

**Queries submitted by prospective bidders on RFP No.: UNFPA/NPL/RFP/20/001 Provision of services to Study on Gender Based Violence in the COVID-19 Context in Nepal**

S.N.	Reference in the RPF document	Clarification sought	Response
1	Bidder Identification Form: Production Capacity	It is mentioned that the bidder has to provide the production capacity. <b>Please clarify what production capacity refers to</b>	<ul style="list-style-type: none"> <li>The production capacity requested under the Section VI- Annex C: Bidder identification form refers to the ability of the applicant agency to deliver the service as per the need of the UNFPA and UN Women. In this case, to produce the GVB study in COVID-19 context.</li> </ul>
2	Bidders Previous Experience: Evidence in support of satisfactory completion of work order	It is mentioned that the bidder shall provide either the client's letter or certificate in support of satisfactory completion of work. <b>Can we provide the signed contract (as proof) or completion certificate wherever available?</b>	<ul style="list-style-type: none"> <li>The applicant agency is required to produce evidence of satisfactory completion of the work while the contract is only the evidence of agreement.</li> </ul>
3	1.2 As a result of this competitive Bid process, UNFPA plans to sign a Contract for Professional Services with a single supplier'.	Associating with local agency for field work is permissible. Please clarify	<ul style="list-style-type: none"> <li>Yes</li> </ul>
4	SECTION II – ANNEX A: INSTRUCTIONS FOR PREPARING TECHNICAL BID 11.UNFPA requests Bidders to submit information on environmental and social policies and any related documentation in their Bid	What policy you are referring to. Please clarify.	<ul style="list-style-type: none"> <li>Applicant agency's policy</li> </ul>
5	C. PREPARATION OF BIDS 11. & 11.2  Bid currency and prices 11.1 All prices shall be in Nepali Rupees (NPR).	Is it required to add the value in USD also. Please clarify.	<ul style="list-style-type: none"> <li>Please submit the financial proposal in Nepali Currency.</li> </ul>

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	The Bidder shall indicate on the Price Schedule Form in accordance to SECTION VI – ANNEX E: PRICE SCHEDULE FORM the unit of measure, the unit price and total Bid price of the goods and/or services (where applicable) it proposes to supply under the contract.	- Can we add payment terms here. Please clarify.	<ul style="list-style-type: none"> <li>• Yes</li> </ul>
6	17. Financial Bid 17.1. Bidders must complete the Price Schedule Form in accordance to SECTION VI – ANNEX E: PRICE SCHEDULE FORM – both in PDF format (signed version) and excel format The separate Financial Bid must contain a quotation in a single currency, itemizing all services to be provided.	Is it required to add the value in USD also. Please clarify.	<ul style="list-style-type: none"> <li>• Please submit the financial proposal in Nepali Currency.</li> </ul>
		- Can we add payment terms here. Please clarify.	<ul style="list-style-type: none"> <li>• The UNFPA payment term and conditions are listed under Section IV.</li> </ul>
7	28. Technical evaluation  28.1 Specific experience and expertise relevant to the assignment—has a weightage of 25%  Customer Satisfaction/Quality Programme of the Company -Weightage of 20%  Organization and staffing-Weightage of 10%	-Is it pertaining to any location or from the country where the bidder is located. Please clarify.	<ul style="list-style-type: none"> <li>• No</li> </ul>
		-What is the basis of rating , scoring and will be measured. Please clarify.	<ul style="list-style-type: none"> <li>• Please refer to 28.2 Scoring Scale system</li> </ul>
		-Is this overall as the bidder’s staffing or staffing for this assignment. Please clarify.	<ul style="list-style-type: none"> <li>• Bidder’s overall staffing and team for this assignment</li> </ul>

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8	SECTION II: TERMS OF REFERENCE (TOR)  The purpose of the assessment is to generate real-time data on the impact of COVID-19 on GBV prevention and response interventions from a survivor-centred approach to guide policy and programme directions and the GBV actors for an effective and coherent response.	Real-time data can be done through direct and interactive sessions with survivors. -Do we consider database for it. What are the checks for validation of the database. Please clarify.	<ul style="list-style-type: none"> <li>We anticipate bidders to propose ideas and innovative approaches for checks/validation and ways to reach out to the survivors. These will be considered while evaluating/scoring the technical proposal.</li> </ul>
		Will it be accessible ... - How will we reach out to the survivors through service providers networks. Please clarify.	<ul style="list-style-type: none"> <li>UNFPA and UN Women will introduce the selected agency with the GBV Sub-Cluster under the Protection Cluster to facilitate access to anonymized data and request for support. Separate letters can be prepared.</li> </ul>
9	4. Objectives Document the situation and experiences of GBV survivors in the COVID-19 context;  Analyse the availability and quality of multi-sectoral response services in the COVID-19 context.	Is there any database of survivors or we need to interact with local NGOs/partners to get the list of survivors. Please clarify.	<ul style="list-style-type: none"> <li>The reference would be the available records maintained by service providers/partners.</li> </ul>
		-Is it available with UNFPA or need to interact with such agencies/partners. Please clarify.	<ul style="list-style-type: none"> <li>Need to interact with concerned agencies/partners.</li> </ul>
10	5.1 Organize and facilitate assessment results dissemination meeting. Provide coordination support for GBV Sub-cluster and reference group meetings in regard to the assessment; Provide logistics management support for meetings of the Steering Committee.	-Do we include into our Financial proposal.	<ul style="list-style-type: none"> <li>Yes.</li> </ul>
11	Expected deliverables An inception report on the design of the assessment and tools in English and Nepali languages;	-Is it possible if Inception is given only in English as assessment report is only in one language or it is mandatory for Nepali too. Please clarify.	<ul style="list-style-type: none"> <li>Inception report should include the assessment tool in English and Nepali both.</li> </ul>

