

RFP-2011-32

Management Accountability and Performance Review of 4 Technical Support Facilities

Answers to Queries from Potential Bidders

29-July-2011

Question 1

Paragraph Number 1.3: How flexible is the December 2011 deadline to complete all 4 reviews, given that December is a month that is characteristically disrupted by holidays, absences etc?

- It is envisaged that all reviews will be completed by December 2011.

Question 2

How flexible are the dates given in the proposal for each of the regions and how certain can you be that they will take place around the times given.

- The dates of the reviews are currently being finalized but will be approximately during the times indicated

Question 3

The request for proposal documents states that each of the 4 bids will last about a month. I assume, but wanted to confirm whether the Financial Accountability Consultant would be required for the whole of this period.

- Each consultant will be contracted for a period of 18-22 days over a month long period. It is envisaged that there will be a period of about 12 – 14 days in country, with some time for desk review, and finalization of the report.

Question 4

Paragraph Numbers 1.3.1 and 5.13: Assuming that the reviews will be completed sequentially in which order are the reviews to be undertaken? The order in paragraph 1.3.1 is different than the order in paragraph 5.13.

- The reviews will take place in the following order: TSF South East Asia and the Pacific, TSF Southern Africa, TSF Eastern Africa, TSF West and Central Asia

Question 5

Paragraph 1.3.2: Where will the presentation take place?

- The presentation by the review team will take place at the UNAIDS Regional Support Team offices.

Question 6

Our understanding is that separate tenders for review of specific TSFs are permitted.

- This is correct

Question 7

Assuming no conflict of interest, is our understanding correct that bidders wishing to tender for more than one review should submit a consolidated proposal rather than individual bids?

- A consolidated bid should be submitted.

Question 8

Would an organization be considered to have a conflict of interest in tendering for review of one of the other TSFs, given that the contract holder for an individual TSF and the applying organization, are part of the same company?

- The applying organization would not have a conflict of interest in bidding for one or the other TSFs

Question 9

Is there is any conflict of interest if the consultants on the review team have previously offered technical support through any of the TSFs.

- Current or past subcontractors of each TSF are ineligible for applying to the review of *that particular TSF*. It is possible to apply to review a TSF that there is no previous subcontracting arrangement.

Question 10

1.2.5 – (page 5) states “Specific Skills for the review team for the TSF WCA: excellent communication and written skills in French.” What items will the consultant be required to write in French?

- The final review report

Question 11

1.3.1 – (page 6) on the TSF review schedule, how flexible are the target review dates for each region?

- It is anticipated that the reviews will take place within the time frame indicated in the RFP document

Question 12

1.3.1 – (page 7) in “Composition of Review Team” the RFP states “the process will be based on an already existing TSF review protocol consisting of” a list of items.

- o Which items have been finalized by UNAIDS and cannot be modified?
- o Which items must the consultants create?
- o Which items must the consultants tailor?

Please see section 2.7.3 of the RFP document

Question 13

2.7.4 – (page 11) in “Financial Proposal” there is a daily fee of the consultant mentioned in paragraph two, section (b)—should this be a burdened daily rate?

- Burdened daily rate.

Question 14

2.7.4 – (page 11) in “Financial Proposal” the RFP states that “the Financial Proposal must cover all the goods or services to be provided and must itemize any other cost listed.”—Should the bidder include other cost such as Per diems, airfare and other cost based on the one month duration period mentioned in 1.3.1 Key Requirements, page 6?

- Please do not include Per Diem or Transportation costs in you budget. The contractor will be reimbursed at the U.N. Per Diem rate for the country of destination and a round ticket on economy class.

Question 15

5.13 – (page 19) in “Place of Performance,” How should per diem be budgeted for the 1-2 unspecified countries in each region?

Please do not include Per Diem or Transportation costs in you budget. The contractor will be reimbursed at the U.N. Per Diem rate for the country of destination and a round ticket on economy class.

Question 16

1.3.1 Background: Management of the Review. To which part of UNAIDS will the review teams report?

- The review team will report to the Regional Adviser at the RST and the designated officer in the Country Capacity Strengthening Team

How will the four review teams be managed; for example, will some sort of project control or governance process exist to address issues raised during the review that might require further investigation?

- The review teams will be managed by the Regional Adviser at the RST and the designated officer in the Country Capacity Strengthening Team

Question 17

What are the role of the Regional Technical Support Advisor and the member of the Country Capacity Strengthening Team who will accompany the review team?

