

RFP-2011-01

Developing and field testing of programme assessment tools for conducting systematic UNAIDS secretariat country office programme assessments.

Questions submitted by potential bidders

01-Feb-2011

QUESTION NO. 1.

Questions: There are a number of differences between the RFP and the TOR regarding the requirement for an individual consultant or a project team staffed by members of one company or consortia:

- RFP Section 1.2.1 states that “the provider shall be a public institution, company, individual, or NGO” and RFP Section 2.7.3 requests that the proposal provides “curriculum vitae of the senior professional members of the team including their specific responsibilities on this project, relevant experience and qualifications.”
- In the TOR for the recruitment of a Consultant, the education, experience, and key competencies suggest that the one individual is being sought and in RFP section 1.2.5 the RFP states that “the consultant should have an advanced university degree...”. In addition, in the TOR for the recruitment of a Consultant, a single “consultant” is referred to (i.e. “The consultant will work in close coordination with the Programme Analyst and report to the Chief, PPT”)

Is UNAIDS is open to contracting a company or consortia, or are bids expected only from individuals?

Indeed, UNAIDS is open to contracting either a company or consortia, or individual consultant(s). In the case of consortia the individual names, qualification and experience of the lead consultant(s) is still requested.

QUESTION NO. 2.

Questions: TOR Section 10 states that “one of the [3-6] team members should be an independent consultant.” In addition, TOR discusses how “the selection of teams will principally be made from a pool of potential assessors for this purpose by senior management.” *Will the vendor be expected to supply or recruit the independent consultant referred to? This does not apply. Do you expect the vendor to have any involvement in the recruitment of the assessment team for the pilot countries (i.e. who is the “senior management” to be involved in this)? This does not apply. Is the vendor expected to produce guidelines for the recruitment of the assessment team for the pilots and future assessments? This does not apply.*

The assessment team you refer to will be composed of UNAIDS staff and one non-UNAIDS staff i.e. an individual consultant or a member of the consortium. Senior management refers to UNAIDS senior management.

20 AVENUE APPIA
1211 GENEVA 27
SWITZERLAND

Tel: +41 22 791 3666
Fax: +41 22 791 4187
www.unaids.org

QUESTION NO. 3.

Questions: TOR, Page 10, Appendix 1: *In Appendix 1 of the generic TOR, the “Annotated description of the Assessment Process” calls for many more deliverables than the RFP, please advise which are required, which are preferred, which are suggested.*

The generic TOR gives an overall picture of the process and recommended approach and guides UNAIDS work in this area. The TOR for the consultant lists the key deliverables of the consultant. Please refer to the deliverables in the TOR for the consultant by preparing the proposal.

QUESTION NO. 4.

Questions: TOR, Page 10, Appendix 1: “Step 1” of the “Annotated description of the Assessment Process” in the generic TOR calls for “agreed ToRs and timelines” as deliverables, but these deliverables are not specified in the RFP. *Is this a suggested, but not required, deliverable?*

“agreed ToRs and timelines” in the Generic TOR is referred to in phase 2 of the TOR for the consultant under “Specific tasks: 1. Prepare the country visits in collaboration with RST Directors and concerned UCOs in pilot countries (selection of countries, dates, agenda, desk review of key country documents);”

Please refer to the deliverables in the TOR for the consultant by preparing the proposal.

QUESTION NO. 5.

Questions: TOR, Page 10, Appendix 1: “Step 3” of the “Annotated description of the Assessment Process” calls for a “list of key informants, notes from structured interviews [both in person and phone], [and] notes from focus group discussions.” *What is UNAIDS’ policy on respondent confidentiality? Also, this deliverable is not specified in the RFP.*

UNAIDS respects confidentiality.

The generic TOR gives an overall picture of the process and recommended approach and guides UNAIDS work in this area. The TOR for the consultant lists the key deliverables of the consultant. Please refer to the deliverables in the TOR for the consultant by preparing the proposal.

QUESTION NO. 6.

Questions: RFP, Page 6, Section 1.3.2: The RFP requires “assessment reports for selected pilot countries.” *Is this the same deliverable as the one specified in “Step 4” in Appendix 1 of the annotated assessment process on page 10 and the Terms of Reference for the recruitment of a Consultant (Sections 7.1 and 8.1)? Can UNAIDS confirm that these are the specific outputs required for Phase 2 of this project – the pilot assessments?*

RFP, Page 6, Section 1.3.2. lists the same deliverables as mentioned in the TOR for the consultant under the headings “deliverables” of the 3 phases.

In phase 2 of the TOR for the consultant one of the deliverables is one assessment report per pilot country. In phase 3 of the TOR for the consultant one overall report is required with the main findings and lessons learned.

QUESTION NO. 7.

