

Questions and answers for RFP 65206

1. Considering the fact that travel to Uganda is required, do consultants outside of Uganda still stand a chance now that travel bans are in place (and expected to remain in place during the assignment period) due to COVID-19?

If the international company is selected, it will depend on the situation in the country in June/July. We might need to discuss the timeline or other options if travel is still restricted.

2. In Section A of the proposal form, do you require us to attach the required documents, or only describe and indicate whether we avail of those documents?

Please describe and provide supporting documents as needed

3. Our consultancy company is not based in Uganda and we could propose a team with international experts and local support that could perform short-term missions. Would this set-up be acceptable?

Yes, this is acceptable. Due to the COVID 19 situations, travel will depend on the situation in Uganda in June/July. We might need to discuss the timeline or other options if travel is still restricted.

4. I am considering submitting a proposal for the above opportunity, but wondered whether you could clarify whether there is any minimum size requirement for the firm you appoint.

- On p39 there is a requirement to send an audited financial statement. I obviously prepare financial statements, but with a turnover of <£200k my company is below the statutory audit threshold in the UK.
- On p13 the "legal status" section suggests that you are looking for an individual, rather than a firm, which also does not seem consistent with the project requiring a team of three?

There is no minimum size requirement for the firm but the review team should have three qualified members as indicated in the RFP.

On P.39, if your company is below the statutory audit threshold in the UK. Please submit financial statements with this justification.

On P13, as indicated below, the term "contractor" refers to a company.

1.0 LEGAL STATUS:

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations Capital Development Fund (UNCDF). The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNCDF or the United Nations.

5. What are the minimum number of working days for the three experts mentioned in the ToR? What is the total maximum budget of this contract?

No minimum of working days. The number of days should be based on your proposed methodology. We regret to inform you that UNCDF procurement policy does not allow us to provide information on budgets. We operate on the basis of trust that bidders will submit their proposals based on what you feel is the best way to serve the requirement at fair market prices.

6. Are you able to share the 2017 Mid-Term Evaluation that is referred to on p3 of the RFP as it does not appear to be available online, or is this something that will be provided to the successful bidder only?

It is available online here <https://www.unCDF.org/article/2571/cleanstart-midterm-evaluation-report>

7.

- The consultant is expected to **assess the quality of the existing data measurement systems** at the Energy Service Providers (ESPs) and the Finance Service Providers (FSPs). Will the data from the system (e.g. on number of end-users reached by programme activities, personal details such as telephone numbers and gender) be available to the consultant for purposes of refining the sampling approach and the data collection strategy at the project inception phase?

Yes the information is available.

- We notice that there is a mention of a **Mid-Term Evaluation** that was conducted in the first half of 2017 (page 3). Is this current assignment a second mid-term evaluation? Will data from the 2017 evaluation be available to the Consultant for comparative analysis?

The current assignment is not a second mid-term evaluation. The [mid-term evaluation](https://www.unCDF.org/article/2571/cleanstart-midterm-evaluation-report) in 2017 focused on evaluation of the global Cleanstart programme across several countries, including Uganda. The current assignment is a [mid-term review](#) of the Renewable Energy Challenge Fund in Uganda, which is part of the Cleanstart programme. However, the Mid-term evaluation report has information that could be relevant for the RECF mid-term review. The report is available online via <https://www.unCDF.org/article/2571/cleanstart-midterm-evaluation-report>

- Clarify if a baseline survey was conducted at the onset of the Programme for the target areas of intervention.

From the Monitoring and Evaluation process, we gathered baseline information from partners based on KPIs suitable for the partner project. So the baseline information for each partner is available.

8.

- Please provide any estimates about the Budget or Efforts.
We regret to inform you that UNCDF procurement policy does not allow us to provide information on budgets. We operate on the basis of trust that bidders will submit their proposals based on what you feel is the best way to serve the requirement at fair market prices.

- Please provide ballpark assumptions regarding the sample size for estimating efforts and cost involved in primary data collection. This is an important input for development of the financial proposal. Please provide the number of in-country locations to be visited, number of key informant interviews, number of site visits, etc.

Interviews will be done for line ministry, development partners and implementing partners. These are all within Kampala. Expectation is to interview a minimum of 10 partners. Additionally, RECF Partner SMEs and their beneficiaries will be interviewed. More information is provided in the following questions.

The applicant can derive a sample size based on information below.

 - 22 RECF Partners (5 recruited at the start of 2020). Therefore might decide whether to visit or not.
 - more than 160,000 products sold by 17 partners.
 - Target to visit at least 10 development and implementing partners.
- Apart from meeting the Clean Energy companies and Receivables financial services providers, is any primary survey of beneficiaries (such as individual households, SME entrepreneurs, etc.) also to be conducted? If yes, please provide an estimate of the sample size and locations.

Yes, the applicant will be expected to not only interview the SMEs, but also their beneficiaries. All SMEs have offices in Kampala. For beneficiaries, the focus will be within Central, Eastern and Northern regions of Uganda. The SMEs have sold more than 160,000 products to beneficiaries. We don't expect the applicant to visit all the beneficiaries. This information can be used to determine the sample size.
- Page 5 of the RFP, the section titled “Travels expected” – The estimated duration is stated as “At least 5 working days per trip”. How many in-country trips are expected to be carried out? The expectation is to spend at least 3 weeks in country. This can be in one trip or more trips depending on the methodology of the bidder.
- Taxes – please provide details about the VAT and other applicable indirect taxes, which the Consultant is expected to include in its financial proposal. While the section “Description of Requirements” mentions that VAT and indirect taxes have to be included, clause 18.0 of the “General Terms and Conditions for Services” mentions that taxes are exempted. Can you please clarify the exact stand on taxes to be included in the financial proposal?

Please include all VAT and other applicable indirect taxes applied for your country. Vat exemption needs to be verified with the local government later.
- Insurance requirements – considering the prevailing laws in Uganda, will a globally procured policy be allowed or is there any compulsion to procure a local insurance policy, in order to meet the insurance requirements?

A locally procurement insurance is preferred. However, a global insurance policy will also be acceptable if the said coverage is confirmed by a local insurance company that will represent the foreign company in Uganda, in the event that we need to make claims.
- Please confirm whether the Contracting party will be the main global UNCDF office or the Uganda office of UNCDF?

The contract will be signed by UNCDF HQ in New York, but your contact person for the implementation of the contract will be UNCDF project staff in Bangkok and Uganda Office.

