

**Evaluation of the
6th Sub-regional Programme of the UNFPA's Sub-regional - RFQ Questions**

Question#	Question	Response	Date Received	Response date
1	How will the financial stability of the consultancy firm be evaluated?	The financial stability of the consultancy firm will be evaluated based on a review of the audited financial statements for the preceding year in lieu of which the company profile, the company registration documents and a review of successfully completed projects will be used to evaluate the financial stability of prospective bidders.	January 15, 2021	January 18, 2020
2	Which documentation should be attached to document financial stability?	A scanned copy of registration certificate for firm and/or a copy of last audited financial statement, company profile and a detailed listing of successfully completed projects.	January 15, 2021	January 18, 2020
3	Could you include the underlined field of study in the qualifications for the team leader: Post graduate degree in social or political sciences, public health, evaluation, public management or any related field to UNFPA's mandate	It would be good for the team leader to have most importantly Experience as Lead in similar projects/research studies. If s/he is also functioning as a technical expert, see guidance below (the person will be evaluated in 2 separate areas in this case, as lead and technical area). Otherwise, any Postgraduate degree in social or political sciences (e.g. government, human rights and democratisation, international law and human rights, law and diplomacy, international relations, international development and management of global affairs), public health, evaluation (project management and/ evaluation), public management (e.g. public policy; public sector management/administration etc) or any related field to UNFPA's mandate will suffice.	January 15, 2021	January 18, 2020
4	Could you include the underlined field of study in the qualifications for the Technical experts: At least a Master's degree in one of the following areas: Public Health, Gender, Development Studies, Economics, Demography, Evaluation, Public Management or related field.	Experts will be evaluated along the lines of one of the following: sexual and reproductive health focal point; adolescent/youth focal point; population and development focal point; gender and development focal point (as per the areas of focus of UNFPA).	January 15, 2021	January 18, 2020
5	Qualifying legal entity: Reference is made to the RFQ being open to all "legally constituted companies" – our entity is legally registered as a sole proprietorship firm, i.e. trading as. Do we qualify to apply?	Yes, you would qualify once you have a legally registered company and you are able to provide the related company registration document(s) for the company. However, please note that the activities to be executed under this request for quotations is to be performed by a team as the work load is unduly excessive to be executed by an individual. Please note also that the bank account to which payments are to be effected for the deliverables under this request for quotations must be registered in the name of the company.	January 15, 2021	January 18, 2020

6	<p>Technical Evaluation: kindly define “sub-contractors” as referenced under section 4, including in context of Clause 4 of the “General Conditions for “Subcontracting””.</p>	<p>The term sub-contractors as defined within the context of section 4 of the UNFPA General Contract Terms and Conditions document is defined as any individual or entity that is engaged by the primary contractor with the approval of UNFPA for the execution of a specific component of the activities outlined in Terms of Reference document. Please note that the names and qualifications of all sub-contractors must be stated in the technical proposal that is to be submitted by all prospective bidders.</p>	January 15, 2021	January 18, 2020
7	<p>Price Quotation Form: Only one line has been allocated for each named line item. Would additional items be permitted for any/all lines, if required by the bidders? For example, can more than one (1) staff level with differing daily rates, be allocated to items described?</p>	<p>Please note that all prospective bidders are required to provide a financial proposal in the format that is contained in the price quotation form that is attached to this request for quotations, additional item headings may not be added to the price quotation form, only component items of the currently listed items may be added. Any additional item headings for professional fees that are not included in the current price quotation form may be optionally reference in the technical proposal to be submitted. In a case where more than one (1) staff level with different daily rates may be allocated for the execution of an item specified in the price quotation form then each staff member should be added as a component of the item with the respective rate specified. That is if the data collection activity will require two (2) staff members then the data collection item should be split into two (2) lines with the title for example “Data Collection – Tom Cruise” and “Data Collection – Thomas Cooke” with the respective rates, number of days and calculation to be specified.</p>	January 15, 2021	January 18, 2020
8	<p>Price Quotation Form: Are the categories to be considered complete as listed, or may bidders add additional lines for e.g. Out of Pocket Expenses?</p>	<p>Please note that the categories as listed in the price quotation form is to be considered complete as listed. Please use the out of pocket section of the price quotation form to add any items that cannot be included in the professional services section of the price quotation form.</p>	January 15, 2021	January 18, 2020
9	<p>Price Quotation Form: Is there an indicative list of items that would be considered “out of pocket expenses”?</p>	<p>There is not an indicative list available for items that would be considered "out of pocket expenses". Please note that this section of the price quotation form has been provided to allow prospective bidders to include any and all costs related the execution of the deliverables specified in the Terms of Reference document that are not professional services fee(s).</p>	January 15, 2021	January 18, 2020

	<p>Intervention activities: is it possible to provide a summary of intervention activities e.g. even using # of projects (example below), to facilitate more concrete estimates for levels of effort?</p>	<p>The intention of the evaluation is not to assess all individual projects or programmes. As per the listed objectives of the Terms of Reference, we are particularly interested in determining if the investments that were made in these projects and programmes were based on highest cost-effectiveness and relevance. For example, we supported several countries in the development of population policies. This type of support should be reviewed as one programmatic activity and not analysed per individual country support. In general, we would recommend to analyse around five (5) programmes areas under the Sexual and Reproductive Health Outcome, three (3) under Youth; three (3) under Population and Development outcome and four (4) under Gender</p>	<p>January 15, 2021</p>	<p>January 18, 2020</p>
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