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	<p>A summary report with key findings and recommendations along with knowledge products including infographics, fact sheets and policy briefs in English and Nepali;</p> <p>Power point slides and infographics as relevant summarizing major findings of the assessment which can be used for different forums for dissemination of findings and advocacy</p>	<p>Will definitely translate the tools in Nepali.</p> <p>-English or both including Nepali too. Please clarify.</p> <p>-Seems only English. Please clarify.</p>	<ul style="list-style-type: none"> <li>Summary report and other knowledge products in English and Nepali</li> </ul>
12	<p>6. Methodology</p> <p>6.1 Data collection approach</p> <p>The assessment will include detail review of the administrative data from health, police, justice, social service sectors recorded in the last six months and the same period last year for comparative analysis. The administrative record will be used to assess the status of GBV service being provided, number and types of cases being reported, status of action taken against the alleged perpetrators, pattern of reported cases over time.</p>	<p>– Will this data be provided by client? Please clarify.</p>	<ul style="list-style-type: none"> <li>UNFPA and UN Women will introduce the selected agency with the GBV Sub-Cluster under the Protection Cluster to facilitate access to anonymized data and request for support. Separate letters can be prepared.</li> </ul>
13	<p>6.2 Sampling and Data Collection Tools</p> <p>The assessment will be carried out using appropriate virtual and online data</p>	<p>-Is telephonic interviews/on- line interviews permissible with survivors -being a very sensitive issue as well as other stakeholders.</p>	<ul style="list-style-type: none"> <li>Please review the section 6.2 sampling and data collection tools. The telephone interviews are with service providers.</li> </ul>

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	<p>collection tools including phone-based surveys as appropriate.</p> <p>In order to conduct the proposed facility survey among the service providers digital on line data collection tools will be used.</p>	<p>Collecting data on such sensitive issues remotely has its limitation. So would you permit to visit the shelter homes and service centers physically and interact with the survivors, if not all at least partially? Moreover, the quality check of service of the service providers is associated with some physical observation like the helplines numbers are well displayed, posters are well informed, any separate/private arrangement for counselling or interacting with the survivor in the center etc. Please clarify.</p>	<ul style="list-style-type: none"> <li>This is subject to the evolving condition regarding the COVID-19 situation and guidance from the Government and UN Country Team. Please refer to the RFP.</li> </ul>
		<p>-Data and details to be provided . Please clarify.</p>	<ul style="list-style-type: none"> <li>Data should be anonymized, and results should be presented on aggregated level not on individual levels.</li> </ul>
14	Total sample is not mentioned	<p>-Are we free to suggest the sampling frame and total desirable sample. Please clarify.</p>	<ul style="list-style-type: none"> <li>Yes</li> </ul>
15	<p>6.3</p> <p>The select agency will recruit qualified and competent assessment team who will be trained on data collection, ethical and safety consideration under the guidance from UNFPA and UN Women experts</p>	<p>-Can we get support from local agency for the local connect.</p> <p>-What are the Legal formalities associated with it Please clarify.</p>	<ul style="list-style-type: none"> <li>Please refer to Section III- General Conditions of Contract on sub-contracting.</li> </ul>

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16	<p>8. Limitations The assessment will reach out to select service centres and few survivors who have been rescued and are in shelter homes.</p> <p>It is likely that the most severe cases under extreme control from partners may remain invisible.</p>	<p>-That means the interviews of the survivors will be at the shelter home through Face to face interviews. Will the selection of shelter homes or the service centers will be the pure discretion of agency? We seek support in selecting the most appropriate centers and shelter homes in this regard. Please clarify.</p> <p>-That means it is not accessible and will lose these data. Please clarify.</p>	<ul style="list-style-type: none"> <li>The shelter homes/ service centres to selected in consultation with the reference group/GBV Sub Cluster as mentioned in the ToR.</li> </ul>
17	ARTICLE 3 PAYMENT AND FEE	<p>Payments to be done in USD from either end.</p> <p>-Terms of Invoice is not mentioned. Please clarify</p>	<ul style="list-style-type: none"> <li>All payments in NPR to national bidders and in USD to international bidders.</li> <li>Payment schedule and terms of payment will be specified while signing the contract.</li> </ul>
18		Further, the indemnity permits claims against all type of breaches committed which makes liability uncapped, our query for the same as well whether we have an opportunity to propose cap on liability. Please clarify.	<ul style="list-style-type: none"> <li>The indemnity articles stand as it is without modification.</li> </ul>
19		There are few concerns specifically the flow of sensitive data from Nepal to India , I am not sure do Nepal have personal data protection laws or not and to what extent they are implemented because specifically in this study we are collecting lot of sensitive personal information / data which flow cross border so we need to ensure that we have all proper consents in place and should be subject to Nepal data protection laws , if any	<ul style="list-style-type: none"> <li>This will be in accordance to the Nepal Privacy Act, 2075 (2018)</li> </ul>

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