

TAAF-0071 Bidder Q&A

Is the Declaration Form part of the page count?

No.

To be clear, is the 20 page count inclusive of the technical proposal, the commercial proposal, and the risk proposal?

As stated in the ITT the 20 page limit applies only to the technical proposal.

Is the page count inclusive of cover page & table of contents?

The page count is not inclusive of cover page and contents page.

Is the page count inclusive of the Project Plan for Implementation? Also, please clarify what is meant by Project Plan for Implementation.

Please ignore this entry in the checklist on the final page of the ITT. No need to include a Project Plan for Implementation.

If we submit a PDF document that is compatible with the Microsoft Office suite, is that acceptable?

Yes

Is the hardcopy of the NDA due at the time of submission?

An electronic copy of the signed NDA must accompany the proposal and this must be followed up with hard copies.

How do you define the Supplier Report? How much time do you suggest for the completion of the report in our timeline?

A supplier report template and guidance will be provided. This document will need to include a brief summary of the project, description of the extent to which objectives have been met, identify successes and failures, share lessons learnt and recommendations. Timeframe: 2 days maximum

Can you clarify what is meant by the “copy of the insurance cover certificates”? Is this regarding traveller’s insurance? If so, must we provide a copy for each individual in our proposed team?

This is in reference to the organisations public indemnity and professional liability insurance. We require copies of these insurance certificates, if you have this type of insurance cover.

Can you provide us the minutes of the 2-day action lab meeting?

These are not currently available. Once they become available they will be shared.

Do you have specific policymakers of development organizations in mind that expressed interest to implement the research findings? Specifically we are referring to the senior development practitioners and policy makers that should be consulted and engaged throughout the research process, as stated in the ToR.

The Netherlands Embassy and DFID have both expressed interest in the results of this work. It would be useful to engage other decision makers such as government officials to enrich the outcome of the research.

Regarding Gender, is there a framework you would like to be used so outcomes are in line with other comparable research issued by your organization?

There is not a specific framework required however you may find the following CDKN article useful in understanding CDKN's approach to gender equality in our climate change work:
http://cdkn.org/gender-equality-climate-compatible-development/?loclang=en_gb

Do you have strict guidelines on the daily fees (on transparency, breakdown, min/max)?

It is up to bidders how they structure their daily fees and budgets.