

## **Question and Answer Period**

### ***Gender Assessment and Analysis***

**014.09.27.2023.GA**

- 1. Q: We would like to consult with you about the budget. The RFP states that travelling costs, including per diem, will be covered separately by PADF. Will these costs be deducted from the 70,000USD budget? Or is the specified budget fully available to be included in the financial bid?**

A: The specified budget of \$70,000, as outlined in the Request for Proposals (RFP), is the maximum budget available for the project without the travel costs. Travel costs, including per diem, will be covered separately by PADF. All costs included in the proposal should be reasonable and justifiable for experienced consultants to conduct high-level professional assessments of Hemispheric programs.

- 2. Q: What exactly does the USD70,000 cover? Kindly give specifics of reimbursables and what is covered under reimbursables and if these are part of the USD70,000 taking into account consultancy fees, accommodation and meals, visas, flights, in-country travel, data collection costs ( e.g interpreters, enumerators, research assistants etc?)**

A: The USD70,000 budget covers all costs associated with the project, with the exception of travel-related expenses to the designated countries. The breakdown of reimbursable and non-reimbursable costs is as follows:

Reimbursable Costs (not part of the USD70,000):

- Travel-related costs, including flights to and from PADF designated countries.
- Accommodation and meals during the travel period.

Non-reimbursable Costs (part of the USD70,000):

- Consultancy fees for Senior and/or high-level professionals involved in the assessment.
- Any project-related expenses other than those mentioned in the reimbursable list above.

- 3. Q: Can the consultants consider the use of interpreters if they are not proficient in Spanish or are considerations being made to those fluent/ proficient in Spanish only?**

A: While interpreters can certainly be included in the project team, it's important to note that at least one of the consultants must be fluent in Spanish and possess regional knowledge to meet the qualifications required for the assessment.

**4. Q: Is experience required strictly for Latin America or if similar contexts such as in East and Southern African can be considered?**

A: Living and working experience in Latin America and the Caribbean is a fundamental requirement for this role. While experience in other contexts is certainly welcomed, a strong background in the region is essential to effectively contribute to the project's goals and objectives.

**5. Q: Can Certificates of completion from clients for past similar work done be considered as parts of submissions on expertise?**

A: We highly encourage providing a detailed description of the work or sharing direct links to relevant reports and documents. This ensures a more comprehensive understanding of the qualifications and capabilities of the proposal.

**6. Q: Can [we] submit our detailed CV as Annexes (in addition to the 2 page CV going into the technical proposal)?**

A: Should you wish to provide a more extensive CV as an annex, you are welcome to do so. However, we request that you also include the essential two-page CVs for at least one key consultant and a maximum of three consultants. These concise CVs are essential to ensure comparability and assess the candidates' qualifications across proposals.

**7. Q: I don't speak Spanish, with the language requirements, am I still eligible for the Consultancy?**

A: You are eligible if you have another consultant (key personnel) within your team is fluent in Spanish and well-versed in the region's dynamics.

**8. Q: Are non-US based firms eligible (as our legal entity is registered in Europe), because USAID is among your funders?**

A: Yes, you are eligible to apply if you are registered in Europe and meet the specified requirements.

**9. Q: Do you have a short list of potential countries for site visits?**

A: We do not have a finalized list of countries at this moment. However, potential countries under consideration may include Colombia, Peru, Mexico, Guatemala, Costa Rica, Guyana, or Trinidad and Tobago.

**10. Q: Are you expecting quantitative data collection such as surveys? In case you do, is there any target population you want us to prioritize?**

A: Each consultant is encouraged to propose a methodology aligned with the consultancy's objectives. If you intend to present a quantitative data collection survey, kindly provide explicit details on how the gathered information will be incorporated into the methodology section. It's important to note that the target population will vary based on the specific countries and projects under consideration.