

Request for Proposal (RFP) to Analyse the Overall Financial Market and update Financial Inclusion Roadmap and the Action Plan (reference: UNDP/RFP/07/2020)

Q-1:

On page 10 of the RFP, number of days against each of the team member is 80 days.

On the other hand, on page 5 of the Terms of reference, it is stated that 'A total of 80 days is envisaged as input from a consulting firm supplying a team of consultants'.

Please confirm if total person days envisaged for the engagement is 80 days or it is 240 days (80 days for each of three team member as given in RFP).

The total number of days for the assignment for the consulting firm is 80 days, involving three experts as mentioned in the ToR. The total person days envisaged for the engagement is 240 days.

Q-2:

Household Survey (HH) - We understand that this study will be based on the HH survey of the WBG and the questions required for this study has been adapted in the HH survey. As this study will rely on the data from this survey we had the following queries:

- a. Has the HH survey by WBG already commenced or has the piloting been done?
WBG has already hired a consulting firm to conduct the survey. Due to COVID 19, launching of the survey is being halted.
- b. If the piloting has already been completed, will the supplier have access to the preliminary findings? Will there be room for adding the questions?
The survey isn't commenced yet. The supplier will have access to the raw data from the survey. The questionnaire for the survey is finalized.
- c. When is the HH survey targeted to finish and when will the results be available?
The survey is targeted to finish in 3 months from commencement. In optimistic scenario, by the end of the year. The results will be available in the beginning of 2021.
- d. Will the HH data, to be provided to the us, be validated by the concerned stakeholders?
The HH data will be validated by concerned stakeholders.
- e. Will the data from the HH survey be organized in the respective headings as in FinScope?
Yes, the questionnaire includes headings corresponding to FinScope.
- f. In what form will the data be provided to us?
It can be raw or processed, which will have to be worked out with firm hired by WBG
- g. Will we have access to raw data for further assessment and deep dive?
Yes.
- h. Will the team from WBG (responsible for the HH survey) provide support during the assignment?
It will depend upon kind of support. The team from WBG, in general, will be able to provide feedback and suggestions during the assignment.

2. **Travel** : The RFP states that the no travel is required. However, under the current context where the Provincial governments are playing a significant role through their own programs on access to finance- it would be better to carryout provincial visits. Please advise.

Travel to provinces isn't envisaged in the assignment. Consultative meetings with Provincial governments and/or other stakeholders in the provinces should be arranged virtually. If travel to provinces is indispensable, UNCDF can arrange as required.

3. **Consultative Meetings** - We understand that the consultative meetings will be in a general meeting format and not workshops or validation meetings with more than 20 participants. Can you elaborate on the expectations and format for these meetings?

The objective of the first consultative meeting on draft Country Synthesis Report is to establish common understanding on issues in financial inclusion informed by updated data and diagnostics. The consultation is to get feedback therefore it can be held on workshop format with key stakeholders. Due to COVID19 situation, the consultation can be arranged virtually. The second consultation on the draft Financial Inclusion Roadmap and Action Plan can also be organized virtually with a request to receive feedback in writing from the stakeholders. The third one is on meeting format, where endorsement from the High Level Financial Inclusion Committee is sought.

4. **Report Design and Edit** - The RFP mentions that the reports need to be in "ready -to-publish form" (under Deliverables). We understand that UNCDF/MAP has a standard branding format. Is this expected from the service provider or will the design and edit be done by UNCDF. Also, our understanding is to deliver the electronic copies and not printed.

The delivery should be in the electronic copies not printed. UNCDF/MAP will support in branding together with Nepal Rastra Bank.

5. **Payment Terms** - As outlined in the RFP, there are only two output based milestones and payment. Considering the assignment commences on 15 September 2020, the first payment will be made only on 31 December + 30 days - towards January, 2021. Can this be reviewed so that the consultant can get XX% on signing of contract or submission of the Inception report as an advance or mobilization expenses.

It can be reviewed and adjusted. We can pay up to 20% upon signing of the contract.

6. **Team member days** - 80 days level of effort (LOE) has been capped for each team member. Can these days be shuffled among the team members by ensuring compliance to $80 \times 3 = 240$ days. The RFP mentions a 3 member team – can the supplier propose more team members but comply to the total LOE days in order to bring in efficiency and value for money to the client?

For the evaluation purpose 3 CVs as mentioned in the ToR will be used. Involvement of additional team members can be evaluated under Proposed Workplan and Approach if it justifies quality, efficiency and value for money criteria.