

[RFP PMSPL II 25/6/2021- LIFE final performance evaluation/Data Collection and research Firm](#)

Question 1: Will the technical proposal have a five page or seven-page limit since both are mentioned in the RFP?

Answer 1: It can be up to 7 pages limits.

Question 2: Will the discussion guides for the Focus Group Discussions be provided by Social Impact or will they have to be prepared by the Data Collection Firm? If they are to be provided by Social Impact, will they be provided in English or Arabic?

Answer 2: Discussion guides will be prepared by Social Impact, they will be provided in Both English and Arabic versions.

Question 3: In the Background section, you indicate “To perform this evaluation Social Impact is seeking support from a data collection firm to conduct FGDs with LIFE end beneficiaries who received grants through local entities. The data collection firm will be requested as well to support in interviews notetaking.” So the firm will only assist in note taking in group interviews, please clarify whether we will need to conduct the actual interviews?

Answer 3: The data collection firm will handle the logistics, the moderation and the summaries of the focus groups as clarified in the deliverable section of the RFP. In addition, the data collection firm will support as needed PMSPL II in notetaking during Key Informant Interviews that will be conducted and organized by PMSPL II evaluation team.

Question 4: In the Objectives and Duties section, you indicate “Independently from the results of FGDs, submit an analysis report on financial needs of micro-enterprises and suggest alternative ways of local microfinancing.” Just to clarify, in preparing the analysis report, will the firm only rely on secondary sources? Will Social Impact provide any sources / data that should be utilized by the firm in drafting the report?

Answer 4: For this deliverable the company should rely on its own resources’ primary or secondary, such as reports, data that the company owns, or analysis performed by the company’s staff or subject matter experts. The purpose of this task is to contribute to the analysis of the final results generated by the FGDs and Key Informant interviews. Social Impact does not expect from the data collection firm to conduct specific Key Informant Interviews for this task as these will be performed by the evaluation team.

Question 5: In the Objectives and Duties section, you also state that the Data Collection and Research Firm will be responsible for

- a. “Finalizing the logistics for the FGDs, this includes contacting, inviting the beneficiaries, booking and or setting (remotely) venues and equipping the venue as needed to perform the FGDs.” Will the data collection firm have to budget for the venue, if the focus groups are to be conducted face-to-face and not remotely?
- b. “Work with the evaluation team during field work to carry out (remotely or in person) focus group discussions, and to prepare FGDs summaries for the evaluation report. FGDs summaries should be submitted in English.” Will complete transcripts also be requested? If yes, in English or Arabic?

Answer 5: a) the company will have to budget for the venue of the focus groups will be conducted face to face. B) detailed summaries will only be requested in addition to the recording of the session.

Question 6: Under the approach and Logistics section, you indicate “The contracting firm should provide technology means to conduct FGDs remotely should this turns to be the best option to complete the task.” Can you please clarify what you imply by technology means?

Answer 6: The contracting firm should provide the tools for conducting remotely the FGD, they should decide on the online platform to be used.

Question 7: You state in the Deliverables section “The contracting firm should provide up to 5 page analysis on micro enterprises financial needs and a maximum 2 page of recommendations on possible ways of locally financing microenterprises.” You make no mention of a report highlighting the results of the FGDs to be conducted. So to our understanding, Social Impact will not require such a report. Can you please confirm?

Answer 7: Summaries for each focus group will be requested. A summative report for all FGDs is not requested. The required 7 pages reports should not include findings from the FGDs, instead it should include desk review and data owned by the data collection firm. Recommendations should be done by the data collection firm’ experts in the subject matter.

Question 8: We cannot seem to open “Annex B: Budget Template for Cost Proposal”, can you please re-send it separately?

Answer 8: Annex B will be sent separately. Please check Daleel Madani Add as it will be inserted in a separate attachment.

Question 9: What is the budget range / maximum budget allocated for the project?

Answer 9: There is no specific budget range.

Question 10: Will SI provide the FG moderation guidelines? If yes, would that be in Arabic or do we need to translate them?

Answer 10: SI will provide the moderation guidelines in both Arabic and English versions.

Question 11: Do we have to submit two methodologies of approach: One in presence and one remotely? Or can we submit only the one we prefer to use re this project?

Answer 11: Please submit two approaches and provide your justified recommendation on the preferred one.

Question 12: Are there any specific restrictions or recommendations regarding the stipends to be offered to the FG participants?

Answer 12: Stipends payment/transfer to end recipients should be documented. They should not exceed 15 USD per individual.

Question 13: How many participants you would need per FG? The minimum number for a FG to be accepted?

Answer 13: Participants number should range between minimum 8 and maximum 10.

Question 14: Duration of each FG?

Answer 14: The duration of each FGD should range between 90 min and 120 min maximum.

Question 15: The RFP mentions that FGs would run between August 9-20. However, it mentions that the analysis report should be delivered by August 16? Can you amend this please, as we need to finalize all FGs and transcripts before writing the report.

Answer 15: The analysis report is not based on the FGDs results, it is completed based on a desk review and company's owned data.

Question 16: The analysis report would include the results of the FGs discussion as well as recommendations based on the findings, correct?

Answer 16: The analysis report is based on secondary data, desk review and company's owned data. Recommendations should be generated by the company's experts/researchers in subject matter. The report should not include results from the FGDs, the PMSPLII evaluation team will be developing the final analysis report based on FGDs summaries and the data collection firms reports; and the Key Informant Interviews done by the evaluation team.