

## QUESTIONS & ANSWERS

**Date: July 11, 2024**

**Reference Request for Proposal Number: RFP-CATALYZE-Ethiopia-2024-0086**

Dear Offerors,

Please see below answers to the questions submitted to [ethiopiams4g.procurement@thepalladiumgroup.com](mailto:ethiopiams4g.procurement@thepalladiumgroup.com)

No	Question	Answer
1	Is it possible for the bidder to only provide advisory services to 3 or 4 of the grantees/SMEs, or is it required that they work with all six grantees?	No, it is not. In addition, please note that it's not advisory support. Bidders are advised to thoroughly read and understand the RFP.
2	If the overall price for the engagement is already fixed, is it still mandatory for the bidder to submit a detailed cost proposal?	Yes, we need to see your financial proposal since the bid is competitive both technically and financially.
3	Is it possible to have an indication of the total project budget allocated for this technical assistance project?	No, it's not. The budget is allocated for internal use only.
4	There is an example provided in the RFP on the payment schedule. However, could you clarify the payment schedule for this solicitation? Are payments tied to achieving specific milestones, or will they be disbursed on a time-based schedule?	Payments are tied to achieving specific milestones. The amount of payment per milestone (deliverable) will be determined during contract signing.
5	If the above is based on milestones, they have not been proposed in the ToR. Would you expect the bidders to propose the milestones and payment schedules?	We don't expect bidders to provide us with a milestone schedule. MS4G will determine the milestone and payment schedule.
6	Who will own the intellectual property rights for any materials or tools developed during the project?	The OIC grantees (six grantees) will own any intellectual property rights.
7	Will the grantees or Palladium provide access to the necessary data and resources for example the comprehensive on-site assessment carried out on the grantees etc. required for successful project implementation	USAID MS4G will provide a valuable initial needs assessment, successful project implementation will likely necessitate access to additional data from the grantees themselves. The service provider needs to conduct an assessment including but not limited to: <ul style="list-style-type: none"><li>- Grantee-specific analysis: the service provider will conduct an assessment for each grantee. This will likely involve:</li></ul>

		<ul style="list-style-type: none"> <li>- Reviewing documents and reports provided by grantees.</li> <li>- Conducting interviews with grantee staff and potential beneficiaries.</li> <li>- Visiting grantees' project sites.</li> </ul>
8	<p>We observe that the six grantees are in different regions. Is the solicitation expecting onsite training / coaching / support or a centralized arrangement where the nominees of the grantees receive capacity building support? This may have a bearing in developing costs as it would either need to have on-site costs or costs or arranging venue etc. at a centralized location.</p>	<p>Yes, on-site support is expected. The bidders may propose effective training and mentoring support.</p>
9	<p>If the arrangement is to be made at a centralized location, please advise how many participants from each of the grantees is expected to be provisioned for? We observe that while two stakeholder workshops have been mentioned in Hawassa in the budget template, does this mean the stakeholder workshop is expected to cover the two (of the six grantees') representatives? Are you expecting any other stakeholders to participate in the workshops? If you could clarify additionally, if it is our correct assumption that Yirgalem unit would participate in Hawassa and Adama and Addis Ababa units shall be covered in Addis Ababa. In this case shall we also budget for two such workshops at Addis Ababa?</p>	<p>Bidders can budget in accordance with their technical proposal considering the "how to provide the Technical Assistance (TA) and related activities required" – the inclusion of an example in the budget template (i.e. stakeholder workshop) does not mean that bidders are expected to include one. The budget proposal should be in accordance with the technical proposal.</p>
10	<p>Can you elaborate on the handover plan for transitioning project ownership and responsibility to relevant stakeholders upon completion?</p>	<p>This project is designed to empower grantees through Technical Assistance (TA). The intention is not for a handover of project ownership and responsibility upon completion. Instead, grantees will be actively involved throughout the project implementation process, fostering a sense of ownership from the outset. The TA will be delivered directly to each grantee, ensuring they have the necessary knowledge and resources to effectively implement the project activities with the help of the TA.</p>