Clarification Note

Request for Proposal Institutional Consultancy Professional Development for the Promotion of Gender Equitable Leadership in the Ministry of Education, Youth and Sport (MoEYS)

RFP 9155189

In line with paragraph 1.2 (Question from Proposers) in the request for proposal document we hereby provide clarifications to all written enquiries as following:

1. How many proposal forms require from Unicef for this proposal. Please tell us which form needs to summit at each different time.
   Clarification: there are three forms required to submit for this RFP: Technical proposal, financial proposal are needed to prepare by the bidder according to the requirement in the TOR and form Request for Proposal for Service on page 2 of the RFP document. All proposal need to submit by hard copy at once time. Please refer to the instruction to bidder attached at annex C of the RFP document.

2. In order to do coaching to the participant, they have to deliver some sessions from what they have learned to their teammate, how many indirect beneficiaries (participant) will be participating in the workshop?
   Clarification: The beneficiaries will be approximately 70 women in leadership positions at the MoEYS. The coaching and mentoring is meant to be targeted at the participants in the programme.

3. How many IT and English workshops does Unicef expect?
   Clarification: Both the type and frequency of IT course and English courses should be based upon the required individualized gaps and needs assessments.

4. The period of the proposal is 2 years (Feb 2020-Dec 2022) Can you give us any information regarding the IT course (what type of IT course), the same with the English course.
   Clarification: Please see response above.

5. What is the role of the gender working group in this proposal?
   Clarification: The bidder is responsible for identifying the appropriate MoEYS departments/groups and how best to collaborate with them to meet the requirements listed in the RFP.

6. Network meeting, will it including with other women leaders from different ministry/department?
Clarification: It is possible that the network meeting of the cohort could be incorporated into a larger network of women leaders in MoEYS but not from different ministries.

7. Please provide us the open time for the proposal.
   Clarification: The proposal will be opened on 10:30am same day of closing date

8. Is there an expectation to apply the same training for all groups, or separate juniors vs senior?
   Clarification: The expectation is that the training provided will be based upon the participant’s need and not their professional level.

9. Can UNICEF share the ages of the 70 identified, age groups?
   Clarification: No, not at this time.

10. Is possible to share the name of the orgs applying so we can partner?
    Clarification: for the competitive and fairness in bidding process we cannot share the other bidder’s names.

11. Is possible to share list of implementing partner organisation in Phase 1 and 2.
    Clarification: The provider is responsible for identifying and working with the appropriate MoEYS implementing partners in component 1, development of the programme.

12. At application phase do we have to define the complete curriculum or only in inception report?
    Clarification: No, a complete curriculum is not necessary during the application phase.

13. Any sample for budget form we found the attached form online is possible to use this format?
    Clarification: There is no form/Template for the financial proposal. Please develop the time plate that best fit for the requirement.

14. Consortium, associations and join ventures - need to registered legally for this proposal?
    Clarification: yes

15. Do we need to submit for this proposal the following statements “Exclusivity and availability statements from key experts working on the proposal?”
    Clarification: Yes, due to the potentially high number of team members it would be beneficial to require an “Exclusivity and availability statement from key experts working on the proposal.”

16. Is there a minimum number of trainers foreseen for the team?
Clarification: The number of trainers will depend on the composition and qualifications of the team.

17. Is there an approximate budget established for the project?
   Clarification: Yes, but we could not share the budget information.

18. Will the MoEYS provide space to carry out the training in each province?
   Clarification: The space needed for training will depend upon the bidder’s delivery methodology. The bidder is welcome to request space needed from MoEYS in their various facilities but that will be part of the consultant’s collaboration with MoEYS. Assumptions will have to be made to what extent that will happen for the bids.

19. Will there be need for a simultaneous translator during the training and/or coaching meetings or are all identified training participants comfortable with presentations being conducted in English?
   Clarification: The RFP requires all training be delivered in Khmer or translation services must be made available.

20. Please clarify what type of certificates are instructors required to have?
   Clarification: The RFP requires “internationally recognized” certifications or qualifications. UNICEF reviewers will determine whether or not the team’s certifications or qualifications meet those standards.

To give prospective bidders reasonable time in which to take clarifications into account in preparing their proposals, UNICEF Cambodia will extend the deadline for the submission of proposal RFP 9155189 to Friday 14, February 2020 by 10:00AM Phnom Penh local time.

SEALED proposals must be received at the following address latest 10:00 AM Phnom Penh local time on Friday 14, February 2020 and will be opened at the same day at 10:30 AM. Any proposals received by UNICEF after the submission Deadline will be rejected.

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