

RESPONSES TO QUESTIONS

TENDER NOTICE FOR THE PROVISION OF MEETING FACILITATION

TO THE

USAID REDUCING OPPORTUNITIES FOR UNLAWFUL TRANSPORT OF ENDANGERED SPECIES (ROUTES) PARTNERSHIP

Cooperative Agreement: AID-EGEE-A-15-00001

9 February 2017

Evaluation Criteria

- What is meant by “relevant role” in section 3.1 of the Tender Notice?

Demonstration of experience within the required aspects of the SOW. For example, experience of facilitation with multi-stakeholder groups, design, facilitation and minute production of remote and face to face meetings.

- How will the Contractor Resources table in Template 2 factor into the evaluation?

This will help identify the resources available to the contractor to deliver on the SOW, and how the contractor will service the needs of the SOW. For example, is the contractor a company with staff to draw on, or an individual with a pool of consultants to draw on.

Scope of Work

- Is responsibility for meeting logistics (venue selection, coordinating catering, AV, and other logistics) included as part of this work?

Logistics support will be provided by ROUTES.

- Is electronic file maintenance for the Partnership included as part of this work?

No.

- Is pre-and-post-meeting participant communication and coordination included as part of this work?

Post-meeting communication with the ROUTES management team and/or Core Team will be required. Time required for this communication has been included in the hours and is identified, where relevant, in the SOW delivery guidance.

- Can TRAFFIC clarify what it means by “bringing multi-stakeholder meetings to a conclusion” in Template 3. Contractor Statement of Delivery?

Template 3 is seeking to demonstrate the contractor’s understanding of the SOW based on previous experience. As the ROUTES meetings will have defined outputs, seek to bring different voices to the discussions, and will potentially have different opinions in the room; the facilitator needs to demonstrate the ability to bring these differences to an agreed conclusion.

Budget

- Does TRAFFIC envision this work as a time and materials contract or fixed price contract?

The contract will be made on a fixed price basis for the deliverables identified in the SOW. The hours identified as a contingency will be agreed on an as-needed, and additional delivery basis.

- In Template 4. Financial Offer and Budget are the billed hours per person or total?

The billed hours are based on a per person requirement.

- In Template 4. Financial Offer and Budget where should we enter our labor rates? How does TRAFFIC recommend we distinguish between different labor rates for different personnel?

Labour rates do not need to be identified. The total cost for the number of persons involved and hours billed should be based on the contractor rates. For example: Staff A for 16 hours = 18,800 or Staff A and Staff B for 16 hours = 25,200.

- Does TRAFFIC have a maximum contract value in mind?

The offers will be considered based on the Evaluation Criteria.

Contractual

- Can TRAFFIC clarify the period of performance for this work? Is it one year from when the contract goes into effect?

The contract will be for 12 months from signature.