Questions: *Is the criteria* for picking the pilot study countries already defined or will it be defined by the vendor?*

The criteria for identifying the pilot countries are not yet defined. This will be done by the vendor in collaboration with UNAIDS.

****because the criteria for members of the assessment has been defined in the generic TOR***

QUESTION NO. 8.

Questions: The RFP and the Terms of Reference for the recruitment of a Consultant share a 3-phase process of organizing data collection, analysis and reporting, while the generic TOR lists a 7-step process. *Which organizational framework should the vendor adhere to?*

It is suggested that the vendor adheres to the 3 phase project in the TOR for the consultant.

QUESTION NO.9.

Questions: The RFP section 2.7.4 suggests that a fixed-price financial proposal is required, whereas the “Terms of Reference for the recruitment of a Consultant” suggests that payment will be based on days-used up to 60 days. *Would UNAIDS prefer a quote for a fixed-price contract or a variable price contract based on daily rates?*

The financial proposal should give a breakdown of the costs, including daily rates and additional costs if any, as specified in section 2.7.4. of the RFP. UNAIDS estimates 60 days to accomplish the work, but would prefer to receive a fixed price estimate for the consultancy.

QUESTION NO.10.

Questions: the Terms of Reference for the recruitment of a Consultant Section 8 refers to standard WHO rates. *Would UNAIDS be able to provide more clarification on these rates and their application to this project?*

Section 8 in the TOR for the consultant was meant for the calculation of the cost of the consultancy according the number of days, however as clarified in question 9, UNAIDS would evaluate the approach suggested by the bidder and will contract on a product deliverable basis.. See also question 9.

QUESTION NO.11.

Questions: The RFP suggests that the vendor provides a proposed invoicing schedule, whereas the “Terms of Reference for the recruitment of a Consultant” (Section 9) suggests a 25%-75% split with invoicing on commissioning and on completion. *What would be UNAIDS preference on this matter?*

UNAIDS will follow the TOR.

Question NO.12.

Am I correct in my reading of the RFP document that no travel costs (eg from contractor's location to UNAIDS at start of the assignment, etc) should be included in the financial proposal? *Yes you are right. UNAIDS will cover the travel costs (Ticket and Per Diem) of the selected contractor to Geneva. The relevant amount will be added to the amount of the contract.*

Equally, no DSA costs (eg in Geneva while working in UNAIDS) need be included? *Yes, UNAIDS will directly pay DSA also for consultants not based in Geneva while working in UNAIDS, UNAIDS will pay the standard DSA/Per Diem rate at the time of the travel. More information on these rates is available at <http://apps.who.int/bfi/tsy/PerDiem.aspx> .*

What about a situation where for a medical reason business class travel on long flights is indicated?

In the case of travel in business, it is only authorized if the UN Medical Services certifies this is the case, otherwise UNAIDS policy for travel of external contractors is strictly Economy class regardless of duration.

Question NO.13.

Is it compulsory that the proposal submission has to be with hard copy send through courier or can this be submitted through email without a hard copy submission?

The technical and financial proposal can be sent by email. It is not compulsory to send a hard copy.

Question NO.14.

- UNAIDS references a “consultant” through the RFP for this work. Please clarify if UNAIDS would consider a small team to support this project, with one lead evaluator and several other staff members to provide technical assistance and support?

Indeed, UNAIDS is open to contracting either a company or consortia, or individual consultant(s).

- The RFP references the place of performance in Geneva and site visit countries to be determined. Please confirm if the lead consultant/evaluator for this work has to be based full-time in Geneva? Could the consultant travel to Geneva for meetings, etc. as needed? Would additional support staff also need to be located full-time in Geneva?

UNAIDS will be flexible. Close collaboration with the performance assessment unit within UNAIDS will be required, but full time presence in Geneva is not required and could be replaced by follow up meetings as necessary. Support staff does not need to be located in Geneva.

- Please clarify if technical report deliverables are to be produced in both English and French?

Reports will be produced in English only. French would only be necessary for liaising with Francophone pilot countries.

- Please confirm if the timeline proposed between end of January (assuming beginning of February) through to end of April 2011 is set. Would UNAIDS consider extending work into May 2011 if needed?

Depending on the start of the project, work could be extended into May.

Question NO.15.

1. Where should we include information for section 2.7.2? Should this be in the form of a supporting document which accompanies the technical proposal?

This information in the form of a supporting document could be attached to the technical proposal.

2. Section 2.8 states (in note 2) that there is the option to submit electronically. Does this mean that we can submit electronically in place of sending the hard copy submissions by mail?

Yes, you can submit a technical and financial proposal electronically instead of hardcopies. Please note that there are separate email addresses to send the Technical and Financial proposal.

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