

Questions and Answers

1. Does Mercy Corps have a budget cap for this evaluation?

Mercy Corps does not have a budget cap for this evaluation.

2. Please confirm the offer validity period requirement: validity period is stated as 180 business days for the price offer on p. 8, at the same time in section 2.2. *Tender Basis* validity period is stated as 1 month from its date of submission.

Validity period will be 180 business days.

3. How should technical and financial offers be submitted - via separate emails or as a single submission in one email?

A single submission in one email is preferred.

4. Please clarify the warranty requirement for the cover letter outlined on p. 8 of the tender package: warranty (as necessary and appropriate). What is Mercy Corps' expectation for the warranty piece?

No warranty requirement is applicable for this evaluation.

5. In section 3.1 Contracts Terms on p. 5, it is stated that "*By submitting an offer, offerors certify that they understand and agree to all of the terms and clauses contained in Section 6.*" At the same time, in section 2.2 *Tender Basis* on p. 3, the offerors are allowed to stipulate any additional requests and conditions in an exception sheet." Please confirm that offerors are able to request exceptions from and negotiate sample terms and conditions.

If suppliers have any additional requests and conditions, these shall be stipulated in an exception sheet

6. We expect that several activities on the list would take place together (such as conducting multiple types of observations and interviews in the course of a single preschool visit). How would we allocate the costs that are shared across activities? For example, the travel cost to get to a preschool would be the same whether we are collecting one data element or multiple elements once we are at the preschool. If we split the travel cost across the different data collection elements in the template, this does not reflect what each element would cost if done on its own. If we apportion the cost across the data collection activities, if one activity were dropped, then fraction of the travel cost allocated to that activity would still exist.

Proposals should include costs and calculations based on the proposed scope of work. The contract will be based on the negotiations and final agreed scope of work.

7. We are unsure how the deliverables should be mapped to the Price template line items. Where would costs such as reporting (that draw upon all of the elements listed in the template) be reflected in the template, as they are not associated with any one activity listed? And we would have the same issue as in the previous question if we simply divided costs across activities/units.

Offerors may include additional budget line/s for reporting and data analysis.

8. With respect to the structured pre-literacy/reading readiness assessment, the TOR says this is to be captured in the 'final year' ("Structured pre-literacy questionnaire for students in the final year", pages 2 and 7 of the TOR). Likewise, the indicator language suggests not improvement from baseline and change over time, but simply readiness to attend school at a single point in time ("Percent of preschool children with acceptable score on reading readiness assessment during final year").

Is the intention in this TOR for the consultant to develop the tool and implement a baseline of it, or to suggest a methodology for use later? Similarly, given that the students to be surveyed will vary across program phases, does 'final year' in this language refer to the final year of the program, or for the students' final year in preschool or the final year of the program's engagement with a particular set of preschools/students?

Mercy Corps expects that the consultant will develop the assessment tool and implement the baseline. Collection of baseline data should be conducted before the start of literacy activities.

The final year in the indicator definition refers to the final year of pre-school students in program-specific intervention cohorts.

9. We note that the Evaluation Criteria and scoring protocol emphasize qualifications of the team members, appropriate experience and past performance, but not much consideration of the quality of the technical proposal or approach. Is the proposal itself a consideration in evaluating submissions, or is it better to simply respond specifically to the criteria as written and not provide more narrative than that?

The evaluation of proposals will follow the evaluation criteria and scoring protocol included in the tender documents. Offerors may include details in the technical proposal as they see fit.

10. On page 8 of the Tender Package, under Documents Comprising the Proposal, it is noted that the Cover Letter shall include “a detailed specification of the offered goods, services and/or works (proposal).” Should the cover letter be inclusive of the entire technical proposal, or can it be summarized within the letter, and provided as an annex with the other documents?

A summary is sufficient in the cover letter