

Responses to queries

With reference to the Request for Proposal (RFP) for “Hiring Firm/Organization for conducting Baseline and Impact assessment Study on Entrepreneurship Development Training of Skills 21 Project, ILO Dhaka (Ref. No. RFP-ILO-SKILLS-2021-005)” issued on 22 June 2021, all concerned are requested to find below queries from different organizations and responses thereto by Skills 21, ILO Dhaka.

Sl. No.	Query(ies)	Response(s) from Skills 21, ILO Dhaka
1	On the bidder’s information form (Annex II-C, RFP page 18), there is a requirement to provide a value for “authorized capital.” We would kindly ask for a clarification on what constitutes such “authorized capital.”	Please ignore if the information is not related to you.
2	Is it possible to submit proposal in Consortium (Joint Venture) with any other organization?	Yes, but must be substantiated by legal documents and the bidder must clearly mention which organization is the lead firm and clear roles of both. Remember that the lead organization must meet all the conditions mentioned under Minimum Eligibility Criteria in RFP pages 37.
3	Regarding the request for audited financials, on pages 11 of 31 and 19 of 31 of the RFP, it asks for a certified “copy of the last three financial statements,” however in the TOR on page 6 under point 15.1 it asks for only the “Latest Audited Financial Statement.” Would you kindly clarify whether bidders need to submit the three most recent years of audited financial statements, or only the most recent year of audited financial statements?	Yes, to substantiate the criteria mentioned in the TOR (Page-37, Clause 15.1) the bidder need to submit “The Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc.”
4	Regarding the submission of Financial Proposals as described on page 8 of the ToR under point 19.2 (ii), it states “separate financial proposals for Baseline and Impact Assessment should be submitted.” We have the following two requests for confirmation: a. Please confirm that this means that bidders should submit two separate Annex II-F forms (one for the Baseline and one for the Impact Assessment), including two originals (one for the Baseline and one for the Impact Assessment) and two copies (one for the Baseline and one for the Impact Assessment). b. Please confirm that the two original and two copies of the financial proposal (one financial proposal for the Baseline and one for the Impact Assessment) can be submitted together in one sealed financial proposal envelope.	Kindly note, the financial proposal should be one for entire assignment. However, within the one financial proposal the budget for Baseline and Impact Assessment should show separately as sub-total. And finally both sub-totals need to show as one Grand-Total.

Sl. No.	Query(ies)	Response(s) from Skills 21, ILO Dhaka
5	On page 2 of the project description within the ToR, it is stated that the target group will be inclusive in terms of gender, PWD, and ethnic minorities with the idea of sub-group analysis. Are there any specific targets for selection (e.g. 50% women) and is this incorporated into the selection process to reach these?	It is incorporated into the selection process. No fixed percentage.
6	On page 11 of the project description within the ToR it says the following: "While the four SIYB training packages focus on different target groups." We would kindly ask you to clarify whether this is a typo and that there should be three SIYB training packages instead?	Yes it is three, it was a typo
7	Regarding the sample overview on page 11 of the project description within the ToR, we would kindly ask for a confirmation that this table is up-to-date and still stating the correct expectations.	The table numbers have been changed recently due to lock down.
8	On page 12 of the project description within the ToR, it is stated that 850 participants have now completed the training. If including the April-June cohort, will this number rise to be approximately 1,450?	No, Due to Covid Lock down this number is 1000 as of 30 June, 2021
9	On page 12 of the project description within the ToR, the following is stated: "For beneficiaries of the SYB training, the next step is usually taking part in the SYB." Is it expected that participants receive all the training packages in succession or do participants select (or are assigned to) individual packages?	They will receive all the packages.
10	On page 12 of the project description within the ToR, the description mentions a training schedule provided in Annex-A. However, the ToR currently does not include an Annex-A. May we kindly ask you to share this document?	This will be shared later. This is not important at this stage. The training is of 10 days.
11	On page 7 of the ToR, it is indicated that prospective bidders shall return the Acknowledgement of Receipt form (Annex II-A) promptly. Would you kindly confirm that the signed Acknowledgement of Receipt form (Annex II-A) can be submitted via e-mail to this address (dac_skills@ilo.org)?	Yes
12	On page 7 of the ToR, it is stated that proposals must be submitted in hard copy either via the postal service or hand delivered to the ILO country office in Dhaka. Given the strict lockdown that came into force today and barred any non-emergency movements and the possibility of further extension of this lockdown, as well as the general delays in postal delivery caused by the COVID-19 pandemic, would it be possible to allow for submissions of the proposal via electronic mail?	Our decision still to receive in hard copy either via the postal service or hand delivered to the ILO country office in Dhaka (detail address mentioned in RFP document).

Sl. No.	Query(ies)	Response(s) from Skills 21, ILO Dhaka
13	Financial Offer (Rate per day of each position) a. Should we need to give only the rates per day and not the number of days? This may not match with the total cost given in the previous table. b. It is not clear what is the difference between Based at ILO and Visiting ILO (<6 consecutive days). Kindly clarify.	It is the decision of the agency how they simplify the budget. The financial offer will be evaluated in terms of unit cost per sample and total cost at the end.
14	Financial offer (As per page 39, 19.2 Separate financial proposals for Baseline and Impact Assessment should be submitted) a. We understand that the similar table (Annex II-F) needs to be given separately for Baseline and Impact Assessment. Can we give the same positions for both assignments?	Yes, Same team is expected for both the studies
15	15.1. Minimum eligibility criteria of the firm/organization: Track record: As mentioned above the agency must have conducted both baseline and impact assessment studies in the last three (03) years preferably in the field of enterprise development, TVET/ Skills development or any other relevant life skills training as well as socio-economic ground. Proof of the studies with relevant reference/focal person contact should be submitted along with the proposal. Request to consider the following Revised clause: <i>Track record: As mentioned above the agency must have conducted both baseline and impact assessment studies in the last three (03) years in the development sector. Work orders/contracts of the studies with relevant reference/focal person contact should be submitted along with the proposal.</i>	As a special case the agency can submit the name of the study if it is ongoing.
16	Team Composition: Including the team leader, the research team dedicated for the assignment, should have the graduation in social science, business administration, education, economics with expertise (minimum 3 years) a. Are there any number of staff preferred under the HR? Please specify.	No preference.
17	19.1 Technical proposal	It is expected that, the report is published for public sharing. If not, in special case, the abridged version can be submitted and reference from the client organization is expected.

Sl. No.	Query(ies)	Response(s) from Skills 21, ILO Dhaka
	Relevant Experience – Description of experience in projects of a comparable nature, with specific description of past assignments of the firm/organization in related work; at least one relevant study report is to be attached. As we are bound by client confidentiality clauses, it would be difficult for us to share full report. Can we share the redacted version if possible?	
18	It is not clearly mentioned about the time duration for carrying out the Baseline and Impact assessment. Kindly specify the number of days to help us justify the costing	This should be proposed by the agency in reference to the proposed number of representative samples. The agency should justify this which will be evaluated under proposed methodology. Therefore, the cost should be calculated in relation to that sample size which will be assessed for per sample unit cost and total cost.
19	It is not clearly mentioned about the sample size required for carrying out the Baseline and Impact assessment. Kindly specify the number of samples to help us justify the costing	As mentioned under queries no. 18, it is the intellectual call for the agency.

Notes: Above Clarifications in response to queries shall be an integral part of the RFP document and supersede all the provisions as applicable.