering system.

Ans: Share CVs of all the members on a standard format

7. The P&DD KP has been appointed the focal department for NOC issuance for data collection in NMDs. AiD currently has active NOC for two of its ongoing projects. Our experience shows that a time period of 6-8 weeks is needed (at the very minimum) to process the NOC. This will certainly impact the timeline of project, which we understand is already quite optimistic. The TOR specify a period of one month for data collection work, which is bound to get affected due to NOC issuance process. Please confirm how does/ will UNDP look at the project timeline in view of this?

Ans: We expect that as soon as the assignment is given to the firm, they will start the NoC process. Therefore 3 months period is given for the assignment, days lost in securing of NoC can be adjusted in other activities of the evaluation. Firm can do literature review and other tasks (phone interviews etc) during the process of NoC application.

8. On Page 10, the requirement of evaluation debriefings is stated i.e. immediately following an evaluation, the contracting firm will deliver preliminary debriefing and findings. Under Deliverables and Payment Schedule, the timeline of Evaluation Debriefings is 10 days. Please clarify what is entailed under evaluation debriefings and the timeline of 10 days.

Ans: It includes organizing your evaluation findings in a systematic way (presentation, brief report etc). 10 is the maximum number of days, if the firm is able to do it in less days, then that's fine too.

9. While the RFP states that a duration the evaluation is to be carried out in 90 days, a breakdown of this provided in the Deliverables and Payment Schedule section shows that UNDP expects the firm to produce the report within 50 days of signing of contract. Essentially, UNDP is requiring the consulting firm to review the literature, conduct meetings, carry out data collection, entry, transcription, analysis and report writing within 50 calendar days. We request UNDP to revisit the timeline. We propose that the period of 90 days should be allocated at the very least for production of draft report. The time for review and finalization of report should be provided separately.

Ans: 90 days is the contract duration that UNDP and the firm will sign a contract on. In deliverables the number is 50 because we have taken out weekends and any other applicable public holidays, the duration of the contract will be for three months.

10. We would like to request that UNDP extend the deadline for this RFP, as our proposed approach and methodology for the assignment will be highly dependent on the responses to the questions above. Looking forward to your response.

Ans: The Proposal Submission date has been extended till 6th April 2020 at 12:30 PM.

11. Kindly clarify the number of districts to be targeted under the evaluation. Page 4 of the RFP mentions 5 districts together with Frontier Region districts of Bannu, Tank and Peshawar while page 11 mentions 5 project districts i.e South Waziristan, North Waziristan, Khyber, Kurram and Orakzai.

Ans: Only tribal districts for now

12. Are we correct in assuming that the research tools for qualitative and quantitative data collection will be provided by UNDP or will the evaluation firm design these instruments?

Ans: Evaluation firm will provide the tools

13. Has UNDP contemplated any approx. no of respondents for the survey (quantitative data collection) and the number of FGD's and KIIs (qualitative data collection) for this evaluation.

Ans: Evaluation firm to design

14. What is the expected ratio of male and female respondents for this evaluation?

Ans: Evaluation firm to design

15. We assume that initially survey will be conducted; followed by qualitative data collection. If this is the case, given our past experience, we suggest increasing the field time for quantitative and qualitative data collection from one to two months.

Ans: That is not possible at this time.

16. Under Annex 3, the percentage of payment for Draft Evaluation Report mentions 20%. Can it be readjusted to 40% as the majority of expenses will be incurred by the evaluation firm prior to this stage.

Ans: That is not possible at this time.

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