**QUESTIONS & ANSWERS**

**Date:** October 16, 2020

**Reference Request for Proposal Number:**  **RFP-217772-Sahel-2020-0057**

**Subcontractor for Sahel Platform Implementation: Burkina Faso**

Dear Offerors,

Please see below answers to the questions submitted catalyze.[procurements@thepalladiumgroup.com](mailto:catalyze.procurements@thepalladiumgroup.com).

| **No** | **Question** | **Answer** |
| --- | --- | --- |
| 1 | It is written in the RFP *(Please see in Page 3) “It is envisioned that some of work will include remote support to priority geographies In Niger, including Maradi, Tillabéri and Zinder separate RFP will be issued for follow-up long-term project work that will continue to focus on Burkina Faso and will also expand some support to priority geographies in Niger including Maradi,Tillabéri, and Zinder"*:  **What does this mean exactly? What type of support? What level of effort? For how long in terms of duration? Or how many days of support per year?** This will make it possible to have the scope of this support in Niger from Burkina Faso and to be able to better consider the selection of the team leader, for example. | A separate tender for an implementing partner for the CATALYZE Sahel Platform in Niger was released on October 13th. This RFP is posted on the [CATALYZE Procurements web site](http://catalyze-procurement.com/?page_id=15). Note the SOW for the Niger implementing partner is similar to the SOW for Burkina Faso. The Niger partner will be accountable to the Palladium Activity Management Unit (AMU) for all project management and administration.  The selected Burkina Faso partner will be expected to provide technical support and oversight to the Niger partner to ensure consistent project implementation across both countries. For example, the Team Leader may be required to compile and share templates and technical inputs as guides for the Niger team, as well as other technical assistance.  The bidders should estimate the inputs for LOE they feel will be required to support quality delivery in the field and collaboration across tools and processes. |
| 2 | The RFP also states that (Please see in Page 4) “The activities to be performed under this contract including remote support to Sahel Platform team in Niger will take place in Burkina". **What does that mean exactly? Who will be responsible for the Niger team and its performance? The contractor or Palladium?** | While the Burkina Faso team will be required to collaborate with the Niger team as described above, it is expected that these activities will be performed remotely in Burkina Faso.  As stated above, the selected implementing partner in Niger will be accountable for their performance to the Palladium AMU. |
| 3 | The RFP also states that *(Please see in Page 4) “Instructions for Submission of Cost Proposal".* **Can you please send us the announced Budget Outline? May the budget include the purchase of a vehicle? If so, what type of vehicle will be admitted? Are the costs of possible financial audits and technical evaluations to be included in the budget or are they to be covered directly by Palladium itself when required?** | No, the budget cannot include vehicle purchases. However, we do anticipate the activities conducted outside the location of the team’s main office will require a level of in-country travel. Thus, the use of car rentals in line with USAID and Palladium policies are allowed. Please be sure to detail cost assumptions. Please reference [14 FAM 560](https://fam.state.gov/FAM/14FAM/14FAM0560.html) for more information on allowable travel and miscellaneous expenses.  The cost of project-specific financial audits can be included in the budget. |
| 4 | The RFP also states that (Please see in Page 10) “Team Leader Task, Responsibilities and Qualifications" **Is this one an international, regional or national expert?** You know that the cost of this type of expert can be different depending on what Palladium would like. **What is Palladium's expectation in this regard?** The bilingual aspect and the mastery of the access to finance theme (very new in the development world) and the mastery of USAID procedures also limits the number of good candidates for this position. **What are the priority and non-negotiable qualifications that Palladium would absolutely like to have for this position?** This would help in the selection of the team leader. For the other part-time positions (Financial Inclusion Expert and Facilitator Expert): **are they consultants or part-time employees?** The cost may be different in each case. **What levels of part-time work are you expecting for these two positions as well?** Another question: **can we consider technically beyond the listed positions, the technical and methodological backstopping of the sub-contractor's headquarters?** We can see a form of backstopping planned through the Home Office AMU team at Palladium; **how can we envisage synergy so that it is less cumbersome in fact?** | We expect the bidder to propose a staffing plan that ensures high quality delivery of the project outcomes outlined in the RFP in a cost-effective manner. For each of the described roles, we expect bidders to propose candidates who possess relevant knowledge, skills, and experience to successfully carry out the tasks described in the RFP. We will use the list of qualifications to evaluate proposed candidates~~.~~ A modification no.3 has been made to the RFP removing the requirement for English fluency of the Team Leader. Instead, the requirement is that the candidate understand basic written and spoken English.  However, we are willing to consider alternate staffing plans to ensure the proposed team covers all required areas of expertise. Please articulate how your proposed staffing plan will efficiently and cost-effectively meet all requirements described in the RFP.  While, it is our preference that the vast majority of the LOE is allocated for staff based in Burkina Faso, please propose the mix of in-country, home office, full-time, and part-time support you deem appropriate to fulfill the described tasks and responsibilities.  The initial budget guidance in the procurement forecast included an estimated ceiling of $800,000. However, we expect bidders to provide a competitive budget based on actual, reasonable, and allowable costs. Value for money will be an important selection criterion. |
| 5 | It is also said in the RFP that *(Please see in Page 13) “During the Sahel Platform’s Year One period (August 1 2020 to September 30, 2021.* **Does this mean that the contract with the contractor will start in August 2020?** Please specify as this is confusing with the table on page 17. | No, the Year One period does not influence the start of this contract. We anticipate the contract to begin on January 18, 2021. a result of this current procurement process. A modification no. 1 to the RFP reflects that this contract will conclude on August 30, 2024 instead of September 30, 2024 as previously stated. |
| 6 | It is also said in the RFP that *(Please see in Page 17) “Manage and Monitor Implementation of P4R sub-awards with FIs (Task 2.7)* "*:* **Aren't these FFs at this level?** | Yes, that is correct – this was a typo. Task 2.7 should say “FFs” and not “FIs”. A modification no. 2 has been posted to reflect this change to the heading. |