

RFP No.: RFP/ UNCDF/ 66544 Long – Term Agreement with a pool of specialized evaluation firms to implement evaluations under UNCDF’s Evaluation Plan

Questions and Answers

- 1. *Our understanding is that the Framework Contract lasts one year with a possible two-year extension: are we obliged to answer each evaluation proposal? Or can we decline the RfP waiting for the following one?***

The understanding that the Framework Contract (i.e., LTA) lasts for an *initial* period of one (1) year; and could be extended for another two (2) more years, subject to various considerations, is correct.

However, it is important to note that the RFP for the LTA will happen only once, which is this tender. In order to be allowed to participate in the secondary competition that will be conducted among successful LTA holders every time a service is required, one must bid for this RFP. Thereafter, there will be no RFP of this scale until the end of the 3-year life of the LTA.

If the question is about whether or not the LTA holder can decline to submit an offer during the “secondary competitions” that will transpire during the life of the LTA, then the answer is “*no, an LTA holder is not strictly required to submit an offer during every secondary competition*”.

Having said that, please be advised that, if an LTA holder is constantly found by UNCDF to be non-responsive to the repeated calls for secondary competition, then UNCDF reserves the right to not renew the LTA for the succeeding two (2) years.

- 2. *We understood 3 CVs for each role should be presented – Is it possible to propose one expert for two different roles, for example a project director and a team leader?***

This is permissible provided you meet the minimum total of experts overall (i.e. three experts per category). However, in the event that you succeed in obtaining the LTA, and you also succeed in multiple secondary competition, your proposed team composition will likely impact the workload and timeliness of the completion of services. In the even that such situation occurs, UNCDF shall exercise its right to request the company to provide a different expert. This is why we strongly encourage you to pool as many experts in the proposed personnel, so that UNCDF can pre-approve them at this stage, and not at the point of secondary competition.

- 3. *Should we be selected for an evaluation, can we present other CVs even though they were not included in the proposal, i.e. local experts according to the country?***

This question has been partly answered by the previous response. As per the RfP, after having been awarded the LTA, 'if the bidder wishes to include other individuals in a “call-off” work, but said individuals were not originally submitted to UNCDF, and hence not pre-approved by UNCDF, the said individuals shall be subject to further evaluation by UNCDF, and UNCDF reserves the right to reject any or all of them. The bidder is hereby requested to minimize such action and is encouraged to ensure that the CVs it will submit under this RFP shall be the comprehensive and complete pool that it will draw from during the life of the LTA.'

- 4. *Is our understanding of presenting Theory of Change and methodology based on Myanmar’s example correct, or should we present a theoretical methodology on a hypothetical case?***

The bidder should include a credible evaluation design in response to one, or two, of the Terms of Reference included in Annex: the Expanding Financial Access (EFA) programme in Myanmar and the Local

Government Initiatives on Climate change (LoGIC) in Bangladesh. The theory of change presents the universe of results to be evaluated. You are free to propose whichever methodology you feel will best meet the objectives of the evaluation.

- 5. In the section 4 at page 21 , it is stated that the qualification criteria are: Minimum 3 years of relevant experience. Minimum 2 contracts of similar value, nature and complexity implemented over the last 3 years. Could you clarify which kind of projects could be considered of 'similar value'? As the contract is not associated to any total value, we would not know how to identify our possible references.**

Information on past UNCDF evaluations, including budgets, is available at the UNDP Evaluation Resource Centre: <https://erc.undp.org/evaluation/units/255>

If, after reading the information in the link provided, you are still uncertain if the expert's previous work is similar or comparative in value, we suggest that you list the previous experiences in accordance with your own judgement of which ones are most similar and comparative, to the least similar ones. During the evaluation process, UNCDF will make further assessments of what had been listed, and determine which of them meets our requirements.

- 6. According to page 19, the evaluation method to award the contact is "Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively". Since the financial form does not include an average or total of the requested fees, how will be calculated the value of 30%?**

The value will be calculated separately per category of expert within the financial proposal. The formula used is the following: $FP \text{ Rating} = (\text{Lowest Priced Offer} / \text{Price of the Offer Being Reviewed}) \times 100$

- 7. would it be possible to share with us an editable version of the RFP/ UNCDF/ 66544 (e.g. Word format)? This would be most helpful especially regarding the completion of mandatory forms.**

The RFP as published online should be used by bidders for compiling the technical and financial proposals. A sample RFP template is publicly available at

[https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation%20Process_Solicitation%20Documents_Request%20for%20Proposal%20\(RFP\)%20-%2020150k%20and%20Above.docx&action=default](https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation%20Process_Solicitation%20Documents_Request%20for%20Proposal%20(RFP)%20-%2020150k%20and%20Above.docx&action=default)

- 8. We were wondering whether two different bids need to be submitted for the two different strands and whether it is 9 studies in total between the two strands, or perstrand.**

Over the period 2020 – 2021, UNCDF plans to conduct nine thematic, programme and project evaluations across the two UNCDF's two Practice Areas. Please note that this scope of work may change depending on the demand for evaluation from within UNCDF, and from our external partners. In asking you to present proposals for each of the two Practice Areas, we are interested in learning more about your capacity and experience to evaluate work carried out in each of the Practice Areas.

