

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 (Updated 30 June 2020)

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.

Having said that, this does not mean that a bidder to this LTA will not be able to obtain an LTA. In the event that such company submits a proposal for this LTA selection process, and is found to be fully responsive to the requirements, then the bidder can be awarded the LTA. However, the call-off for the specific evaluation work will take into consideration the previous involvement of the company on the programme implementation and would be excluded in the secondary competition for that programme. For the evaluation of programmes where that company was not involved, the company will of course be given equal opportunity to participate in the secondary competition.

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 at the point of secondary competition.

In the event that the company itself has not done any work for the programme being evaluated, but at least one of its experts lined up was, in their individual capacity, then UNCDF may exercise its right to request the company to replace the personnel with someone else who has not been involved with the programme scheduled to be evaluated.

3. *(i) 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 ? (ii) 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? (iii) 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 proposals?*

As per TOR (page 39 of the RFP) we expect firms who intend to bid for both (1) financial inclusion work (exemplified by the EFA programme in Myanmar) and (2) local development finance work (exemplified by the LoGIC programme in Bangladesh) to submit two separate proposals inclusive of all forms.

If a bidder wishes to include the same CV in both proposals it is free to do so. However, each CV will be separately assessed against the specific requirements and criteria of each area of work as indicated in Section 4 of the RFP "Evaluation Criteria".

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 referred to in Annexes 1 and 2 of the TOR. Please also refer to footnote 37 of the TOR, page 45 of the RFP

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. The case studies provided are mere examples, and are **NOT** to be taken as the only areas of UNCDF evaluations in the coming three (3) years. 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. I

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. Please see related response in Items 4 and 5 above.

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. 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.

11. 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?

Yes, subcontracting is allowed. Please note references made to subcontractors in the RFP under ITB 15.2(e) and (f) which have bearing on the rejection or acceptance of a proposal:

The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.

15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:

- a) they have at least one controlling partner, director or shareholder in common; or
- b) any one of them receive or have received any direct or indirect subsidy from the other/s; or
- c) they have the same legal representative for purposes of this RFP; or
- d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process;
- e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or**
- f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.**

Further, the UNCDF General Terms and Conditions has a section on subcontracting:

"10. SUBCONTRACTING: In the event that the Contractor requires the services of subcontractors to perform any obligations under the Contract, the Contractor shall obtain the prior written approval of UNCDF. UNCDF shall be entitled, in its sole discretion, to review the qualifications of any subcontractors and to reject any proposed subcontractor that UNCDF reasonably considers is not qualified to perform obligations under the Contract. UNCDF shall have the right to require any subcontractor's removal from UNCDF premises without having to give any justification therefor. Any such rejection or request for removal shall not, in and of itself, entitle the Contractor to claim any delays in the performance, or to assert any excuses for the non-performance, of any of its obligations under the Contract, and the Contractor shall be solely responsible for all services and obligations performed by its subcontractors. The terms of any subcontract shall be subject to, and shall be construed in a manner that is fully in accordance with, all of the terms and conditions of the Contract."

Finally please note that for this particular RFP, 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