

## UNAIDS 2012-2015 Unified Budget and Accountability Framework Conceptualization and Review

### Questions and Answers

QUESTIONS	ANSWERS
<b>Section 1.1 Objective of the RFP</b>	
1. The conceptualisation of the UBAF seems to be well developed. What specific further work does UNAIDS envisage on the 'conceptualisation' of the UBAF?	<p>The key element really is to assist in developing a Business Plan to translate UNAIDS 2011-2015 Strategy into action through the UBAF.</p> <p>The key requirements under Section 1.3.2 of the RFP (amended as of 20 January 2011) was revised to define more clearly the expected outputs from the external consultant in assisting UNAIDS in developing the 2012-2015 UBAF.</p>
<b>Section 1.3.1 Background information on UBAF Project</b>	
1. What is the number of individuals on the PCB Subcommittee "established to guide the development of the UBAF"?	The PCB Subcommittee on 2012-2015 UBAF preparation is composed of 13 individual representatives from PCB member states, NGOs, Cosponsoring Organizations, and the Secretariat. Further details on the Subcommittee, including the report of the first meeting, can be found on the UNAIDS website.
2. What is the geographical distribution of this Subcommittee's members?	<p>The PCB Subcommittee is composed of member states from the following geographical regions:</p> <p><b>AFRICA:</b> Ghana, Senegal (Chair of PCB Subcommittee)</p> <p><b>ASIA:</b> Japan</p> <p><b>WEOG:</b> Finland, Netherlands</p> <p><b>EASTERN EUROPE:</b> Poland</p> <p><b>GRULAC:</b> El Salvador, Venezuela</p>
3. What functions and/or organizations are represented on this Subcommittee?	<p>Apart from the members states, the following organizations are represented in the PCB Subcommittee on UBAF preparation:</p> <p><b>PCB NGOs:</b> Asia Pacific, Europe</p> <p><b>COSPONSORS:</b> UNESCO, WHO</p> <p><b>UNAIDS Secretariat:</b> DXD Management and External Relations</p>
4. There is mention of the involvement, as well, of the CEWG. How many individuals from the CEWG might be assigned to assist in the development of the UBAF?	<p>The Cosponsor Evaluation Working Group (CEWG) is composed of representatives from all UNAIDS Cosponsoring organizations and the UNAIDS Secretariat. Usually, each organization has two representatives (of which one is the Cosponsor Focal Point and the other one is a Monitoring and Evaluations Officer) to enable coverage of programme and monitoring and evaluation expertise.</p> <p>The work of the CEWG in UBAF is directed towards strengthening efficiency, coherence and effectiveness of performance measurement, implementation, reporting, monitoring and evaluation within UNAIDS. In practical terms, CEWG is involved in the</p>

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	development of the performance monitoring framework of the UBAF which defines the indicators and their baselines, targets and data sources as well as the reporting methodology.
5. In the <i>Getting to Zero - UNAIDS 2011-2015 Strategy</i> document, reference is made to the possible involvement of the Monitoring and Evaluation Reference Group (p.57). Is the MERG's involvement confirmed, and if so, how many individuals will be committed to assisting in the development of the UBAF?	MERG is not directly involved in the UBAF development. However, several members of the CEWG participate on the MERG which ensures that there is a linkage to the UBAF. The fact that MERG defines and considers global indicators (MDG and UNGASS indicators) will link into the lower level Outcome and Output level results framework of the UBAF.
6. Once the UBAF work begins, what flexibility is there in adjusting or adding to the membership of the PCB subcommittee for the purpose of optimized representation?	<p>The establishment of the PCB Subcommittee was based on specific PCB decisions that ensure participation of the key stakeholders – governments, donors, NGOs, Cosponsors and Secretariat – in the UBAF development.</p> <p>PCB decisions relevant to the establishment of the PCB Subcommittee do not have any specific provision for adjusting or adding members once the UBAF work begins.</p>
<b>Section 1.3.2 Key requirements</b>	
1. Is the consultant required to provide one assessment report and recommendations or are several points of input envisaged during the development of the final draft?	Please refer to the revised Section 1.3.3 (Reporting requirements).
2. Will the consultant be expected/wanted to be involved in any re-drafting of the UBAF? Will revisions be made by Cosponsors and UNAIDS Secretariat?	Yes, the consultant is expected to be involved in the re-drafting of the UBAF, specifically in revising/refining and finalizing the Business Plan.
3. Is the division of labour between the Co-sponsors agreed and final?	The Division of Labour between the Cosponsors and the Secretariat as reflected in the RFP and the UNAIDS Strategy is agreed and final. The full DoL document will be published in the coming weeks.
4. Will agreed and finalised Cosponsor Corporate Results Frameworks be available to the consultant?	The Corporate Results Frameworks are developed individually by Cosponsors and vary with the planning cycle of the agencies, i.e. some have already finished their Corporate Results Framework while others are still being developed or will be developed after the UBAF approval. Links to existing Corporate Results Frameworks will be made available to Consultants as a reference.
5. Do clear resource allocation criteria exist? Have they been agreed between the Co-sponsors and within UNAIDS?	As of this date, the resource allocation criteria are still being discussed by Cosponsor Focal Points and the Secretariat based on the decisions and recommendations of the Board (PCB). It is foreseen that they will be developed in detail in February.
6. How is 'Cosponsor performance' to be assessed/measured? Are there defined and agreed criteria for this? What are the sources of evidence available that the consultants will use?	There are available references for measuring / assessing Cosponsor performance such as historical information from the midterm and end-of-biennium performance reports on previous Unified Budget and Workplans (UBW, the predecessor of UBAF). These