- 9. The TOR states that the contract would commence August 1st but that there would be a bid presentation in September. Could you clarify whether the dates are correct?**

The expected date of start of the contract will depend on the length of the selection process and is likely to be in September. The presentation of the bid as part of the selection process is likely to be earlier than that.

- 10. Is there an indication of how many organisations you plan to include in the LTA or would you**

include any organisation with a sufficient score?

While there is no predetermined number of organisations, the goal of this RFP is to establish a pool of specialised evaluation firms that have the capacity, expertise and experience to conduct evaluations across the full portfolio of UNCDF interventions at short notice and in full respect of the United Nations quality standards for evaluation. The intention of UNCDF is to have as many LTA holders in the pool as possible, to maintain a wide competitive range in the event that there will be LTA holders who will not be responsive to the secondary competition. Also, please be informed that other UN organizations are contemplating on utilizing our future LTAs, and any decision of UNCDF on such a request will be contingent upon the number of LTA we will be able to conclude from this process.

11. Are individuals permitted to apply or only firms?

Individuals within a legal entity (or a consortium of legal entities) are allowed to bid following eligibility criteria set out in Section 2. The RfP and the criteria for evaluation defined for this selection process is specifically targeted at firms. If an individual attempts to submit a proposal, it is therefore likely that such a proposal will not pass the technical review, due to absence of mandatory documents required. Individual experts are therefore encouraged to work with corporate entities that could enlist them as among the experts to be pooled under the LTA.

12. Are there any page limits for the technical proposal?

There is no page limit for the technical proposal but clarity and relevance will be appreciated

13. In the financial proposal, do we need to define one fee rate per category or fee rates per individual?

We required only one fee rate per category. If more than one fee rate is provided, we will choose only the lowest end of the fee.

14. Can we put CVs under multiple different categories? E.g. include the same CV as both a Team Leader and also a Lead Inclusive Finance Expert if they have the relevant skills and experience.

This is permissible provided you meet the minimum total of experts overall (i.e. three experts per category). However, please see also our response to Question no. 2.

15. Given the work and investment required to prepare a technical proposal without the possibility of winning that evaluation as a result, are we allowed to submit a technical proposal previously submitted to UNCDF in place of a new technical proposal on in response to Annex 1 or 2? For example we submitted a technical proposal for a program that would fall in the Financial Inclusion framework, can we use this?

The bidder's technical proposal should respond to all elements of the RfP, including a proposed design for one or two of the evaluations described in Annex : the Expanding Financial Access (EFA) programme in Myanmar and the Local Government Initiatives on Climate change (LoGIC) in Bangladesh which have not been tendered previously. You are welcome to use elements of previous proposals where relevant.

We would like to remind bidders that every RFP has its own requirements and criteria, and despite similarity of the work that will be done, any two (2) RFP could still have areas that are not exactly the same. This is the first time that UNCDF is tendering an RFP for a Long-Term Agreement for Evaluation Services. As such, we are certain that the elements of this RFP are not at all the same as those we have released in the past. However, if the bidder opts to re-cycle a previous technical proposal, without reviewing in details the specific requirements of this RFP nor making an assessment of the extent of

compliance of the old proposals, the bidder is of course free to do so, at its own risk.

Bidders are hereby reminded that the work invested in the preparation of proposal will only become worthwhile and likely to yield better returns if sufficient time and detailed attention is given into the preparation process. If the bidder is not willing to invest the right amount of time and attention into a proposal preparation, then it may be best to not submit an offer, as it will save time and energy for both the bidder and UNCDF, given the likelihood of the rejection of offer. The amount of diligence that a bidder puts into the proposal preparation, to us is an indication of the degree of interest of the company to work with UNCDF and establish a long-term relationship with us.

16. Do the CVs that we submit under Section 3 have to speak to the proposed methodology, approach and implementation plan in Section 2 or are these two sections completely separate?

These two sections are separate and will be assessed according to the specific criteria set out in the RfP. Regarding CVs, UNCDF is looking for the appropriate capacity, experience and set of skills to conduct the full range of UNCDF evaluations, including but not limited to the two examples indicated in the RFP.

17. The RFP is providing details on the bidder's qualification, capacity and experience (RFP p.22); is it expected that each firm of the consortium respond to all the criteria of section 1: Bidder's qualification, capacity and experience ? Or is the consortium evaluated as a whole regarding this element?

Please see Item No. 14 (specifically 14.1 to 14.7) and Item No. 15 of the Section 2 (Instructions to Bidders) of the RFP where we have defined the rules for consortia/joint ventures.

We will be assessing the capacity of the organisation(s) bidding overall, if standing alone and as part of a consortium.

18. In p.22 under 1.1, when mentioning 5 years of experience, does UNCDF base its analysis of the sum of Level of Effort for all the relevant experiences? Or if the firm offer services in evaluation since 2012, the 5 years experience criteria is reached?

If services in evaluation provided since 2012 are related to UNCDF's mandate, the criteria is satisfied.

19. Do we have to submit the form H: proposal security form?

Proposal Security form is not required. Pls. see such information provided in BDS No. 6 of Section 3 (Bid Data Sheet) of the RFP.