

Is a joint venture or subcontracting modality accepted under the framework agreement?

- Yes, but sub-contracting should be limited to part of tasks to be conducted and not the whole project (for example data collection to be done a Lebanese company with Lebanese enumerators)

If it's accepted, do both entities need to be registered in Lebanon and have operational offices/premises?

- No need to be registered in Lebanon but field workers need to be Lebanese, and Lebanese moderators should be also available.

Firstly, the documents mention that the applying company should have 5 years of experience, out of which 3 should be in Lebanon. However, it is not clear whether this experience is required for the company as a whole or just for the key personnel. Could you please clarify if it is sufficient if the key personnel meet this requirement, even if the company as a whole does not?

- If key personal who will be leading on the required tasks in the TOR, we consider the condition fulfilled

Secondly, I would like to know if the programs mentioned in the documents are ongoing or new initiatives. This information will help us to better understand the scope of the work and the resources required to deliver the programs.

- The programme mentioned are the usual UNICEF programme. Every programme has many types of interventions/projects, that might increase or decrease in number and coverage based on may factors, where funding availability is one of the key factors.

Lastly, the documents mention several different programs, but it is not clear whether we would be handling all of them or if there is a specific focus area. Also, would there be more than one program running at the same time?

- Usually, the contract will be issued for specific intervention in a specific programme (for example checking the vaccination center operations under the Health programme). Till now, we never issued a contract to cover many interventions from different programmes. It might occur to include in one contract the observation of two interventions under the same programme.

It is stated in the TOR page four as one of the technical evaluation criteria, the "Proven expertise with excellent report writing and analytical skills in English / Previous reports to be submitted with the proposal in pdf".

Please could you clarify what type of document(s) are expected from your side for the requirement as we are concerned that there would be intellectual property infringement if we share our reports provided to our client.

- To be able to assess previous work, we need at least to check one previous report produced by the company. If all produced reports are confidential, maybe an authorization from the owner

to allow us to check and destroy the shared document. Otherwise, we will not be able to provide a grade here.

We are an international organization with an office in Beirut but work with a local data collection partner; would it be possible to submit a joint bid? i.e., the local data collection partner has local field staff that would do data collection, while we would manage the overall process and do analysis and reporting.

- Yes, possible

Would you please advise as to the gender and age of the target beneficiaries and parties to be interviewed in the different activities (FGD, KII, Phone calls)?

- We don't have specific beneficiaries; it all depends on the project. But usually, we don't interview children unless it is critical, and we apply all types of protection policy as per UNICEF regulations.

What do you mean by the data collection time why it is disaggregated? (Service 3: Programmatic Visits – 3.1 and 3.2)

- The time reflect the time of the questionnaire, usually the cost increase with the questionnaire length

For the phone calls, who are the targeted audience?

- No specific targeted audience, it depends on the project in question

Is it requested to deliver the raw data translated into English alongside the reports? Or should it be in the local language (Arabic) as annexes?

- The raw data should be provided separately as it is collected without translation.

What is approximately the expected / maximum number of services (FGDs, KII, PVs) per project/ program to be provided by the consulting firm per year? Is it unified for all governorates?

- We are not able to provide any estimation. And a kind reminder that the LTA does not constitute any type of confirmed promises regarding future contracts

How many partners and programmes are currently under implementation in each of the eight governorates/ operational areas?

- For now, we have 68 ongoing partnerships in 2023. But signature processes still ongoing. We can't predict the exact number, before the approval of any new partnership.

When is the first assignment expected? Projects already implemented / under implementation or to be implemented?

- We don't have any specific time. As the Third-Party Monitoring does not apply to all projects.

Regarding Service 3: Programmatic Visits, mentioned in page 2 of the TOR, there are two packs with two different tools; one is a checklist for Face-to-face interview and a questionnaire for the phone interview, based on that following are the questions:

- a) Is there a difference between these two tools? If yes, please see the following two questions:
the difference is the modality and usually the length and type of questions
- b) Does each one have its own scope in assessing the state of programme implementation compared to the work plan? Yes
- c) Does each tool have different targeted groups of implementing partners (Gov., Local, Int.)? Not necessary, it depends if the tool can provide the needed information needed.
- d) Is there a specific online platform presented by UNICEF should be used in data collection? Or are we going to provide one? You can use any platform. As UNICEF we use ODK for our internal work.

National (in the Financial table for the LTA TOR) : to which operational areas National refers? what does it mean? With whom it should be done since it is not applicable at governorates? This means that the contractor does not differentiate in price between the governorates.

