

## Q&A from Bidders Conference (Nov 27)

### 1. Is the submission deadline still 11 December, 2020?

Yes, the deadline for submission of proposal is 11 December, 2020.

### 2. What is the budget for each Contract?

Contract 1: USD 1,621,400

Contract 2: USD 2,661,347

Contact 3: USD 586,020

### 3. Can a Pvt. Ltd. company be mentioned as suppliers?

No, Pvt. Ltd. companies are not eligible to apply for the project.

### 4. Can we select which locations to work in?

No, you must work in the identified Provinces, districts and municipalities. See question 5.

### 5. In which specific Provinces, districts, metropolitan cities, and municipalities will the project be implemented?

The project will be implemented in Province 1 and Sudur Paschim Province.

Districts, Metropolitan Cities, and Municipalities:

**Morang** (Biratnagar), **Okhaldhunga** (Siddhicharan Municipality, Manebhanjyang Rural Municipality, Molung Rural Municipality, Chisankhugadi Rural Municipality), **Udayapur** (Katari Municipality, Triyuga Municipality, Chaudandigadhi Municipality, Belaka Municipality), **Kailali** (Dhangadhi), **Accham** (Mangalsen Municipality, Kamalbazaar Municipality, Sanphebagar Municipality), **Baitadi** (Patan Municipality, Dasrathchand Municipality), **Bajhang** (Jaya Prithwi Municipality, Bitthadchir Municipality), and **Bajura** (Badhimalika Municipality, Budhiganga Municipality).

### 6. What are the standard payment terms of the contract? Will this be in payment arrears based on completion of deliverables?

Standard practice is payment in advance on a quarterly basis, after the implementing partner send quarterly workplans and budgets to UNFPA.

### 7. Can Universities or Research Institutions also be a part of the project?

Only non-governmental and not-for-profit organisations can apply to be an implementing partner and/or sub-contractee.

**8. Does an applying organization have to implement the project in both provinces (Province 1 and Sudur Paschim Province), or is there the possibility to choose only one province?**

Applying organisations cannot choose and must implement the project in both provinces.

**9. Can proposals be submitted jointly with multiple partners?**

Yes, they can be. However, there is only one lead organisation, i.e. the implementing partner (IP), with whom UNFPA will have a contract. The proposal must clearly demonstrate who the IP is, and which other organisation(s) they will be partnering with, i.e. who the sub-contractee(s) are. NB: Only one layer of sub-contracts are allowed, i.e. sub-contractees cannot further sub-contract.

**10. How is the project collaborating with the Government?**

The Project will be working closely with the Governments in Province 1 and Sudur Paschim Province, including provincial and local governments.

**11. Can you please elaborate on co-financing expectations?**

There is no mandatory requirement for co-financing, however if it is available, it is welcome.

**12. The TOR includes log frame with targets. Is there flexibility to change the outcomes/outputs/targets or is the log frame set?**

No changes are allowed at the outcome and higher level. Even if changes are suggested at the lower level (e.g. outputs or targets), they have to be made in consultation with and with approval from UNFPA and donors to ensure coherence and consistency across the board.

**13. Is it mandatory that the organization be established for at least two years?**

Yes, it is mandatory.

**14. Can the application be in collaboration with two or more NGOs?**

Please see question 9.

**15. In Annex 1, D.8, applicants must describe their monetary or in-kind contribution. Can you elaborate on UNFPA's expectations?**

Please see question 11.

**16. Is a Pvt. Ltd. Company eligible to act as a sub-contractor on our consortium, or should they be treated as suppliers?**

Please see question 3.

**17. Can bidders have access to reports, learnings/best practices and issues addressed in Phase I so that all of us will have equal advantage in bidding?**

Please refer to the documents found on our website (<https://nepal.unfpa.org/en/submission/ifp-ngo-invitation-proposals>) for further information.

**18. Are outcome and output indicators shared in the ToR flexible?**

Please see question 12.

**19. Can the full package of PSEA documents that were accepted by other UN agencies carry over to this application?**

If the submitted package has already been accepted by another UN agency, the same set of documents can be submitted as part of this application.

**20. Do the bidders need to have local offices in the provinces?**

It would be an advantage to already have presence in the provinces, but is not a disqualifying factor. However, bidders must have a plan and the ability to deploy and have local presence once the implementation begins.