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	include financial information as well as performance against specific indicators included in UNAIDS performance monitoring framework.
7. Will full information on other funds raised by co-sponsors be available?	Information on the amount and category of funds (core and other funds) raised by Cosponsors for HIV will be available to the Contractor.
8. Is the UNAIDS Business Plan part of the UBAF or a separate document?	Yes, the Business Plan, as defined in the amended RFP under Section 1.3.1 (Background information on UBAF Project, About the UBAF) is one of the three components that make up the UBAF
9. Does UNAIDS have a clear process for the development of the Business Plan?	UNAIDS does not have a clear process for the development of the Business Plan. In fact, UNAIDS counts on the expertise and experience of the external consultant in preparing a business plan for operationalizing the UNAIDS 2012-2015 Strategy using models that have been proven relevant and appropriate by other UN or non-UN organizations. Please refer to Section 1.3.2 (Key Requirements, Business Plan)
10. What is the timeline for the first draft of the Business Plan?	<p>Following are the specific milestones related to the Business Plan:</p> <p><b>23-25 February:</b> Presentation of elements of Business Plan to UNAIDS Cosponsors at the Global Coordinators meeting</p> <p><b>11 March:</b> Presentation of the draft Business Plan at the Stakeholders Consultation</p> <p><b>16 March:</b> Revised Business Plan reflecting Stakeholders view presented to the UNAIDS Executive Director</p> <p><b>21 March:</b> Final Business Plan shared with Executive Heads of UNAIDS Cosponsors</p>
11. Is the consultant expected to produce several re-iterations of the draft Business Plan based on feedback from UNAIDS and be responsible for the final draft?	Yes, the consultant is expected to revise and refine the draft Business Plan in several iterations as necessary until a final version is approved by the PCB Subcommittee. See timeline above.
12. What is the expected delivery of the final draft of the Business Plan?	Please refer to the response to Question 6.
<p>13. This paragraph makes reference to the contractor being expected to "submit recommendations on the draft 2012-2015 UBAF". It appears to be the case that the draft referred to is the result of work performed by the PCB subcommittee and additional groups (e.g. the CEWG) <i>with the contractor</i>. In other words, this appears to be the second stage in what appears to be a three step process:</p> <ul style="list-style-type: none"> <li>▪ "Conceptualize" [para 1.3.1] and develop a draft UBAF with the PCB subcommittee;</li> <li>▪ Review the draft UBAF and contribute recommendations using the criteria described in para 1.3.2.</li> <li>▪ Propose a business plan for the Secretariat.</li> </ul> <p>Is this understanding correct?</p>	Please refer to the Section 1.3.2 (Key requirements) which specifies the process and the expected outputs from the external consultant on each component (Business Plan, Budget and Accountability Framework) of the 2012-2105 UBAF.

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14. Are strategic and operations plans set by UNAIDS as the UN coordinating body and communicated to the UN agencies, or is input solicited from and do UN agencies collaborate in developing the strategic and operational plans for the UNAIDS?	<p>The UNAIDS 2011-2015 Strategy was developed through broad consultations with key stakeholders in the global AIDS response that include among others the 10 UN Cosponsoring agencies. The adoption of the Strategy by the PCB was widely communicated and it is prominently presented on the UNAIDS website.</p> <p>There will be similar broad consultations and communication for the 2012-2015 UBAF.</p>
15. What are the general aspirations for the UBAF, and how does this compare to what is in place currently?	Please refer to Section 1.3.1 Background information on the UBAF project: About UBAF, which clearly describes the aspirations of the UBAF.
16. How much are UN Agencies aligned in aspirations for the UBAF?	<p>The UBAF is the Joint Programme's instrument to maximize the coherence, coordination and impact of the UN's response to AIDS by combining the effort of 10 UN Cosponsoring agencies and a Secretariat. The UBAF will be based on the ten Goals of the Strategy (which are global priorities for the response to AIDS), and development will be informed by the Division of Labour</p> <p>The individual Corporate Results Frameworks of Cosponsors are aligned to the UNAIDS Strategy and UBAF.</p>
17. Is there a preferred limit to the length of a proposal, in whole or in parts, such as the description of the approach to the process of reviewing the UBW?	<p>There is no limit on the length of technical proposal. However, it is highly recommended that bidders would submit succinct proposals based on the Section 1.10.3</p> <p>For Financial proposals, price must be itemized per Section 1.10.4.</p>
18. Is there a standard template for financial proposals?	There is no standard template for financial proposals. Bidders may adopt their own format in submitting the price that is itemized per Section 1.10.4
19. In addition to the two trips identified for the consultant to be available for meetings in Rome and Geneva, are there other expectations for travel as part of the review?	<p>Bidders shall incorporate in their financial proposal the cost for the following potential travels:</p> <ul style="list-style-type: none"> <li>– 1-2 meetings in Europe (Geneva)</li> <li>– 1 meeting in Africa (Nairobi) which may or may not be necessary</li> </ul>
<b>Section 1.10.2 Information of Firm/Organization submitting Proposal</b>	
1. Can a company bidder submit financial statement prepared by a Chartered Accountant in lieu of an audited financial statement (for the past three years) as specified in the RFP?	Yes, company bidders can submit financial statement prepared by a Chartered Accountant in lieu of an audited financial statement.