

- 1- Should we provide the CVs of experts that are specialized in UNICEF LCO Programme areas as part of the technical proposal?

Yes

- 2- You specify in the TOR the report length for Service 3 but no mention was made for Services 1 and 2. We would appreciate your providing us with a tentative report length for both.

Evaluation report length should not exceed 60 pages (excluding intro pages and annexes). Details of report length will be clarified under specific contracts issued under the LTA.

- 3- For Service 3 you specify that the consultant should 'Submit an analysis plan, that includes at the least the following: analysis steps, software to be used, analysis framework, indicator list when relevant.' Shouldn't the analysis plan be provided by UNICEF since the data collection was already undertaken?

The analysis plan will be determined at the beginning of each contract issued under the LTA that covers service 3. Ideally it is agreed upon with the research firm in the inception phase.

- 4- You indicate in the Evaluation Process of the Bids table that 'Evidence of previous capacity to source/ provide sufficient qualified, competent international and nationally based staff to conduct research and/or evaluations', we would appreciate your clarification on what is your exact requirement for this component?

Already responded to. At minimum we need to understand the Recruitment and retention practices or SOPs, to guarantee that the recruitment process aims at identifying the best. Also indicate if you already have roster of consultants and how it is updated or managed.

- 5- You indicate in the Evaluation Process of the Bids table 'Demonstrated technical experience working with and engaging adolescents and youth in research and evaluations', does this also imply our engaging youth in the actual data collection process?

Yes.

- 6- You indicate in the Evaluation Process of the Bids table 'Two published reports to be submitted for bidders with no prior UNICEF engagement', by this do you mean two reports that are not for UNICEF?

Only for companies/firms applying that have not previously done any research or evaluation with/for UNICEF. To demonstrate quality of the work. For those who have done research or evaluation with UNICEF, this is not necessary.

- 7- In the budget template:

In Service 1 you indicate that we should price ' Data collectors/Qualitative', are we to average the pricing of interviewers that conduct the KIIs and moderators / assistant moderators for the FGDs, or should we provide each separately. Also for the quantitative component, there are variations in pricing with regards to CATI vs. on the ground surveys, also are we to average or provide separately.

In such a case, provide them separately (add another line). For the interviewees and KII, submit the average pricing, noting that this will be fixed at least for a year. The budget table specifies the minimum needed information. Additional information can be given.

8- As for Service 2, you make no mention of data collectors / qualitative, even though we do conduct qualitative research for some of the evaluations we conduct, does this mean that you expect only quantitative research to be conducted for the evaluations?

For Secondary Analysis, we expect no data collection. Therefore, data collectors are not expected as a cost item here.

9- For all Service components, you do not request the pricing for report writing, is this to be incorporated as part of report editing?

We expect the staff indicated in the budget table to be able to do a report. In case the staff and firm have no capacity to write reports and need to be outsourced, you can spell that out in the budget narrative.

10- Could the applicant(s) use the references of other organisations who will commit to lending their capacity/ expertise free of charge by providing a letter of full commitment?

Yes. Such capacity should be reflected either terms of core staff or expertise in the proposal.

11- "References for previous assignments in line with areas the institutions applies to provide services." Does UNICEF require reference letters from previous institutions we have worked with or we just mention names of the references?

They should be submitted when available. At minimum, include in the application the list of assignments (Title, year, referee contacts). Reference check will be conducted as part of technical evaluation in any case.

12- "Prior experience with UNICEF" – what is the threshold for prior experience?

No threshold. It should be related to the service areas for it to be considered.

13- "Profile of the company to be submitted together with CVs and educational degrees of the core team members". Please can you specify what are the documents needed for the profile of the company".

Each company has its own way of presenting its profile. At minimum it should demonstrate the Company info (what the company is), geographic presence, what it does, comparative advantage, leadership/governance, relevant experience, (completed and ongoing assignments), CV of Core staff/inhouse consultants. Could be separate document or embedded in technical proposal.

On the price proposal:

14- Can we add rows or job titles to the price proposal, e.g. a post-doc row?

Yes. But note that this will not add any advantage during the financial evaluation.

15- Where it says "price per hour/per day" do they require both, or can we report only one of these?

You need to specify if it is per day or per hour. Not both.

16- Under service 3 – Report editors/proofreader – can we report per page rather than per hour?

No. Should be per hours dedicated the assignment.