**21. Please elaborate on UNFPA's expectations of the applicants regarding coordination with the external operational research partner.**

Operational research partner will be establishing the baseline and doing the data collection over the entire project period, as well as targeted and specific operational research on specific thematic areas annually. They will also be closely monitoring the project implementation to ensure project goals and outputs as defined in the logframe are being met. Bidders will need to work closely and collaborate with the Operational Research partner. Your application must demonstrate how you expect to collaborate, to ensure project implementation is not siloed and there is coherence, not just with the Operational Research partner but across all three contracts as well as. The implementing partner must also actively provide input into the Operational Research and baseline, because they will have information from on-the-ground implementation. For further details, please refer to the Operational Research Invitation for Proposals found at: <https://nepal.unfpa.org/en/call-for-submissions>.

**22. There is vast learning UNFPA and its partners have gathered from their earlier round of work; what are some important lessons learnt that you emphasize and wish to build in this call.**

Please refer to attached documents on the website: <https://nepal.unfpa.org/en/submission/ifp-ngo-invitation-proposals>.

**23. Will programme activities in both provinces be the same or can some components vary?**

Programme activities will need to be the same in both provinces at the logframe level, but bidders should keep in mind contextual and socio-cultural realities of each Province or locality and reflect those nuances in the proposal and workplan accordingly.

**24. Is it necessary to have a partner organization for the lead applicant?**

No, it is not necessary, it is an option.

**25. Does Annex 1 (NGO Profile and Programme Proposal) also need to be submitted by sub-contractee organisation(s)?**

The proposal may be submitted jointly, but sub-contractee(s) must submit their NGO profile (and other required formal organisational documents listed in the TOR).

**26. Will you answer questions sent in by email?**

Yes, questions will be accepted by email until 4 December, 2020. These questions and answers will also be uploaded on the website.

**27. The TOR mentions the baseline indicator for percentage (%) of GBV survivors as 82% (2019). Does this baseline come from UNFPA's programme or another source?**

This baseline figure is from the GBVPR Phase I project monitoring data.

**28. Can organisations used their own package for prevention education or it is mandatory to use *Rupantaran* only?**

No, it is not mandatory to only use the *Rupantaran* package – it is just the starting point in terms of our engagement with young people and GBV prevention and response. However please note that the organisation that successfully wins contract 3 will be responsible for defining and refining the curriculum development as well as resources and training manuals/packages that will be used for the project. Therefore, close collaboration will be required between organisations that win contracts 1 and 2, and the organisation that will win contract 3. All implementing partners must use the manuals/packages that are developed by winners of contract 3 to ensure consistency and coherence.

**29. Is there a separate fund to support local and provincial governments?**

Yes, there is, but this work will be carried out by UNFPA.

**30. Are NGOs eligible to submit a proposal?**

Yes, NGOs and non-profit organisations can apply for contracts 1 and 2. For-profit organisations are not eligible to apply.

**31. Is it necessary to include the downstream partners/sub-contractees during the proposal submission or can they be subcontracted later?**

It is necessary to include them during the proposal submission and they cannot be sub-contracted later.

**32. Do lead partners have to be VAT registered?**

No, this is not a requirement, but can be advantageous if they are.

**33. Why are the outcomes outlined in the TOR different from the contracts?**

Please note that there is a clear distinction between the outcomes and the contracts. The TOR mentions outcome 1 (prevention), outcome 2 (response), and outcome 3 (working with Government partners and stakeholders). The contracts relate to what bidders can actually bid for. **So, while outcomes 1 and 2 correspond and align with contracts 1 and 2, outcome 3 and contract 3 do not align.** Please do not confuse outcomes with contracts, and ensure your bids are based on the contracts and related requirements.

**34. The IFP and TOR ask for the submission of 3 copies of the proposal package – how will this work if we are submitting it by email?**

If you are submitting the proposal package by email, this does not apply. However, if you are submitting by mail, we will require 3 copies of the package.

**35. One of the major gaps in OCMCs currently is lack of technical human resources, however this was not focused much in the call – can we know why?**

Please refer to the TOR which mentions the work with OCMCs, as well as the redacted Midterm Review. Part of the funds for this project will be channeled through OCMCs – these funds are for the human resources and staffing of OCMCs (including training of OCMC staff to enable them to better perform their job).

**36. Are we supposed to submit separate proposal sets for each of the 3 contracts?**

Yes, if your organisation is applying for all 3 contracts, please submit separate proposals for each, as they will be adjudicated separately.

**37. Should we cover all the 8 districts as mentioned in the TOR or can we select districts based on our ongoing partnership with local partners?**

No, you may not select districts. Project locations are predetermined - see question 5.

