

UNDP/RFP/03/2020
Data Management, Data Analysis and Report Writing of Waste Management
Baseline Survey of Municipalities of Nepal

Queries and Responses:

1. We understand that data collection is not under the Scope of Work. However, we would like to understand whether a parallel data collection has already been launched by CBS? Is the data collection team mandated to work along with us until the forms are digitized and approved? *In what form / quality the data will be provided to the consultants.*

Response: Yes, the data collection is the responsibility of CBS. The CBS will provide raw data in local language based on data collected in paper-based questionnaire (PAPI) from the respective municipalities. The firm is expected to closely work on the direct contact and within the supervision of CBS.

2. Upon development of the data entry application, who is responsible for the actual data entry? Are we expected to do the data entry from physical forms?

Response: The respective firm will be responsible for data entry once the approval of data entry platform. We expect database manager/analyst to play the data entry role. There are only 293 questionnaires.

3. Assuming that we are tasked to do the data entry from physical forms, have you already validated the data collected in the physical forms? If there is any data discrepancy, who is responsible to coordinate with the data collection team and fix the data gaps?

Response: The data are collected in physical forms. The Environment Statistics section of CBS will be responsible to coordinate and fix any data gaps.

4. What is the plan for stakeholder engagement? Can we conduct a single consolidated meeting to seek feedback or are we expected to conduct individual KIIs with the stakeholders?

Response: There is a plan to hold stakeholder engagement to validate the data analysis and key conclusion. The feedback are expected to receive in 2-3 stakeholder meetings setting. At this stage no KII has been envisaged.

5. "Upon acceptance of the final report, the firm will support in the design and layout of the publication hired through the project." – Given that the RFP restricts us to provide only 2 experts for this assignment, how can we account for design expenses? Would it be considered as OPEs and paid on actuals directly by UNDP?

Response: The firm is expected to provide editable format of the report. UNDP will identify the local layout designer for final print. We expect firm to review the layout design for consistency and accuracy of content and presentation.

6. Is a consortium allowed in this assignment?

Response: We do not have restriction provided it meets the evaluation criteria. In such case, the firm is required to clearly outline the responsibilities by each form.