

BIDDER QUERIES AND ANSWERS

TENDER # PAKIS/RFP/24/014

Post Distribution Monitoring of UNHCR Supplied Portable Solar Kits for Refugees in Pakistan

28 May 2024

1. Will the data be collected using the UNHCR Kobo tool, or will the service provider be responsible for developing the Kobo application?

The selected Service Provider will be responsible for developing their own data collection application, whether KOBO or anything else, suitable and duly approved by UNHCR for data collection.

2. The ToRs mention that Post Distribution Monitoring (PDM) will involve conducting in-person interviews and Focus Group Discussions (FGDs). Could you please provide details regarding the number of FGDs required, along with their respective locations?

Please refer to Annex – A (ToRs), Page 2, section IV - IV “Target beneficiaries to be interviewed”, where it is clearly mentioned that *“The PDM will also include at least six (06) focus group discussions in different RVs (three in KP and three in Balochistan). Focus group sessions will be conducted separately for men and women and should include 8 to 12 individuals maximum for optimal discussion. These individuals should not be the same as the ones engaged in the individual interview/survey. Furthermore, PDM will gather success stories (at least 05) in form of human interest stories. The ratio between men and women respondents shall be 50:50.”*

3. we would like to confirm whether this RFP allows for submission of proposals in the form of a Joint Venture (JV). If so, could you please provide any specific requirements or conditions that need to be met for JV applications?

Yes, JVs are allowed, with involvement of a maximum two parties. However, in case of JVs, lead organization and responsibilities of each organization shall be clearly mentioned on the letterhead. The technical review will be conducted on the documentation provided by the lead organization. Further, UNHCR will communicate only with the lead organization and will not be responsible for any internal communication, understanding, agreements, and conflicts between the JV partners.

4. The Post Distribution Monitoring (PDM) will include household (HH) surveys, interviews based on a structured questionnaire, focus group discussions, and observations as described in Annex A under the Description of Services. We have two questions about this:

- a. Who will be the interviewees for the structured questionnaire? Our understanding is that HH survey is based-on structured Questionnaire.

The household survey is based on structured questionnaire. A sample of key questions and indicators is provided in Annex – C. As mentioned in Annex – A (ToRs) on page – 1, section II “Description of Services”, that *“The Questionnaire will be reviewed and finalized by mutual discussion between UNHCR and the selected SP. The PDM will use only primary data. The potential SP is requested to review Annex-C: Key Questions and Indicators and Annex-C1:*

Questionnaire and to suggest additional questions and indicators to make necessary adjustments to the context of Pakistan.”

b. Will observational concerns be part of the HH survey?

Yes, we will encourage the selected service provide to add observational concerns in the final report. Your proposal shall mention this that how you are planning to record and report on the observational concerns, which are not part of the structured HH survey.

5. Is there any baseline information available for refugee villages (RVs) where solar kits have been distributed, particularly regarding the expenses incurred for purchasing firewood or kerosene for lanterns?

Yes, some reports are available, but we would like to encourage the service provider to collect baseline data from the surveyed HHs, to analyse potential impact of the solar kits.

6. What are the planned outcomes and outputs of this distribution?

As mentioned in Annex – A (ToRs) on page – 1, section II “Description of Services”, that “Post Distribution Monitoring (PDM) is a post-distribution exercise of the portable solar kits’ distribution, which shall be conducted independently from the kits distribution exercise itself by an experienced and qualified Service Provider (SP). It is designed to collect information related to the objectives of the energy interventions and the quality of the distribution process.

Further details will be shared with the selected service provider.

7. What process was followed for the distribution of solar kits? This information would help to assess the fairness, transparency, and effectiveness of the distribution process.

Details of the distribution process and SOPs will be shared with the selected service provider.

8. Should we print and sign Annex-G (UNHCR General Conditions for the Provision of Services) to provide acceptance?

Yes, all the documents, including Annex – G (UNHCR General Conditions for the Provision of Services), shall be duly signed and submitted in the technical proposal.

9. Since we are already registered with UNHCR, should we still undergo the suitability investigation mentioned in section **2.5.1 of the RFP document**?

Yes, even if your organization is already registered with UNHCR, you must provide all the required documents and details mentioned in the RFP and its annexes.

10. Could you please share the supplier’s registration/vendor number?

The vendor registration form is available as Annex – F. Please duly fill it and submit it as part of your proposal.

11. ABC Corporation has a sub-Company for Solar System on the name of XYZ Solar Solution having head office in AABBC city. There are 9 sites in KPK and two sites are in Baluchistan. Can a Company apply for some sites?

Please refer to the section 2.5.2 Technical and Financial evaluation, if you think your company as mentioned above i.e., XYZ Solar, fulfils these requirements, then you may decide to participate. In such case, bid submission should be from XYZ Solar.

Note that, this will be a complete package as the selected bidder has to provide data and analysis for all sites. Therefore, proposal of bidders applying for partial sites, will not be accepted.

12. In Annex B list of sites, what you mean HHs?

HH means Household.

13. In Financial Offer Form, it mentioned Personnel Cost, Material Cost and other associated Cost. What it means especially to consider material cost.

These costs are related to conduct the survey. Main costs are personnel cost, transportation, boarding and lodging costs etc. Material cost means if there is any cost associated with printing, stationary etc.

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