

Performance Monitoring and Advisory Team - GREAT Women Project
SEL Number : 09-A-030597-01

Addendum no. 1 to SEL 09-A030597-01

October 5,2009

Monitor-Gender Responsive Economic Actions for the Transformation of Women (GREAT Women) Project

a) In response to the following question:

"I work extensively in the Philippines on similar roles and have several potential colleagues who could potentially fulfill the role of the other team member.

However, I notice that the outline calls for Philippine-based monitors, although it is not included in the mandatory requirements. My family is based in West Australia so I travel from there as a home-base."

CIDA's answer is as follows:

Please refer to the mandatory requirement 2.1 of the RFP: "The Consultant certifies that they are a legal entity established and operating in the Philippines or in the region for the purpose of providing consulting services. The legal entity can be an individual, a profit organization or a not-for-profit organization".

Addendum no. 2 to SEL 09-A030597-01

October 8,2009

Monitor-Gender Responsive Economic Actions for the Transformation of Women (GREAT Women) Project

a) In response to the following question:

A-1 "Is it possible to obtain more information regarding the project. Perhaps there is a drafted TOR publicly available? Also are you accepting applications from consulting firms who specialize amongst others on gender, or do you specifically want to hire individuals only?"

CIDA's Response:

The request for proposal was launched for the Performance Monitoring and Advisory Team-Gender Responsive Economics Actions for the Transformation of Women (GREAT Women) Project on September 27,2009, in Manila, Philippines. For more information please visit the Philippines-Canada Cooperation office website: <http://www.pcco.org.ph/>

Proposals from firms will be considered so long as two individuals are proposed.

Please refer to the mandatory requirement 2.1 of the RFP: "The Consultant certifies that they are a legal entity established and operating in the Philippines or in the region for the purpose of providing consulting services. The legal entity can be an individual, a profit organization or a not-for-profit organization."

(This clause has been amended. Please refer to Addendum No. 3)

A-2 "I understand that the entire contract cost is in the vicinity of 7Mpesos --- as stated in the brief, one requirement is for the consultant to be financially soluble for the project ---does this mean that the consultant will have to finance the monitoring activities beforehand and then it will be just reimbursed later?"

Offhandedly, does this mean that the consulting team advance the cost of 7M pesos first in the course of 3 years before being reimbursed for the same/expenses after?"

CIDA's response: As provided in Section 2: MANDATORY REQUIREMENTS:

“2.2 Financial Viability

The Consultant must be financially solvent and financially capable to undertake the proposed contract work and to perform such work and to undertake the necessary expenditures without anticipated financial difficulties, and must be able to so demonstrate prior to contract award. “

In addition, in Section 4: CONTRACT PAYMENT AND SECURITIES

This part includes the proposed method of payment and holdbacks that will be specified in the contract and lists the applicable securities which the Consultant may be required to provide to the Embassy of Canada Development Section (at ITS OWN EXPENSE).

Method of Payment: Unless otherwise agreed, the Consultant shall be paid not more often than once per month, the fees and expenses incurred by the Consultant during the previous month.

Guarantee for Performance: The all-inclusive fees portion of these payments will be subject to a ten percent (10%) holdback.

A-3 “Page 14, Area of Operation: Based on indicated area of operation, we would like to clarify what is the coverage of the consultancy. We understand that aside from the pilot areas, the project will be rolled-out in other provinces. Will these be included in the areas to be monitored and provided advisory?”

CIDA's response:

Yes, monitoring and advisory services may include visits to project sites such as, but not necessarily limited to, North Cotabato, Metro Naga, Luzon, Visayas, Mindanao, Ifugao, Quezon, Iloilo, Bohol, Leyte and Davao del Sur.

A-4 “ Estimated Level of Effort: May we check our understanding on this. Level of effort is stated as follows: 60 to 70 days for the Team Leader per year including 4 site visits per year averaging 7 days including travel (depending on the monitoring need and in consultation with HOA and CIDA PTL).

A-4a) Does this mean 60 to 70 days pls 4 sites averaging 7 days each or a total of 88 or 98 days {60 + (4 X 7)} total per year for the Team Leading (with the team member having the same computation? or

A-4b) Does this mean that the 4 site visits averaging 7 days including travel is already counted or included in the 60-70 days for the team leader and 50-60 days for the team member?”

CIDA's response:

Travel is included in the estimated level of effort.

A-5 “We are interested in said project but is it possible if we can set a meeting with you perhaps on Friday, Oct. 9?”

CIDA's response:

The PCCO will not be holding any meetings with potential proponents. Please see the website for information regarding the RFSP including any Addenda.

For specific inquiries see“ Section 1: **GENERAL INFORMATION AND INSTRUCTIONS FOR BIDDERS**

1.2 Inquiries

Questions relating to this RFSP should be directed in writing by fax or e-mail to the following address, no later than seven (7) working days prior to the proposal closing date specified herein to allow sufficient time to provide a response. Questions received after that time may not be answered prior to the proposal closing date due to insufficient lead time.

Please indicate the RFSP number SEL-09-A030597-01 on your fax or e-mail.

Gina Mendoza, Canadian Embassy

Tel: 632-8579124

Fax: 632-8431083

Email: Gina.Mendoza@international.gc.ca

1.3 Addenda

If deemed necessary, additional information affecting the preparation of proposals will be conveyed by means of an addendum to this RFSP."

A-6:" The team leader and personnel is required to have a masteral degree in social sciences or related fields of study. How stringent is this requirement? In my case, my other studies are in film/ production and writing-- will these suffice or is a master's certificate the sole basis for academic qualification?"

CIDA's response:

As provided in the RFP, Section 3.2 Mandatory Criteria, you have to meet all of the mandatory criteria mentioned, otherwise the proposal will not receive further consideration.

