

## Question and Answer Period

### *MEL Support*

- 1. Q: Who are the target audiences for the MEL deliverables listed in the RFP? Eg, Strategic Level (HQ or Regional Directors level)? Portfolio / Sector/ Programme Level (Country Directors level)? Project Level (Program Directors level)? Activity Level (Implementing Partners and field staff level)?**

A: Target audiences will include HQ and regional directors, country directors, program directors, and HQ and field staff. Implementing partners will not be included.

- 2. Q: How many participants does PADF want their training to reach?**

A: We estimate a maximum of 200 participants across PADF.

- 3. Q: Does PADF have a Theory of Change or Regional Priorities or Intervention Strategy document that can be shared with us, so we can better align with their specific MEL needs and goals?**

A: PADF's 2022-2024 Strategic Plan can be found at the following link: <https://www.padf.org/2022-2024-strategic-plan/>. This plan contains PADF's priorities and areas of intervention.

- 4. Q: Are there particular issue areas within the SDGs where PADF is seeking expertise related to MEL? Eg, economic recovery and growth / civilian security and stabilization / governance / gender equality / etc.?**

A: The idea is to better document and articulate PADF's contributions to the SDGs and the 2030 Agenda.

- 5. Q: What kind of contract is PADF looking to award? What is the length of the contract?**

A: The contractual mechanism anticipated is Firm Fixed Price deliverables based.

- 6. Q: What is the annual budget for all MEL activities and/or what percentage of programmatic costs are earmarked for MEL? Alternatively: What does PADF envision as the probable program size (number of target beneficiaries per program and estimated MEL budget per program) that we should be designing towards?**

A: In 2021, PADF reached 3.1 million beneficiaries across all programs. The selected contractor will provide support to specific project and country teams based on identified needs.

**7. Q: Is there a desired length for the proposal?**

A: One year (12 months), maximum.

**8. Q: Where can the budget template be found?**

A: Please price the cost proposal based on the 3 deliverables found on page 2 of the RFP document.

**IV. TERMS OF REFERENCE, DELIVERABLES AND DELIVERABLES SCHEDULE**

Schedule of Milestones/ Deliverables				
	Estimated Completion Date	Milestone	Deliverable	Percent of Total
1	TBD	A training process on USG (especially USAID) MEL developed	One training plan	40% of total
2	TBD	Project proposals for USG (especially USAID) technically supported	MEL technical support report	30% of total
3	TBD	New methodological approach for innovative project evaluation adopted	Innovative methodological proposal to evaluate and measure the impact of projects	30% of total
<b>Total</b>				100%

**9. Q: The RFP has not provided a period of performance. Could PADF please clarify what the intended period of performance for this contract is expected to be to ensure accurate and reasonable budget and technical development?**

A: Please see the answer to question 7 above.

**10.Q: Would PADF please clarify if there is an estimated budget or budget range for this engagement?**

A: We ask that bidders submit a budget which encompasses all the work outlined in this RFP. No estimated budget or budget range will be shared at this moment.

**11.Q: The RFP states that this contract is intended to be fixed price with payment for three deliverables. Given that the deliverables are relatively broad and not well defined in terms of the specific requirements needed to complete each, would PADF consider making this contract Time & Materials to allow PADF greater flexibility and cost-effectiveness in contract utilization? A Time & Materials contract would allow for more fluid, on-demand support to PADF.**

A: After careful consideration, the contractual mechanism will remain as originally posted as a Firm Fixed Price deliverables-based contract.

**12.Q: On page 2 under "Training," can PADF please clarify what languages are expected to be used during trainings and for final deliverables (i.e. training plan, MEL Technical Support Report, and the Innovative Proposal(s))?**

A: English - ONLY

**13.Q: On page 2 under "Innovation" the PADF RFP requests selected contractors to "Develop innovative proposals," but in the "TERMS OF REFERENCE, DELIVERABLES AND DELIVERABLES SCHEDULE," also on page 2, the RFP only requests one "innovative methodological proposal to evaluate and measure the impact of projects." Can PADF please clarify the expectations for these intended deliverables and align them in the RFP?**

A: Our expectation is for an overall innovative proposal with an emphasis on innovative methodologies on how to measure the impact of projects.

**14.Q: On page 4, Section VIII. PROPOSAL DOCUMENTS TO INCLUDE, can PADF please confirm the expected page limits for technical proposals?**

A: There are no specific page limits for technical proposals, but we please ask that the submitted information be specific and pertinent to the requirements of the RFP.

**15.Q: On page 4, Section VIII. PROPOSAL DOCUMENTS TO INCLUDE, the RFP states that offerors must, "Please include a completed Budget Template Provided with this RFP." There was no budget template included in the RFP posting – would PADF please share the budget template with offerors?**

A: Please see answer to question 8 above.

**16.Q: Q: On page 4, Section VIII. PROPOSAL DOCUMENTS TO INCLUDE, the RFP states that offerors must, "Please include a completed Budget Template Provided with this RFP" under "b. Technical Proposal." Can PADF confirm if they would like us to submit our budget as an annex to the technical proposal, or if they would like us to submit our budget separately?**

A: Please submit a Budget Template using the guidelines in question number 8 above. You may also include the figures in more detail in the Technical Proposal if desired.