Focus Group Discussion:

- a) Should the moderators be specialized in the field of program under evaluation?
The moderator should have the ability to moderate the relevant subject, and the specialized personal in the company should be ensuring the whole process and the quality assurance.
- b) For regular meetings: kindly advise if the meetings will be conducted in person attendance or virtually or both of them? The team should all be attending the meeting or can we assign a representative on behalf of the team? The modality depends, and only the principal moderator/researcher needs to attend, not the whole team
- c) Screening Process. What type of screening to use /apply? Should be included in the data verification process? It really depends on every project and every list provided by a specific entity

Key Informant Interviews (KIIs):

- a) Should the moderators be specialized in the field of programs under evaluation? The moderator should have the ability to moderate the relevant subject, and the specialized personal in the company should be ensuring the whole process and the quality assurance.
- b) For regular meetings kindly advise if the meeting will be conducted in person attendance or virtually or both of them? The team should all be attending the meeting or can we assign a representative on behalf of the team? The modality depends, and only the principal moderator/researcher needs to attend, not the whole team
- c) "Provide analysis summary reports for each interview". What are the limitations on interviewees numbers? Why they asked for reports? There are no limitations. It depends on the project. We are asking for the report, because we need the raw data collected. The TOR includes the maximum requirements to ensure the contractor consider everything in the cost.
- d) Conduct the interview in each operational area. Kindly confirm that KII will be done concurrently for each governorate? Will UNICEF provide the list of key informants to be interviewed? If not, what is the maximum number of interviewees to include and from which category? It depends. Usually, we provide lists. If list do not exist, we will agree on a specific modality to select the relevant interviewees

Would it be possible to provide further information regarding the sectors and numbers of targeted beneficiaries per sector?

- We are not able to provide such information, as the Third-Party Monitoring contract is independent from these numbers. It is relevant to specific interventions and not all of them. For now, we are not able to define them. This is an ongoing process and interventions will be decided on the needed

Do you have any recommended or preferred confidence level % and margin of error % values that should be applied from your side?

- This is basically qualitative work and the confidence level % and margin of error % values do not really apply here. It is more about saturation.

Is the required 5 years of experience, out of which 3 should be in Lebanon, applicable to the company as a whole or just the key personnel?

- answered above. Key personnel is ok.

Are the programs mentioned in the documents ongoing or new initiatives? These are UNICEF programmes, there new initiatives could occur under every programme

Is there a specific focus area, or will we be handling all the programs mentioned? It will depend on the need. It could be everything or part of.

Will there be more than one program running at the same time? All programmes are running all the time in parallel, but third-party monitoring will only cover specific interventions and not everything.

Does the service provider need to be registered in Lebanon? If yes, can they register after the contract award? No

We understand that the experts have to be Lebanese; our company has Arabic-speaking non-Lebanese staff based in Lebanon, would that be acceptable. The field workers need to be Lebanese, and Lebanese moderators should be also available

Would UNICEF assist the service provider in receiving the required Government of Lebanon approvals to operate across the country, especially in the refugee camps? UNICEF will support in access to the locations of the specific project to be examined

The LTA is for Data collection and Analytical services. However, the financial proposal format is only fit for data collection (three data collection service packages) and doesn't show budget lines for researchers, sector specialists, database managers and staff running the dashboard. Would you accept that we add those budget lines to your format provided, or do you want us to integrate those costs in the overhead on costs of the three service packages? Under the big title, this TOR is specific to the third party monitoring exercise. So the budget lines should correspond to what already exist to be able to compare. That being said, you could/should include in the pricing any cost you find relevant to this kind of exercise. And to re-emphasize, this TOR is not related to research.

Is it possible for B.O.T to apply as a consortium with another entity? [Answer below](#)

Is it acceptable for B.O.T to apply with multiple partners? Many of our research partners contacted us to be their data collection providers on this project. [Answer below](#)

Are joint ventures with a local partner, who have the registration, local presence and capacity, eligible to apply? [Answer below](#)

[“Joint venture with a local partner, duly registered in Lebanon with local presence and capacity are accepted.](#)

[For joint venture:](#)

[\(a\) If the Bidder is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Bid, each such legal entity will confirm in their joint Bid that:](#)

- [- they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally, and this will be evidenced by a Joint Venture Agreement among the legal entities, which will be submitted along with the Bid; and](#)
- [- if they are awarded the LTA, the designated lead entity will enter into the LTA with UNICEF, who will be acting for and on behalf of all the member entities comprising the joint venture.](#)

[\(b\) After the Bid has been submitted to UNICEF, the lead entity identified to represent the joint venture will not be altered without the prior written consent of UNICEF.](#)

[\(c\) If a joint venture's Bid is the Bid selected for award, UNICEF will award the LTA to the joint venture, in the name of its designated lead entity. The lead entity will sign the LTA for and on behalf of all other member entities.”](#)