

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

Round 2

1. *Would I be eligible for the LTA given that I had overseen the design and initial implementation of one UNCDF programme?*

Consultants or firms who have worked on the design and implementation of programmes would generally not be eligible to evaluate those same programmes. The task of this LTA is to establish a set of pre-qualified firms for all evaluations coming up in the next three-year period. We would consider conflict of interest issues on a case-by-case basis as we prepare to conduct individual evaluations.

2. *One of our prospective experts is doing an assignment for UNCDF. We think, this expert is doing now the work that will be potentially evaluated. Could you please advise whether this is an issue and we should avoid including this expert in our pool for this bid?*

Same response as above—consultants or firms who have worked on the design and implementation of programmes would generally not be eligible to evaluate those same programmes. The task of this LTA is to establish a set of pre-qualified firms for all evaluations coming up in the next three-year period. We would consider conflict of interest issues on a case-by-case basis as we prepare to conduct individual evaluations.

3. *Although we are not to submit more than one proposal or a proposal for sub-parts of the TORs, we are to present two separate proposals, one for EFA and one for LoGIC?*

The technical proposal is intended to allow us to judge how far a bidder is able to meet the overall requirements to evaluate either programmes funded by UNCDF’s Local Development Finance practice area OR the Inclusive Finance practice area. Bidders are welcome to submit separate proposals to evaluate BOTH practice areas. In each case, the respective case study is part of a broader set of requirements set out in the RfP.

4. *Are we submitting a proposal for just the individual assignments noted above or for an LTA that will potentially cover nine evaluations?*

This Request for Proposal has the objective of establishing a pool of specialized evaluation firms to conduct evaluations across the full portfolio of UNCDF interventions according to the Evaluation Plan which might include, but are not limited to, the two evaluations used as case study examples.

- 5. *Is the LTA to cover only Asia (Nepal, Myanmar and Bangladesh) or should we demonstrate our capacity to provide services in both Asia and Africa, as required on page 38 to demonstrate our ability “to mobilize evaluation teams who are able to work any one of UNCDF’s partner LDC countries in Africa, South East Asia and the Pacific working in either English or in French as appropriate”?***

The geographical scope is global. The RFP has the objective of establishing a pool of specialized evaluation firms to conduct evaluations of UNCDF interventions according to the Evaluation Plan (which is updated on an annual basis) and might include, but are not limited to, the two evaluations used as case study examples. Successful firms will be expected to mobilize evaluation teams who are able to work any one of UNCDF’s partner LDC countries in Africa, South East Asia and the Pacific working in either English or in French as appropriate.

- 6. *Is our proposal for EFA to cover Nepal or Myanmar? Annex one say Myanmar. Is that correct?***

The Expanding Financial Access (EFA) programme is in Myanmar. We apologize for the oversight.

- 7. *In the ToR for the EFA programme provided in Annex the ToR reference to the Evaluation Questions but none are provided. Can these be shared?***

Bidders should propose a set of preliminary evaluation questions, grouped by the six revised UN/OECD-DAC evaluation criteria. We apologize for the oversight. For more information on the evaluation criteria, please see <https://www.oecd.org/dac/evaluation/daccriteriaforevaluatingdevelopmentassistance.htm>

- 8. *Are we responding to a particular project call or is it a general one to show our interest?***

This Request for Proposal has the objective of establishing a pool of specialized evaluation firms to conduct future evaluations of UNCDF interventions according to the Evaluation Plan.

- 9. *If it is a general call, how do we fill in parts of the form such as E and F, when we do not have a specific case to be evaluated?***

Interested firms should propose a credible evaluation design in response to one, or two, of the two Terms of Reference included in Annex (one for an inclusive finance intervention: the example of the Expanding Financial Access programme in Myanmar; the other for a local development finance intervention: the LoGIC programme in Bangladesh).

- 10. *Could you clarify if we need to submit all forms twice and separately if we are bidding for both strands or just the technical and financial forms?***

In addition to submitting separate technical and financial forms (FORM A: TECHNICAL PROPOSAL SUBMISSION FORM; FORM E: FORMAT OF TECHNICAL PROPOSAL; FORM F: FINANCIAL PROPOSAL

SUBMISSION FORM; FORM G: FINANCIAL PROPOSAL FORM), if the bidder is interested in both UNCDF practice areas and intends to do so by forming two different joint ventures/consortia/associations, then it also has to submit separate "FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM".

11. In the event that a partner in a consortium is a 4-year old small business - still with a relevant track record responding to the criteria - but does not have audited financial statements. Is the partner ineligible to participate in the bid for the LTA?

Please refer to Item 14.4 of the ITB, in RFP: "14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNCDF".

Audited financial statement is an attachment to Form D (Qualification Form) and is considered a requirement. Please see the following conditions of financial statement as being compliant:

- Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies
- Historic financial statements must be audited by a certified public accountant
- Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

If the above requirements cannot be provided, and the prospective bidder continues to desire to submit an offer, a signed statement explaining why the document cannot be provided must be submitted. However, after thoroughly evaluating all the documents received, and the evaluation panel determines that the explanation is not acceptable, the evaluation panel for this procurement action reserves the right to reject the proposal and render it non-compliant.

12. - If we choose to prepare to bid - for both inclusive finance intervention and local development finance intervention - are we obligated to present a different pool of experts or can some experts be presented in both proposal?

Each CV submitted for either Local Development Finance or Financial Inclusion proposals will be individually assessed against the different requirements of each proposal as indicated in Section 4 of the RFP "Evaluation Criteria". If a CV is submitted twice, it will be assessed twice - against both sets of skills required.

13. Are we allowed to hire subcontractors in the countries we would be working in? If so, would their CVs need to be included in our initial submission/ is there a different process for including them?

All CVs proposed and pre-approved by UNCDF shall serve as the pool of experts that the bidding company may draw from at any given time during a secondary competition or when the LTA is “called off”, thus making further evaluation of personnel no longer necessary for UNCDF, save for the comparison of such experts with the experts proposed by other LTA holders.

However, 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 (e.g. in the case of local or country experts) the said individuals will be subject to further evaluation by UNCDF.