

## REQUEST FOR PROPOSALS (RFP) – RN: RFP-2011-31

### ***Provision of Technical Support for the design and development of a dashboard with national HIV and AIDS related data for the Middle East and North Africa (MENA) Region***

#### Answers to queries

- 1) Would it please be possible to get some clarification on the languages (other than English) that you would anticipate the dashboard being available in (such as French or Arabic for instance)**

The dashboard object of this request for proposal will be designed and developed exclusively in English. At this point in time it has not been discussed whether in the future the dashboard will be available in other languages.

- 2) Section 1.3.2: Will UNAIDS be able to provide the successful bidder with all of the required national data (country UNGASS reports, Universal Access Reports, surveillance reports, census data etc referred to in the RFP) from the MENA countries to be consolidated and presented via the dashboard?**

UNAIDS Regional Support Team for the Middle East and North Africa will facilitate to the maximum extent possible the provision of all required national data from the mentioned reports: UNGASS and Universal Access.

- 3) Section 1.3.2: Is it possible to provide an indication of the quality of the existing data to inform our understanding of how much time might be required to consolidate and cleanse the data?**

Clarifications on the quality of the data shall be provided case by case, they cannot be provided on a general level. If the contract is awarded in the month of August 2011, UNAIDS RST MENA believes that the assignment can be completed in the month of October 2011.

- 4) Section 1.3.2: Is the consultant expected to collect any data directly from the countries (i.e. data not currently held by UNAIDS)? (We note in Section 1.3.4 that no country visits are expected)**

The successful bidder will not be required to travel to the Countries of the region to collect data. Cases of missing national data from the mentioned reports will be evaluated individually and UNAIDS RST MENA will facilitate to the maximum extent possible the data collection from the relevant National Authorities.

- 5) Section 1.3.2: We would be grateful if you could confirm that we are required to include a web designer and/or web service provider in our team (i.e. to program and implement the dashboard on the UNAIDS website)?**

We cannot confirm whether a web designer and/or a web service provider are needed in the team of consultants. It is up to the bidders to indicate the optimal way to deliver a technically satisfactory product is the most cost-effective way.

- 6) Section 1.3.1 suggests that “The country profiles will have to be updated regularly by the successful bidder”. For how long would the successful bidder be required to provide regular updates? Would this service be contracted separately from the work to develop the dashboard?**

The service to update the dashboard will not be contracted separately, and the interval of these updates is to be agreed between UNAIDS RST MENA and the successful bidder.

- 7) Finally, might it be possible to provide an indication of the budget available for this consultancy?**

As per RFP instructions, bidders are asked to provide the most economical offer satisfying UNAIDS requirements as specified. UNAIDS will not publish the budget availability.

- 8) In page 4 it is mentioned that presence in one of the MENA countries is necessary: “1.2.3 - Logistic capacity Established presence (either alone or through a consortium) in one of the Countries of the MENA Region, with the addition of Pakistan and Afghanistan, but on page 6 it states that no in-country mission is foreseen: “1.3.4 Deadline and Milestones UNAIDS expects to have a contract awarded during August and to receive the final agreed dashboard during October. Within the indicated period, no in-country missions are foreseen. It is also expected that for each of the deliverables, the successful bidder will work in close coordination with UNAIDS RST MENA staff. Can you please inform if it is possible to bid without presence in any of the MENA countries?**

We confirm that only institutions with established presence (either alone or through a consortium) in one of the Countries of the MENA Region<sup>1</sup>, with the addition of Pakistan and Afghanistan are eligible for this assignment.

**9) Will the successful bidder be gathering/researching data or will the data be provided?**

Please refer to the answer to query n. 2.

**10) Who are the users of this dashboard? What will they primarily be using it for?**

The dashboard will be incorporated in the MENA Regional Report on AIDS – 2011 and this regional reporting mechanism will be repeated every year.

**11) Will the dashboard be used to assimilate information into the AIDS Info factsheets (<http://www.unaids.org/en/dataanalysis/tools/aidsinfo/countryfactsheets/>), or will it be used for a separate analysis?**

The dashboard will also be used for separate analysis.

**12) Will the dashboard require the development of a database backend (MySQL, Sybase, etc), or will it be a standalone data visualization tool (excel data tables with dashboard interface)?**

It is expected that, in addition to a data visualization tool, the successful bidder develops a back-end database.

**13) In the RFP, it is noted that the successful bidder will regularly update the country profiles. What is the specific time interval of the required updates? (Annually, biannually, ect).**

The details for the mentioned updates of the dashboard will be agreed between UNAIDS and the successful bidder.

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<sup>1</sup> Algeria, Bahrain, Djibouti, Egypt, Iran, Iraq, Jordan, Kuwait, Lebanon, Libya, Morocco, Oman, Palestine, Qatar, Saudi Arabia, Somalia, Sudan, Syria, Tunisia, UAE, Yemen