

## Clarifications

### **RFP24-6153 – Independent Institutional Review**

**Date:** 9<sup>th</sup> February 2024

#### **ADDITIONAL DOCUMENT**

Please find attached a supplementary document regarding SPC's Status and Governance.

#### **RESPONSES TO QUERIES**

##### **Clarification 1: Estimated number of days**

**Question:** Is it possible to have an indication of the estimated number of days, or overall budget available for this review?

**Answer:** 100 working days is the estimated number of consulting days required. The team size should reflect the scope and nature of the review.

##### **Clarification 2: Independent Consultants / Consulting Firms**

**Question:** While reviewing the RFP documentation, we noted that the bid appears to be open to individual consultants or a group of independent consultants to complete the required work. We would like to seek clarification on whether a consulting firm is also eligible to bid for this opportunity.

**Answer:** Consulting firms are eligible to bid for this RFP.

##### **Clarification 3: Joint submission with lead partner**

**Question:** We wish to submit our proposal in partnership with a partner (with us as the lead agency). Could you please clarify how we can show this aspect in the various annexes of the Proposal Submission Forms, especially Annex 3 on the vendor details?

**Answer:** As we would contract only with the lead partner, only the lead agency should fill the annexes in Part 5 of the RFP. Please provide details about the partner agency and their contribution to the work in the Technical Proposal (Annex 4).

##### **Clarification 4: Approach / Methodology**

**Question:** As part of the submission, would you like a proposed approach / methodology? We can't seem to see this request in your evaluation criteria and Annex 4. Annex 4 (Technical Proposal Submission Form) requires us to fill in the table and provide supporting documentation. Since the table does not have any specific rows to discuss the proposed approach and methodology, can we assume that these details can be provided in the separate supporting documents?

**Answer:** The inception report with methodology and implementation timeframe is the first deliverable to be provided by the successful bidder.

### **Clarification 5: Travel**

**Question:** The RFP mentions duty travel (field visits, interviews, etc.). Are you able to indicate the number of countries or possible locations you expect the consultant to visit as part of the field work?

**Answer:** This will be defined in the preparation / inception phase. Any expected travel in relation to delivery of the services will be covered by SPC according to its travel policy. However, the consultant will be solely responsible for obtaining and payment of any visa and travel insurance required for the performance of the services.