

## RFP-2013-22

### Assessment of national program data use and limitations in key population monitoring and evaluation efforts

#### Answers to questions from potential bidders

##### 20 – August – 2013

1. Can you clarify section 2.7.2 Information of Firm/Organization submitting Proposal, specifically section 1.5.1:  
When it states contractual programmes (with other UN agencies or International Organizations), does this refer to contractual programmes that are currently active or does it refer to those that are active AND ones that are no longer active?

Answer: Contractual programmes (Item 1.5.1 in section 2.7.2) refers to active and those no longer active.

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2. Paragraph 1.3.1 Under point 4. the RFP mentions that the bidder is expected to select 10 countries from a group of 'priority countries'. UNAIDS has several initiatives or programs that use lists of priority countries (e.g. Getting to Zero, Global Plan to Eliminate New HIV Infections Among Children). Could you indicate exactly to which list or which publications you are referring in the context of this RFP?

Answer: As the study is concerned with key populations, the 'priority countries' should be derived based on size of the epidemic, proportion of new infections from key population transmission and existence of interventions for key populations.

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3. Paragraph 1.3.1. The RFP mentions that focus group discussions may be part of the methodology. At the same time in point 4 the text states "Travel will not be required for assessment of the programs (...)" Does UNAIDS reimburse travel costs and per diem related to focus group discussions?

Answer: Need for and number of focus group discussions and key informant interviews are at the discretion of the contractor. Any travel costs and per diem deemed necessary for the study should be estimated and included in the financial portion of the proposal.

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4. Paragraph 2.7.2. Is it correct to assume that the requirements listed in are not applicable to individual consultants, nor to a consortium of individual consultants?

Answer: Correct. Individual consultants are requested a brief summary of qualifications and expertise, whereas companies are requested the information as listed in section 2.7.2 of the RFP.

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5. Paragraph 2.7.4. The RFP mentions that the financial proposal should include all costs, also those related to printing etc. Could you indicate the requirements for the lay-out and printing, including use of color, expected number or range of pages, and number of hard copies to be printed?

Answer: There are no strict requirements for layout and printing. The reports can be delivered in electronic format. The content of the report takes precedence over the number of pages. A shorter summary of key findings should accompany the more detailed report.

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6. Paragraph 3.4 lists the criteria that the selection panel will use in a bulleted list. How will you deal with the fifth bullet point (the experience of the firm in carrying out related projects) if there is a bid from (a consortium of) individual consultants? Will you merge it with the next bullet point, so all together assign 45 points for experience and qualifications of the individual consultants?

Answer: Experience of individual consultants and companies will be compared in type, number, and success rate in projects of similar nature undertaken. The experience and qualifications of bidders makes up 27% of the total obtainable points, while the price component is 40% of the total obtainable points, equalizing the opportunities of individual contractors' selection vis-à-vis companies.

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