

Questions and Answers _Request for Proposal No. RFP/HCR/JOR/2019/10 titled “For the Establishment of a Frame Agreement for the Provision of Research Services”

	Question	Answer
1.	UNHCR has provided a Financial Offer Form but mentions in the RFP that suppliers should submit the financial offer form in PDF and excel. Could UNHCR please provide a template in excel for Financial Offer submission, or be more specific about how the Financial Offer should be structured? For example, should Logistics and Administrative costs be presented as a lumpsum, or broken down by unit cost?	The Financial offer should contain a detailed breakdown of the offer by unit cost.
2.	UNHCR has provided a Financial Offer Form that states: “The bidder shall commit to conduct any other high-level statistical research similar to the ones listed under Output 2 under the same price and conditions as the one offered in this Financial Offer Form.” Can UNHCR confirm that, while the prices proposed in the Financial Offer will be used for evaluation of proposals, UNHCR will maintain flexibility during negotiation of Purchase Order budgets?	The vendor is requested to quote as per the given scenario and to keep the offered prices fixed for the entire duration of the contract. The offered prices should remain the same also in case of split contract award.
3.	Does UNHCR require the supplier for Outputs 1 and/or 2 to be registered in Jordan in order deliver this project?	No.
4.	Please share with us sample previous reports of the requested researches and previous questionnaires.	Please referee question No.16 below

2.	<p>2- For the other output where the research design is needed can you please let us know if you have already some work done on the research design or we are expected to design it from scratch and build up the questionnaires, the focus group guides and the sample plans.</p>	<ul style="list-style-type: none"> • PDM: Core data collection tool already exists. Edits could be made in consultation between UNHCR and research partner, ensuring continuity of core indicator questions. • Evaluations: Based on existing data. If further data collection will be required, eg for FGD, this would be designed in partnerships with UNHCR. • Financial literacy and other ad-hoc: This is likely to be desk-research. If further data collection will be required, e.g. for FGD, this would be designed in partnerships with UNHCR. • Data mining: Based on existing data. • Population reports: Core data collection tool already exists. Edits could be made in consultation between UNHCR, the Joint Vulnerability Assessment group and the research partner, ensuring continuity of core indicator questions.
3.	<p>3-Since there was mentioning for focus groups, are we expected to do qualitative analysis too? If so how many focus groups do you expect?</p>	<ul style="list-style-type: none"> • Analysis yes but not the FGDs and the data collection.
4.	<p>4-Translation: Are there open ended and qualitative data in the questionnaires that we need to translate? Or this is done by the field agency?</p>	<ul style="list-style-type: none"> • Translation of any open-ended questions can be conducted by UNHCR.
5.	<p>5-Data cleaning: How big are the databases that we need to clean? Is it only for extreme values or we need to go through qualitative responses too?</p>	<p>Depending on project:</p> <ul style="list-style-type: none"> • PDM: Approx. 600 responses to about 50 questions. • Data mining: Depends on scope of research questions but the core data set is Approx. 300k responses to approx. 300 data points. Ancillary data can be added to supplement this data set depending on the research. • Population survey: Depending on scope of population to be assessed. Previous reports were approx. 3000 responses to about 400 data points.
7.	<p>Will UNHCR provide the data for each output?</p>	<p>Yes. UNHCR already has data for some of the projects, others would require original data collection which will be collected by UNHCR and then shared with the partner.</p>