" 3.2 Mandatory Criteria

Consultant's Proposed Personnel must meet the mandatory criteria below. Résumés submitted for Personnel (under section 3.3.3, "Proposed Personnel") will be pre-screened to verify that the proposed personnel meet the mandatory criteria. Failure to meet any one of the mandatory criteria will result in the rejection of the proposal and will not receive further consideration.

- Must hold at least a Masters Degree from a recognized and reputable institution in a social sciences field, including international development, political sciences, human rights, or a field directly related to the mandate; and
- Team Leader must have a minimum number of ten (10) years and the other team member a minimum of five (5) years relevant experience in external performance monitoring, and/or project management, and/or financial planning/management related to development cooperation with or for national or international organizations."

Addendum no. 3 to SEL 09-A030597-01

October 13,2009

Project Title: Performance Monitoring and Advisory Team-Gender Responsive Economics Actions for the Transformation of Women (GREAT Women) Project (4128/30597)

A. AMENDMENT TO THE RFSP

1. In Section 2, Mandatory Requirements, the Article 2.1 Conditions of Eligibility, DELETE the words "or in the region".

B. QUESTIONS AND ANSWERS

Question 1

With regards to the above project, have noticed in CIDA's reply to a query re residency requirements that "The Consultant certifies that they are a legal entity established and operating in the Philippines or in the region for the purpose of providing consulting services. The legal entity can be an individual, a profit organization or a not-for-profit organization". Unfortunately this does not clarify whether or not an Australian firm can put in a proposal, as it doesn't define what is meant by "in the region" - does this include all of SEAsia and/or Australia?

Answer 1

The Consultant must be a legal entity established and operating in the Philippines. The above amendment has been made to the RFSP to clarify the question.

C. All other terms and conditions remain unchanged.

Addendum no. 4 to SEL 09-A030597-01

October 14, 2009

Project Title: Performance Monitoring and Advisory Team-Gender Responsive Economics Actions for the Transformation of Women (GREAT Women) Project (4128/30597)

A. AMENDMENT TO THE RFSP

In Section 3.4.2 , Proposed Consultant Fee, REPLACE the word "Requirement 9" with "Requirement 8".

B. QUESTIONS AND ANSWERS

Question 1a

Requirement 8: Level of Effort. I understand that we use form C for this. The last column is entitled No of Days per work package. What is meant by work package? Do we need to breakdown the number of days per consultant based on proposed work packages? I tried to fill in the based on my understanding of the form. I have attached the draft accomplished form. Please comment/clarify.

CIDA's Response to 1a

Work package means an activity or cluster of activities that you will undertake to deliver the Terms of Reference. Please refer to Section 3.3.2 Proposed Methodology of the Request for Summary Proposal. Form C should be consistent with Requirement 4: Methodology: The Consultant should provide a description of methodology, including a breakdown of the activities to be performed by the individual team members of the team.

Question 1b

Could we include an admin assistant or are we limited only to the two members (team leader and team member)?

CIDA's Response to 1b

Local non-professional personnel are included under Section 3.5 Reimbursable Expenses:

"3.5 Reimbursable Expenses

(Always negotiable)

The Consultant must provide a list of the estimated reimbursable expenses he/she will incur in Philippines in the provision of services, as described in Appendix A.

The basis on which the expenses have been established must be consistent with the proposed methodology and the level of effort. Expenses shall be detailed, expressed in Philippine pesos with no mark-up and should be supported to CIDA's satisfaction. These expenses are normally incurred during, and directly related to the performance of the services by the Consultant. Reimbursable expenses shall not be part of the financial component as these costs, if applicable, will be negotiated with the Canadian Embassy prior to the signature of the contract. Although Reimbursable Expenses are not directly rated, they may be used to assist in the rating of the methodology in terms of logical consistency.

Expenses could include the following:

- Cost of travel while on travel status within Philippines, or elsewhere, and the cost of other transportation, in accordance with the Treasury Board Travel Directive of the Government of Canada. Note that these expenses are subject to CIDA's prior approval.
- Accommodation, meals and incidentals in accordance with the Canadian Treasury Board Travel Directive while on travel status.
- All other reasonable reimbursable expenses arising from the performance of the services (such as local non-professional personnel, communications, printing and other related reasonable reimbursable expenses as approved by CIDA)."

Question 2

On Form F: Cost of Level of Effort by Major Work Packages. What do the numbers 100, 200, 300 under the column on work packages refer to? Shouldn't we put in this column the work packages as we have identified in Requirement 8(work packages as listed in the last column of Form C)?

CIDA's Response to Q2

The numbers 100,200,300 etc is an example of how you might wish to label the major work packages that will be implemented in carrying out the assignment (please refer to to question 1a above. While the level of effort should be consistent in both forms C and F, please note that Form C is included in your envelope for the Technical Component while Form F is included in the envelope for the Financial Component.

Please be guided by Section 3 : Financial Component

Question 3

In the financial proposal that we are to submit to be placed in a separate envelope, do we include the list of estimated reimbursable expenses in the envelope?

CIDA's Response to Q3

No. Since reimbursable expenses are not part of the financial component, they should be place in the envelope for Technical component. Further, please see section 3.5 Reimbursable Expenses: "Although Reimbursable Expenses are not directly rated, they may be used to assist in the rating of the methodology in terms of logical consistency".

Question 4

Will these reimbursable expenses be part of the estimated contract Value(C\$126,290)?

CIDA's Response to Q4

Yes, the estimated contract value of up to a maximum of Php 7,193,470 (C\$167,290) includes 3.4 Rated Financial Component and 3.5 Reimbursable Expenses