

Invitation for Proposals (to be issued by UNFPA)

IFP Number UNFPA/IFP/21/001 – Extension

Responses to Questions and Requests for Clarification	
Q.1	<p>What is the budget ceiling for the three assignments (baseline and endline studies for GBV Prevention and Response Phase II; operational research for GBV Prevention and Response Phase II; baseline and endline studies for GBV Response to COVID-19 in Nepal) covered by the invitation for proposals?</p> <p>The indicative budget for these assignments per project is as follows:</p> <ul style="list-style-type: none">• GBV Prevention and Response Phase II: Baseline and endline studies and operational research – USD 311,000• GBV Response to COVID-19 in Nepal: Baseline and endline studies – USD 21,573
Q.2	<p>Is it possible for an academic institution based outside of Nepal to partner with an international NGO that is legally registered in Nepal for these assignments?</p> <p>Yes, academic institutions from other countries who partner with a local or international NGO with legal registration in Nepal are eligible to submit proposals for the invitation for proposals. The organization which will conduct field work (data collection) must have valid legal registration with the Government of Nepal.</p>
Q.3	<p>If an interested NGO (incl. academic institution) outside of Nepal seeks to partner with a local or international NGO in the country, does the NGO Profile and Programme Proposal template (Annex I) need to be completed with information from both organizations?</p> <p>Yes, information about the lead NGO as well as the partner NGO must be included in the NGO Profile and Programme Proposal. The partner NGO may submit a separate, duly completed NGO Profile and Programme Proposal.</p>
Q.4	<p>Given the implications of the COVID-19 pandemic for data collection, how flexible are the timelines for the three assignments covered by the ToR, especially the baseline studies for the GBV Prevention and Response Phase II and the GBV Response to COVID-19 in Nepal projects?</p> <p>UNFPA seeks to adhere to the timelines outlined in the ToR, including for the baseline studies. It is also looking forward to receiving technical proposals presenting innovative solutions to address challenges to data collection. However, UNFPA acknowledges that delays could be experienced due to the unpredictable and uncertain nature of the COVID-19 pandemic.</p>
Q.5	<p>Does ethics clearance need to be obtained from the Nepal Health Research Council for these assignments?</p> <p>Yes.</p>

Q.6	<p>How long does it usually take for the Nepal Health Research Council to provide ethics clearance?</p> <p>Based on UNFPA experience, ethics clearance takes approximately 4-8 weeks.</p>
Q.7	<p>Does UNFPA already have a list of enumerators with whom it wishes to work for data collection?</p> <p>No. The successful NGO(s) is/are responsible for identifying, recruiting, training and deploying the enumerators in the target districts for the baseline and endline studies.</p>
Q.8	<p>Does UNFPA expect the applicants to include both quantitative and qualitative questions in the surveys for the baseline and endline studies?</p> <p>Yes. The surveys should include quantitative questions (multiple-choice, Likert scales, rankings etc.) and qualitative questions (open-ended questions). The qualitative questions will provide complementary information to the data obtained through the quantitative questions, as needed.</p>
Q.9	<p>Regarding the sample size for the surveys planned as part of the baseline and endline studies, should applicants be able to compare data from different districts, or from different provinces, or from all project sites (overall change) between baseline and endline?</p> <p>UNFPA expects data to be disaggregated by province for both the baseline and endline studies. There is no need to provide disaggregated data by district. The sample size should be determined accordingly, using an appropriate random sampling strategy.</p>
Q.10	<p>Are research centres based in other countries eligible to submit proposals for these assignments?</p> <p>Yes. Any type of non-governmental, non-profit organization is eligible to submit proposals, including research centres. However, valid legal registration in Nepal is required. If an interested research centre from another country is not legally registered in Nepal, it may partner with a local NGO (incl. academic institutions) with valid legal registration. Any organization that will conduct field work (data collection) must be legally registered with the Government of Nepal.</p>
Q.11	<p>Should the COVID-19 situation require remote data collection, would UNFPA be able to provide the telephone numbers of the beneficiaries and other stakeholders to facilitate sampling?</p> <p>No, UNFPA is not in a position to provide the telephone numbers of beneficiaries and other stakeholders in the target districts of the GBV Prevention and Response Phase II and the GBV Response to COVID-19 in Nepal projects. Applicants are expected to propose strategies, approaches and methods for remote data collection in their technical proposals.</p>
Q.12	<p>Does UNFPA have a draft questionnaire and tools that could be used for the surveys planned as part of the baseline and endline studies?</p>

	<p>No. It is the responsibility of the successful NGO(s) to develop all data collection tools, including the questionnaires for the surveys and the other qualitative data collection tools outlined in the ToR.</p>
Q.13	<p>Will UNFPA provide the questionnaires and tools that were used for the baseline and endline studies for the two GBV Prevention and Response Phase I projects?</p> <p>The baseline study reports for the GBV Prevention and Response Phase I projects and their annexes can be provided to the successful NGO upon selection. The annexes may not include all data collection tools, including the questionnaires that were used. It is important to note that the results frameworks of the two GBV Prevention and Response Phase I projects are different from the results framework of the GBV Prevention and Response Phase II project. As a result, the data requirements vary and the successful NGO is expected to develop different questionnaires and tools.</p>
Q.14	<p>Are the applicants solely responsible for the questionnaire programming with Computer-Assisted Personal Interviews (CAPI) application/software and does UNFPA have a preferred CAPI application/software?</p> <p>Yes, the applicants are solely responsible for the questionnaire programming, should they propose the use of CAPI application/software for the baseline and endline surveys. UNFPA will primarily provide inputs on the questionnaire design (content development) and mostly rely on the applicants' expertise in questionnaire programming (functionality development). UNFPA will assess the suitability of the CAPI application/software based on the information provided in the technical proposals (if made available) or the design reports for the baseline and endline studies (to be developed by the successful NGO(s), as per the ToR).</p>
Q.15	<p>Will UNFPA provide tablets or mobile phones for data collection to the applicants or will the applicants be responsible for procuring these items?</p> <p>UNFPA will not provide tablets or mobile phones to the successful NGO(s) to collect data for the baseline and endline studies and operational research. It is the responsibility of the applicants to make all necessary arrangements for the field work (data collection). If applicants intend to procure tablets or mobile phones they may include these costs in the financial proposals. However, the overall costs should not exceed the indicative budget for the assignments (see Q1. above).</p>