



Caribbean Community Climate Change Centre

28th August 2017

RESPONSE TO QUERIES

Consultancy for Capacity Building of (NDA) and Country Strategic Framework Belize and Bahamas

Q1- For both bids, are variations allowed? That is, can we provide, along with the baseline proposal, alternative activities and/or costs for you to take into consideration in your selection process?

A1 Alternative proposals are not allowed.

Q2 - Can we include some of the same experts in both proposals (provided of course they can cover the expected number of days in both assignments should we win both), or are there restrictions in this regard?

A2 The same key experts cannot participate in both activities.

Q3 - For both assignments, we note that on page 2 of the ToR the contract start is listed as "1 September 2017". Since this is before the bid submission date, could you clarify what date you expect activities to get underway?

A3 Activities are expected to commence by 1st October 2017

Q4 - Also for both assignments, the end of the contract is given as 28 February 18, however on page 5 of the ToR the date is given as August 2018. Could you clarify the expected date of the assignment? Is the expected duration of the assignment 6 months or 12 months?

A4 The duration of the assignment is 12 months. The contract completion date will be adjusted once an actual start date has been determined.

Q5 - Can you please clarify what is meant by "number of working months: full time 12 months" on page 2 of the ToR? Is this an indication of the overall expected level of effort? Or is it the project duration? Is this number indicative or required?

A5 Full time 12 months – refers to the expected level of effort



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Q6 - In section 2, paragraph 3.4 states that we should submit a 'Simplified Technical Proposal' (section 3.4 of the RfP, page 12), yet section 3.4 of the data sheet states we should submit a Full Technical Proposal (page 22). Please clarify which format we should use.

A6 Please refer to page 22 (3.4) of the Data Sheet for the format of submissions.

Q7 - We note that a first demand payment guarantee form is provided on page 60 of the RFP document – Annex 1 Bank Guarantee for Advance Payment. Can you please confirm that a first demand payment guarantee will not be required if the appointed consultant does not wish to have an advance payment?

A7 The Advance Payment Security is contingent on a request for an advance payment.

Q8 - We recognize the possibility that the views of CCCCC may not always be the same as the NDA with regard to technical content of the project. We also note that this contract is based on collaboration between all relevant parties. Can you confirm, for the avoidance of any doubt, who will be the final arbiter in the event of a disagreement on technical issues – will it be CCCCC or the NDA?

A8 The arbiter is the CCCCC.

Q9 - We understand that each of the project deliverables will be subject to review by CCCCC, GCF and the NDA. Please could you kindly clarify if CCCC will consolidate the feedback from GCF and NDA. the length of time required for these reviews.

A9 Regarding comments and feedback on deliverables: the CCCCC, GCF and the NDA will all participate in virtual discussions when required.

Q10 - Please indicate the length of time required for these reviews.

A10 Estimated review period 2 weeks.

Q11- Please can you advise on who will select and invite participants for the stakeholders workshops: CCCCC, NDA, or the Contractor?

A11 The NDA in collaboration with the CCCC will select participants for stakeholder workshops.



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Q12 Please can you advise if indication of the estimated cost of the workshops should be included as part of the commercial proposal.

A12 Cost of Workshops shall be excluded from the proposal.

Q13 - For budgeting purposes, we assume the NDA will provide meeting rooms and associated refreshments and facilities free of charge, for all meetings and workshops required during the project. Please clarify if this assumption is correct

A13 The NDA will provide meeting rooms and facilities free of charge for meetings between the NDA and the Consultant. The NDA will provide meeting rooms and associated refreshments and facilities for all stakeholder workshops.

Q14 - Can one organization submit a proposal for the same consultancy in another country?

A14 One firm can submit proposals for both countries provided that the same key experts are not included in both proposals.

Q15 Will the client or any other stakeholder in the recipient country be providing any support with respect to the “implementation” of the Public Awareness campaign? This includes support with hosting of website or other social media platforms, airing of advertisements in radio, print or television media, etc.

A15 The recipient countries will assist with regards to hosting of a website. All other avenues for awareness raising would be the responsibility of the consultant.

Q16- Will the consultant be required to include costs for venue rental, audio/visual equipment rental and catering for all stakeholder meetings and workshops?

A16 Cost of Workshops shall be excluded from the proposal.

Q17 - 4. Section 3.3(b) of the data sheet indicates that the total cost is exclusive of accountable expenses. Can you clarify what accountable expenses include?



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A17 Accountable expenses refer to Travel, Printing and Communication related costs.

Q18 - In regards to Deliverable #4 in the TOR: “Stocktake on legislative framework... and drafting of legislation where applicable...”, can the consultants make recommendations for new legislation to be drafted, in lieu of actually drafting the new legislation? If actual drafting of the legislation is required, what extent/level of detail is necessary for the proposed/suggested legislation?

A18 The deliverable will be as stated in the ToR.

Q19- Deliverables 6, and 11 speak to drafting M&E frameworks, can you clarify what activity each framework relates to?

A19 - Deliverables 6, and 11 speaks to frameworks to monitor and evaluate potential funded GCF programmes in accordance with relevant GCF guidelines.

Q20 - Concerning Conflicts of Interest, could you confirm whether, in the view of CCCCC, companies or individuals that have been or are preparing GCF proposals in Belize / Bahamas for submission by CCCCC would be considered to have a 'conflicting assignment' for the present assignment?

A20 Companies or individuals that have been or are preparing GCF proposals in Belize / Bahamas for submission by CCCCC to GCF are NOT prohibited from participating.

Q21 - The data sheet section 3.6 states that the financial proposal shall be prepared using the standard forms FIN-1,2,3 and 5. Can you please confirm that inclusion of Fin-4 is not required.

A21 FORM FIN -4 “Breakdown of Remuneration” must also be included in the financial proposal.

**DEADLINE FOR THE SUBMISSION OF PROPOSALS - on or before 2:00pm (GMT-6),
Wednesday 6th September 2017**