- The Regional Technical Support Adviser would provide information on the regional context, respond to issues needing further clarification, identify key documents and materials and provide logistical support for scheduling of meetings. The Country Capacity Strengthening Team member would provide a

global context on both UNAIDS and the TSFs and respond to issues needing further clarification, and support to the team as required.

Question 18

Will mechanisms exist to allow regional review teams to interact on a horizontal basis at different phases of the reviews?

- No

Question 19

1.3.1 Key Requirements: Dates of Reviews. The dates proposed for three reviews to be carried out in English overlap to some extent. This would prevent a consultant from working on more than one of these. Might one indicate an interest in more than one of these three, subject to the possibility that these dates may change?

- It is not anticipated that the review dates will overlap

Question 20

1.3.1 Key requirements: Composition of the Review Team: Review Protocol. Is the review protocol available prior to submissions of bids?

- No

Question 21

Does the protocol provide sufficient basis for managing and carrying out the review or should bids provide time for methodology and instrument development?

- The bid should provide time for methodology and instrument development

Question 22

3.1.1. Key Requirements: Duration of Review; (2.7.4: Financial Proposal). Section 3.1.1 envisages that each review will take "approximately duration of one month." Does this RFP estimate assume 5-day work week – thus, providing some 20 days for the work?

- See question 3 above
- What procedures are in place to track work done v/s time consumed?
- What procedures exist to compensate consultants if it is determined that the work will require additional time to complete?
- The contractor will be paid their daily fee for the duration of the contract. If additional days required, contract amendment will be issued prior agreement.

Question 23

If travel to Geneva is required at the beginning or end of the review would this time be included in the "one month" time frame (see Background, page 6)?

- Travel to Geneva is not anticipated

Question 24

Is it assumed that feed back on the interim presentation, the draft report and the final report will be available on a timely basis within the one month duration of each review?

- Yes

Question 25

The RFP provides for presentation of interim findings, an interim report and a final report. Does the review team issue the presentation of interim findings, the draft report and final report in writing only or both in writing and orally? To whom does the review team present the interim presentation and two reports and where? In country and/or Geneva?

- The interim findings are presented at the UNAIDS Regional office. The report is made to UNAIDS and the TSF
- Does a review protocol address fact and report clearance process?
- Yes
- What level of assurance should the final report provide (audit, review, other)?
- What volume, quality and presentation of evidence does UNAIDS expect to support the desired level of assurance in the final report?
- It is anticipated that the final report provides a high level of evidence

Question 26

Should teams anticipate a requirement that the team report will be integrated into an aggregate report with other regional TSA review reports (thus, parallel form in the report, for example)?

- No

Question 27

This RFP has been published on the UNAIDS site. Is it open to any qualified vendor?

- Yes

Question 28

Are any of the required documents only available in Geneva?

- No

Would it be advisable to interview UNAIDS officials and other relevant officials and review documents in Geneva prior to in country visits? This would give a better understanding of thoughts and positions of the Organization's leadership.

- Interviews with relevant UNAIDS at Headquarters would be by teleconference

Question 29

Section 2.7.4 indicates that the price component must contain an overall quotation in a single currency along with the daily fee of the consultant. However, the number and location of country visits remains to be defined.

What criteria will be used to determine:

- Whether one or two countries will be visited;
 - Which country (countries);
 - Whether one or more areas of those countries will be visited?
- The criteria will be finalized in consultation with the RSTs

In regions where two locations are identified, does the existence of the second location influence the number of additional countries to be visited (for example, an additional country or two)? Who will make that decision and at what stage of the process?

- Yes

Question 30

As we don't know how many countries will be visited may we bid the cost section as follows:

- Time as days worked;
 - Documented expenses for travel using business class air travel
 - Per diem at documented cost or based on the UN daily sustenance allowance?
- Yes. Please note, as per UNAIDS travel policy non- staff are only entitled to economy class air travel.

Question 31

Does UNAIDS provide UN Laissez Passer documents for consultants on this project?

- If so, does UNAIDS arrange for required country visas to be included these Laissez Passer documents?

- No
- If not
 - Is the consultant responsible for acquiring country visas for his or her own passport once countries to be visited are identified?
 - How would late decisions on countries to visit or delays in acquiring travel documents be addressed?
- Yes. Decisions on countries to be visited will be made in advance.

Question 32

What fax number should be used for bids, the number on the cover of the letter to prospective bidders?

- The submission of bids should be made by email. Please see section 2.8, page 12 of the RFP document