

RFP-2014-14 Systematic Review and Quality Analysis of HIV/AIDS Related Evaluations
Answers to questions from Bidders
9-July-2014

1. 2.1.1 - Do you have a target start and end date for the systematic review?

The work should start as early as possible upon notification of the successful candidate. Preliminary results of the systematic review should be available by October 1.

2. 1.1 - Is evidence from Non-English sources also of interest to UNAIDS?

Yes.

3. 1.1 - Are UNAIDS interested in exploring data sources other than PubMed, Medline, and Cochrane libraries to retrieve evaluations related to HIV prevention and treatment?

Additional sources can be proposed by the bidder with justification for their inclusion in the review.

4. I have a query about how individuals can be a bidder. In the documents provided, it is briefly mentioned that provider could be also individual operating in the field of development or public health. More clarification is needed in case the bidders are individuals. For instance, except attaching a brief summary of qualifications and expertise, do they need to show any other evidence of their capacities to do the work such as work place, access to libraries, financial arrangement or any bank account information.

A CV detailing qualifications and expertise of individual(s) bidding on the RFP is required, along with their understanding of the project and their proposed approach to it. Access to libraries for conducting the review is the responsibility of the bidder. The successful candidate will be able to work remotely. Do not include any bank account information in your proposal.

5. The other enquiry is whether or not it is preferred for bidder not be an individual, instead a company or organization. Given the fact that in all forms to be submitted a company name is required

There is no preference between individuals or companies. The successful bidder will be judged based on their technical and financial proposal. Both individuals as well as companies will have their respective advantages in skillset and incurred costs.

6. We would define the term 'systematic review' as one which uses Cochrane level methods (i.e. a series of consultative committees to define search terms). Is UNAIDS requesting these methods to be applied, or are other methodologies considered appropriate?

Cochrane Reviews are the gold standard in Systematic Review. While this review will require rigor in its method, its intention is not to replicate the Cochrane Review process. The bidders should detail the method they propose, given the time, cost and skills limitations of the project.

7. We note that the current repository includes grey literature, but this has not been identified as a source of literature in the ToR. Does UNAIDS expect a grey literature search to be included in the scope of the review?

The requisite sources for this review are identified in the RFP. Additional sources can be proposed by the bidder with justification for their inclusion in the review.

8. When is the expected commencement date? Completion date?

The work should start as early as possible upon notification of the successful candidate. Preliminary results of the systematic review should be available by October 1.

9. Does UNAIDS have an indicative number of days for this contract?

The number of work days per person can be proposed by the bidder in their proposal. The total number of days may be limited however, by the expected completion date of the preliminary results of the systematic review.

10. Paragraph No - 1.3: Question on Deliverables:

- a. 3. Update the evaluation repository with the rated evaluations;
- b. 4. Report on the gap analysis of quality of evaluations in the repository, across themes and geographies;
- c. 5. A set of recommendations on modifications to the navigation and design of the repository to improve access.

I should like to know what access to the repository will be available to the bidder to complete items 3,4, and 5.

The repository is publicly accessible. The link is provided in the RFP. If necessary, an offline version of the repository in Excel format can be provided.

11. Can the bidder do this work remotely?

Yes.

12. Will he have to be based in Geneva or travel to Geneva?

The work can be completed remotely. Travel to Geneva is not required.

13. Will a copy of the repository be given to him to work from his own office, say outside Switzerland?

The repository is publicly accessible. The link is provided in the RFP. If necessary, an offline version of the repository in Excel format can be provided.

14. Considering that another entity (name omitted due to confidentiality) was previously contracted for the initial development of the repository as well as the rating tool, we would like to know whether all firms will have an equal chance in the proposal process?

Yes. This is a competitive bidding process, and the best offer, in technical and financial terms, will be selected for the proposed work.

15. What is the general deadline (date) by which the work must be completed?

The work should start as early as possible upon notification of the successful candidate. Preliminary results of the systematic review should be available by October 1.

16. Could you give us an indication of the budget that is available for this work?

No. Interested bidders must make a proposal with a financial component estimating the cost of their work. The most competitive bid, in financial and technical terms, will be selected.

17. Is any publication of the findings in a peer-reviewed journal envisaged?

Not at this time.

18. Is printing of the final report envisaged? In other words, should printing costs and lay-out costs for the final report be included in the budget as indicated under paragraph 2.7.4?

High quality printing of the final report is not required. The report may be shared electronically (i.e. soft copies).

19. Is our understanding correct that submission of hard copies is not obligatory and submission of soft copies will be sufficient under the provisions of paragraph 2.8? In case of submission of soft copies, will the deadline remain the same, i.e. 14 July 17:00 hrs CET?

Correct. Proposals can be submitted electronically, in soft copy format. The deadline remains the same.

20. We are interested in bidding for RFP-2014-14. Would it be possible at all for you to give an indicative budget for this research proposal? The scope of the review is fairly broad and we would like to make sure we can actually afford to conduct the work.

No. Interested bidders must make a proposal with a financial component estimating the cost of their work. The most competitive bid, in financial and technical terms, will be selected.