

QUESTIONS AND ANSWERS

RFP BASELINE TOR for: MCGOVERN DOLE INTERNATIONAL FOOD FOR EDUCATION AND CHILD NUTRITION PROGRAM IN SENEGAL

The questions and answers below concern the Request for Proposal published January 25th, 2019. The last day to submit a question to Counterpart has been extended to February 12th, 2019, 12:00pm (EDT). Please note that the Baseline TOR is subject to change based on USDA approval.

Updated February 7, 2019

Correction to TOR: Section IX. Roles and Responsibilities, 5. Budget: Please note that due to on-going start-up activities, Counterpart in Senegal **will not** provide transportation of the evaluation team from Dakar to the Saint-Louis region, nor to the selected schools. **All costs associated with logistics should be included in the evaluator's budget.**

1. Section 2.1 requests that "baseline information be collected by the project within 6 (six) months of project award date" and suggests 1 March to 1 June 2019 (4 months) as the period of execution of all activities. In drafting a proposal, should we assume a 4-month timeline for completing all activities, or is there flexibility to stagger activities over a 6-month period?

Answer: Per Counterpart's agreement with USDA, baseline information must be collected by Counterpart within 6 (six) months of Counterpart's award date of September 28th, 2018. Currently, there is no flexibility in the timeline.

2. In section 2.6, the timeline indicates that the baseline evaluation workplan, data collection tools and evaluation schedule must be completed between the contract signing on 1 March and 11 March. Given that the training of enumerators also begins on 11 March, hiring would need to happen before then as well. Is there flexibility regarding the timeline for these activities?

Answer: There is very limited flexibility with the timeline for the activities. Per Counterpart's agreement with USDA, baseline information must be collected by Counterpart within 6 (six) months of Counterpart's award date of September 28th, 2018 (i.e. March 28). Once baseline data is collected, the final baseline report is due to USDA within 60 days. Within those 60 days, input from CPI and USDA must be taken into consideration and a final deliverable produced. Awarded bidder should consider hiring their enumerators as soon as the contract between CPI and selected bidder is fully executed.

3. For data collection, the table in section 2.6 suggests 15 March to 15 April (4 weeks) as the period, and the footnote indicates that field work must be completed before 22 April and 6 May. Is there scope for data collection to take place from Monday 18 March to Friday 19 April (5 full weeks) or to Friday 6 May (7 full weeks)? We understand this timeline will be constrained by the school schedule and holidays, hence further clarity on this would be helpful.

Answer: As outlined in section VI. Deliverables, the inception report must include a plan for fieldwork and a schedule for all activities. The selected evaluator must be mindful of the Easter

holiday and the month of Ramadan when planning their schedule of activities. As holidays will impact data collection.

4. Regarding travel costs, in section 1.4, it is mentioned that "Counterpart in Senegal will provide transportation of the evaluation team from Dakar to the Saint-Louis region, and to the selected schools". Our team is based in Dakar..., and would thus travel to/from the Saint-Louis region multiple times. Our team and the survey team hired would also frequently travel between schools within the Saint-Louis region. How much of this travel would Counterpart provide transportation for, and how much should be accounted for in the budgeted travel costs in the proposal?

Answer: Given that project start-up is in progress, bidders should budget for all transportation. The overall budget has been revised to reflect this additional cost.

5. On page 11 of the Request for Application for Firm (RFP No. 1082_RFP 001_Baseline -A) Section #7 Staffing Structure indicates that the team will be comprised of: International Program Evaluator (Team Lead); – 3 or more Local Consultants or members of a Consulting Firm. Please confirm International Program Evaluator (Team Lead) is the selected bidder. Please confirm who selects and engages with Local Consultants or members of a Consulting Firm.

Answer: Yes, the International Program Evaluator is the Team Leader. S/he represents the bidder and is Counterpart's Point of Contact. The composition of the team is up to the selected evaluator and should fit within the confines of the limited budget. All local consultants and/or members of the consulting firm (may include data collectors, research assistants, data analysts, etc....) must be selected by the bidder. The bidder is responsible for managing their entire evaluation team, including the local consultant(s) and members of the selected consulting firm.

6. May the bidder propose additional staffing other than the International Program Evaluator and local consultants to assist in providing the work being proposed to Counterpart International, with these positions being additional researchers, research assistants and team members providing quality assurance reviews?

Answer: See answer to question #5.

7. The RFP (page 4) states that "The Bidder shall indicate the unit price in USD for each service". Can Counterpart clarify what is meant by "unit price for each service"? Specifically, what is meant by "each service"?

Answer: Cost and associated level of effort should be clearly outlined in the bidder's budget. Line items such as daily rate for each team member and LOE, travel cost, per diem, etc. are examples of "each service."

8. Can bidders submit their financial proposal (in Excel format) and technical proposal (in Word format) as attachments to the same email or should bidders send separate emails for the technical and financial proposals?

Answer: Yes, bidders can submit their financial proposal (in Excel format) and technical proposal (in Word format) as attachments to the same email. The technical and financial proposals should be sent as one email.

9. Is the entire team (including international team members) expected to be in the field from March 11 to April 15 or can the international team members be in the field for a portion of the data collection period?

Answer: Yes, the international team members can be in the field for a portion of the data collection period. The expectation is that the bidder is properly staffed to perform the duties outlined in the terms of reference.

10. Should bidders budget for an in-person meeting with USDA and Counterpart in DC during the report development phase to present key findings? Also, is the Presentation to field and HQ staff expected to be in-person or held virtually?

Answer: Meetings with HQ Counterpart and USDA can be held virtually. The presentation to the field must be held in person.

11. Is there flexibility in the team structure [regarding] how many international experts are included on the team? Can bidders propose larger or smaller teams than those suggested in the RFP on page 11?

Answer: See answer to question #5.

12. Can Counterpart provide bidders with the budget available for this baseline evaluation? Alternatively, can Counterpart provide the estimated level of effort for the assignment?

Answer: The budget range is \$130,000- \$150,000, inclusive of all cost related to transportation and logistics.

13. Can Counterpart share any background materials (i.e. the Evaluation Plan or PMP) or the program document with bidders?

Answer: Only the selected bidder will be given access to background materials, including Evaluation Plan, PMP, program document, etc.