Responses to clarifications regarding RFP-2015-04

Title: Review of Data Quality in Global AIDS Reporting

Questions

1. Cover letter, page 2, point 5), and RFP, paragraph 1.2.4 - Is there a preference between video conferencing and a web conference such as WebEX for the presentation? What video conferencing equipment does the UNAIDS Headquarters in Geneva use?
Response: We would do this kind of session, if required, on either one of the two depending on mutual convenience of the shortlisted bidder and UNAIDS.

2. 1.1 - Has the sample of 22 countries been chosen or will the contractor sample the countries?
Response: Specific countries in the sample of countries have not been chosen and will depend on review methodologies that the contractor has proposed and in consultation with the project oversight committee (POC)

3. 1.1 – Do you envision the team conducting Data Quality Audits as part of the review for the 20 countries?
Response: We do not envision any formal data quality audits being conducted by the selected contractor but will expect them to use existing findings from data quality audits and other reviews, where available.

4. 1.3.1 - Given that the bulk of the data quality review (20 out of 22 countries) will be done through desk review, what is the lowest level of the health system for which the team will need to perform data verification?
Response: The contractor will recommend the most feasible approach to getting inputs for the review for programme data, survey data and other categories of data that inform the reporting.

5. 1.3.1 - Do you foresee the need for the team to conduct site level data verification in the two countries to be visited?
Response: During country visits site visits could be considered based on a review of data quality issues in that country.

6. 1.3.1 - What reporting period will be covered under this data quality review?
Response: Most recent would be most useful. Reporting period covered would be from UNGASS rounds of reporting to the latest round of GARPR reporting aiming to track data quality issues as Global AIDS reporting matures

7. 1.3.1 – For the "meeting with UNAIDS Secretariat/POC to determine number and type of indicator categories, and to establish preliminary parameters specific to these categories for development of draft protocol and questionnaire", will this meeting be a face-to-face meeting with the team or will it be conducted via web/video conferencing?
Response: We envisage a face to face meeting to determine number and type of indicator categories, and to establish preliminary parameters specific to these categories for development of draft protocol and questionnaire

8. 1.3.1 - For the presentation of preliminary findings to UNAIDS Secretariat/POC, will this presentation be a face-to-face meeting with the team or will it be conducted via web/video conferencing?
Response: This will be done through web/videoconferencing

9. 1.3.1 – Can more information or a list be provided of the documents and data that will be supplied for desk review?

Response: Some documents will be provided like Indicator framework, data and indicator review reports from countries and partners, AIDSINFO, relevant articles, other UNAIDS and partner documents.

10. 2.7.2 - Information required from individuals is a brief summary of qualifications and expertise whereas that required from companies includes geographical presence. Is global presence a requirement to qualify for this opportunity?
Response: Global presence is not required from companies

11. 2.7.3 - Is there a scheduled start date or preferred period of performance for the contract?
Response: We expect that once the contract is signed the draft summary document is available within a period of 8 weeks

12. 2.7.4 - Financial Proposal, page 10: The RFP requires the itemizing of specific costs. Does UNAIDS have a budget template for the bidder to use? The question below also refers.
Response: Please refer to the RFP. See section 2.7.4 (Financial Proposal) on page 10.

13. 2.8 - Format and Signing of Proposals, top of page 12: Reference is made to a file format supplied by UNAIDS for the financial proposal. Please clarify and/or supply the file format and/or budget template.
Response: Please refer to the RFP, see section 2.8 (Format and Signing of Proposals) on page 12.

14. 5.31.3 – In order to obtain the necessary VISA's to visit the 2 countries legally, will UNAIDS assist the contractor with obtaining letters of invitation from the UNAIDS offices?
Response: We will assist with letters of invitation for visas of the contractual partner.

15. On page 4, the RPF states: "Note that this RFP aims to complement the objectives of UNAIDS RFP-2015-02 dated 02/02/2015 link http://www.unaids.org/en/requestforproposals/RFP-2015-02 which focuses on identifying the gaps and redundancies of the current GARPR monitoring framework (2014) with a view to develop framework for the post 2015 period"

Question: Has UNAIDS already made an award and if yes, who is the selected contractor for RFP-2015-02 dated 02/02/2015?
Response: The award has not been made.

Question: Can UNAIDS provide additional information on the types of activities/collaboration (if any) that may have to be conducted jointly by the contractors selected for the two projects?
Response: Preliminary findings from the selected contractor for RFP-2015-02 dated 02/02/2015 may be made available, if relevant.

16. On page 6, the RFP states: "Conduct review in two countries by means of country visits" and "Conduct review of remaining 20 countries by desk reviews"

a. Question: Does UNAIDS have a prioritization of countries that should be considered for visits?
Response: This will be decided at the interaction with POC with inputs from contractor

b. Question: How will data be made available for desk review to the selected contractor?
Response: Through online documents and reports.

c. Question: How many years of data will be made available for review?
Response: From the first year of UNGASS reporting

d. Question: Will separate data-use agreements be needed for each country (22 total)?
Response: No.