**38. How many organizations/consortiums will be awarded under each contract?**

One lead organisation will be selected for each of the three contracts, i.e. UNFPA will award 3 contracts in total (for contracts 1, 2, and 3). Subsequently, sub-contractee(s) (if any) for each contract will have agreements with the lead organisation.

**39. Will UNFA support coordination and collaboration with other awarded organizations working for contracts other than the one we apply for?**

UNFPA will facilitate the overall coordination, but also wants to see collaboration between organisations selected for each contract, to ensure that the project is coherent.

**40. Do section G PSEA documents need to be submitted on behalf of all sub-applicants?**

Yes, all sub-applicants or sub-contractees must submit all mandatory and formal documents outlined in the IFP and TOR.

**41. Is contract 1 and contract 2 directly linked to outcome 1 and outcome 2?**

Contract 1 is linked to outcome 1, and contract 2 is linked to outcome 2. However, contract 3 is NOT linked to outcome 3.

**42. Should our annual reports that we submit as part of the proposal package be from the year 2018 and 2019 or 2019 and 2020?**

They need to be the two latest annual reports.

**43. Do we require a separate PSEA document or is the PSEA clause in our organizational policy sufficient?**

It is preferable to have a separate PSEA document. However, if this is not available, we will accept the PSEA clause in your organisational policy.

**44. Does contract 1 focus on outcome 1 only and contract 2 focus only on outcome 2?**

Please see question 41.

**45. The link to the proposal template is not working, how can we access it?**

Please note that the proposal template, the logframe template, and the financial proposal template are provided in the TOR itself, which can be found on our website: <https://nepal.unfpa.org/en/submission/ifp-ngo-invitation-proposals>. The workplan template can be developed as organisations see fit.

**46. Our organization does not have separate fraud prevention policy, but we do have such provisions mentioned in our financial and HR policy, is this sufficient?**

It is preferable to have a separate fraud prevention policy, but if this is not available, then you may submit other organisational documents that include this provision.

**47. Training for facilitators has been mentioned in Contract 1 but conducting Training of Master Trainers for all 3 Outcomes falls under Contract 3. Can you clarify?**

There are 3 separate contracts: contract 1 on prevention; contract 2 on response; and contract 3 on capacity building and training. The organisation that is awarded contract 3 will be responsible for training master trainers. For example, if your organisation is awarded contract

1 and the organisation already has a pool of trainers that you wish to mobilise, your organisation will have to work closely with and use the manuals that are developed by the organisation that has won contract 3 (they have the responsibility of developing and refining training manuals). This is in order to have consistency and avoid each implementing partner adopting their own approach.

**48. Can we choose only Province 7 for our project locations?**

No, you may not choose the project location. The project must be implemented in both Province 1 and Sudur Paschim province. Please see question 5.

**49. How many palikas (municipalities) need to be covered in one province?**

Please see question 5 for details about location.

**50. Do the current IPs also have to register in the United Nations Partner Portal?**

Yes. Please register your organisation on <https://www.unpartnerportal.org/landing/>.

**51. If an organisation is bidding for contract 1 or contract 2, should they show how they intend to collaborate or contribute to outcome 3 in the logframe?**

Please note there is a distinction between outcome and contract - refer to question 33 for further clarification.

However, if you wish to show collaboration with outcome 3 (not contract 3), the organisation can demonstrate this in their logframe, though this is not mandatory at this stage.

**52. Is there a page limit for the technical proposal?**

No, there is no page limit for the technical proposal. However, brevity and sticking to the requirements of the TOR is recommended.

**53. Do you want single proposal for all outcomes if the organization is planning to bid for all outcome areas or two separate proposal for different outcomes/contracts?**

Please see question 36.

**54. Can the bid winner implement the contract from the center by employing a team or two to the provinces?**

UNFPA wants implementing partners to be directly in touch with communities and target areas this project will be working in. Therefore, bidders can define what that means, but UNFPA wants local presence of the implementing partner where the work is happening. For example, for contract 1, if the implementing partner is based in KTM, but does not have offices in Provinces 1 and Sudur Paschim, only carrying out field visits will not be acceptable. Implementing organisations must have formal presence in the metropolitan cities/districts/municipalities and will need to deploy staff on the ground.

**55. NGOs renew their registration at the end of each Nepali year. Due to Covid19, this has been extended and most NGOs are currently going through the renewal process. Will the renewed registration be required with the proposal?**

If you are in the process of renewing it, you may submit the latest one with an explanation saying it is currently being renewed. However, if you are selected, the organisation has to undergo a micro-assessment, at which point the renewed registration (along with all formal and mandatory documents) must be shared with UNFPA.