ANSWERS TO QUESTIONS RECEIVED FROM PROSPECTIVE APPLICANTS (Last Update: 11 November 2019)

Request for Proposals No.: 2019/UHC/WKC/0018

Title: Scoping Review of Measurement of Equity in Service Coverage of Older People

Please note that the window for questions closed on 8 November 2019.

Q1. Where is Annex 4 – Budget Form?

Annex 4 – Budget Form was missing in the original Request for Proposals (RFP). It is now included in the RFP (available online since 18 October 2019). In addition, an editable MS Word version of Annex 2 – Vendor Information Form and Annex 4 – Budget Form, are now available online. See https://extranet.who.int/kobe_centre/en/calls-tors

Q2. In what form should Annex 4 be submitted if there are two institutions bidding in a consortium? (i.e. should the budget in Annex 4 be equivalent to the total budget, and be submitted by one institution only, or should it reflect the share of the budget per institution?)

Only one budget, the total project budget, should be submitted using the Annex 4 form. Details of the budget breakdown and justification should be provided in the form. As long as the technical proposal clarifies the division of responsibilities, the budget share per institution does not necessarily need to be described in the budget. Payments for this project will only be made to the contracting institution; any transfer of funds to the partner institution will have to be handled by the contracting institution.

Q3. Is the financial proposal to be submitted as a separate document from Annex 4? Or is Annex 4 equivalent to the financial proposal? (The information on this aspect is not entirely clear in the list at the top end of at the top of p.3 of the RFP).

Annex 4 is equivalent to the financial proposal. Please provide a breakdown of the budget under each major category, along with a justification including details of how the budget is calculated and how you plan to use it. You may provide additional explanation as necessary in Annex 4 or in the technical proposal.

Q4. What is the budget ceiling?

No ceiling is provided for this RFP. Financial proposals will be evaluated as described on page 5 of the RFP. The financial proposal should be coherent with the technical proposal.

Q5. Are indirect costs (overhead or programme support/management fees) allowed in the budget, and if so, what is the percentage?

All costs in the financial bid must be clearly indicated and the rationale for these costs explained. Indirect costs should be clearly indicated and described within their own category with appropriate breakdown and description. How an organization is organized to conduct research or business is a question for each individual organization, and the WHO has no position about how other organizations self-manage or run their administration. Therefore, all organizations should include what they think is reasonable financially, for the successful management of this project. For any bid to be successful, it does need to demonstrate that an optimal amount of the requested funding is being utilized for the key research activity purposes.
Q6. In what form should Annex 2 be submitted if there are two institutions bidding in a consortium?

Annex 2 should be completed by one of the institutions which will serve as the contracting institution. Only one contract will be issued under this RFP; therefore, please identify which one will serve as WHO’s contractual partner. The two institutions and the consortium they form should be described in the body of the proposal as well as the division of responsibilities/tasks between them.

Q7. Is there a page limit to Annex 2?

No, there is no page limit.

Q8. Where would the work need to be performed?

The project should be carried out and managed from within the home institution of the selected contractor, who will be the principal investigator for the project, in collaboration with any necessary international or local partners. No travel will be required unless it is included as part of the selected/approved research proposal.

Q9. Am I eligible to bid as an individual contractor for the mentioned RFP?

Bidders who are affiliated with a research institution will be preferred over individual consultants for this RFP. However, several other criteria will be considered in the evaluation as described in the RFP. If you bid as an individual contractor, your proposal must describe what you can accomplish in your individual capacity unless you are submitting on behalf of a collaboration or consortium that has already agreed to carry out the work with you.

Q10. I am a Post-Doctoral Research Fellow at X University. Am I eligible to apply/bid?

Yes, you are eligible to apply individually or in collaboration with your academic colleagues.