8.	<p>Output No.1 is smaller than output No.2, can we know tell us more about the structure for each output?</p> <p>Output one has time-bound deliverables where PDMs will be needed to be produced at certain, fixed times of the year. The PDMs will be planned with UNCHR using a similar data collection tool to previous PDMs but small alterations can be made in consultation with UNHCR. The primary target audiences are internal, additionally reports are shared with partners and donors for transparency. An example output is:</p> <p>https://data2.unhcr.org/en/documents/details/68296</p> <p>Output two is non-time bound. Instead, at the start of the partnership UNHCR and the partner will create a roadmap of the research defining what and when it will be produced. For example, there may be no Population report in 2019, instead perhaps two data mining projects will be completed.</p> <ul style="list-style-type: none"> • Evaluations: These would be based on existing data potentially coupled with original data collection. An example would be an evaluation of the CBI programme. The primary target audiences are internal, additionally reports are shared with partners and donors for transparency. • Financial literacy and other ad-hoc: This is likely to be desk-research conducted to get a better understanding of the operational landscape. Depending on the brief it could require other data collection methods like FGD. The primary target audiences are internal, additionally reports are shared with partners and donors for transparency. • Data mining: These reports would be structured more like academic research papers and should provide valuable insights for the wider humanitarian community. The primary target audiences are external. • Population reports: are in-depth, multi-sectoral research projects that required original data collection, analysis presentation etc. These are external facing, detailed reports. An example: https://data2.unhcr.org/en/documents/details/68856
9.	<p>What kind of data we will be working with?</p> <p>For the population survey and mining the VAF data for examples, the data are multi-sectoral survey data covering the domains of shelter, education, health, socioeconomic conditions and food security for the assessed family. They are primarily multiple-choice responses with some free-text fields for expanded answers. Each survey creates over 300 data points.</p>
10.	<p>Is it possible to know the budget for this project?</p> <p>No this is not possible at this stage.</p>

11.	How will UNHCR award these projects?	Please referee to tender RFP 10 Cover Letter page # 5 para# 2.5.2 "Technical and Financial evaluation".
12.	Is it allowed to deal with sub-contracting?	<p>Please referee to Art. 5 of Annex E ("SUBCONTRACTING "<i>In the event that the Contractor requires the services of subcontractors to perform any obligations under the Contract, the Contractor shall obtain the prior written approval of UNHCR. UNHCR shall be entitled, in its sole discretion, to review the qualifications of any subcontractors and to reject any proposed subcontractor that UNHCR reasonably considers is not qualified to perform obligations under the Contract. UNHCR shall have the right to require any subcontractor's removal from UNHCR premises without having to give any justification therefor. Any such rejection or request for removal shall not, in and of itself, entitle the Contractor to claim any delays in the performance, or to assert any excuses for the non-performance, of any of its obligations under the Contract, and the Contractor shall be solely responsible for all services and obligations performed by its subcontractors. The terms of any subcontract shall be subject to and shall be construed in a manner that is fully in accordance with, all of the terms and conditions of the Contract.</i>")</p>
13.	We are NGO and we don't have the commercial registration certificate? Can we participate with this tender even we don't have it?	As a principle, UNHCR limits its business interaction with commercial vendors. However and exceptionally, it can also include NGOs (local or international charity organizations) including UNHCR partners when these have a commercial registration under their national legislation, or the possibility to enter into a commercial interaction is permitted by the respective National Statute in the country of operation.
14.	Can staff work remotely? I.e. outside of Jordan?	Yes, if it is conducive to effective project management. For example, a clear project plan and clear communication channels that allow for responsive feedback can work well.
15.	Can you share with us examples of previous frame agreements?	Please find attached the general template of UNHCR Frame Agreement for the provision of services.
16.	Can you share with us examples of previous reports for output 1 & 2.	2018 PDM: https://data2.unhcr.org/en/documents/details/68296 2018 Population Survey: https://data2.unhcr.org/en/documents/details/68856

17.	Who is the audience for each output?	<ul style="list-style-type: none">• PDM: The primary target audiences is internal, additionally reports are shared with partners and donors for transparency.• Evaluations: The primary target audiences is internal, additionally reports are shared with partners and donors for transparency.• Financial literacy and other ad-hoc: The primary target audiences is internal, additionally reports are shared with partners and donors for transparency to benefit the whole community.• Data mining: The primary target audiences is external – policy makers, technical workers.• Population reports: The primary target audiences is external – policy makers, technical workers, donors etc. <p>Please referee to tender RFP 10 Cover Letter page # 1 para #1 REQUIREMENTS <i>"UNHCR may award Frame Agreement(s) with the duration of two (2) years, potentially extendable for a further period of one (1) year, upon satisfactory performance and operational needs. The successful bidder(s) will be requested to maintain their quoted prices fixed for the entire duration of the contract"</i></p>
18.	Can we know the time frame for this project?	
19.	Since it is 2+1 year frame agreement, some staff members might leave the company/organization, is this okay?	Yes, as long as the company can ensure service continuation/delivery as per the tender requirements and TOR, including quality standard. Staff turnover should be minimized as much as possible.