

Question 1. On section 4.1 I have read for **Pre-Qualification Criteria**

a. "Professionals in social with expertise on Gender Based Violence and it is valuable to having experience on environmental sectors. Knowledge of the Indonesia context and minimum of 10 years combined practical experience with, GBV, gender equality and women's empowerment initiatives and projects, ideally with national stakeholders

across environmental, climate change and/or natural resource management". --> **is it sufficient to provide the resume/CV of the lead researcher or it must include the rest of the team's resumes/CVs?**

Answer: You must include the CV of all team members.

b. 2 relevant references of similar related work to this consultancy --> **In the form of a reference letter can I just provide 2 names and their emails or any details I should provide here?**

Answer: The two names and their emails are fine, and it would require also to include a couple of paragraphs about the work done.

c. Confirm that you have all the necessary legal registrations to perform the work --> **What documents are required here? Understanding if the bidder is an organisation, this will be the organisation's certificate of registration, but if it's an individual, what should I provide? Is it a reference letter from the organisation that states that I work as a researcher in the organisation or else?**

Answer: It is up to the bidder to ascertain what registration requirements apply for them to execute the work. For example, in some countries a self-employed consultant must formally be registered as self-employed. In the case of an organization or consultancy firm applying, we will be requesting the organization's certificate of registration.

2. On section **4.4 Technical proposal**

In the RfP was stated that "Proposals in any other format will significantly increase the time it takes to evaluate, and such Proposals may therefore be rejected at IUCN's discretion". **Do you have a template for this specific tech proposal that is in line with the description that IUCN expects? In my previous experience with several different donors and the United Nations, they have a specific format and template that I must use to submit the proposal.**

Answer: we do not have a template.

3. On section **4.5 Financial proposal**

a. You mentioned in your RfP on sub-section 4.5.5. Breakdown of rates and prices, **do you have a template for a financial proposal? Otherwise, how detailed it needs to be?**

Answer: we do not have a template for a financial proposal. However, in the RfP there is information about breakdown of rates and prices that you can follow.

4. On section **5 EVALUATION OF PROPOSALS**

On the sub section 5.3.2. *Minimum Quality Thresholds*. Proposals that receive a score of '0' for any of the criteria will not be considered further. **If any score with 0 value on sub-section 4.4 among 5 categories is found, it means our proposal will be disqualified immediately?**

Answer: if the proposal get score of "0" in any of the 5 categories is disqualified.

5. On section 7 **CONDITIONS FOR PARTICIPATION IN THIS PROCUREMENT**

On sub section 7.4 If you are participating in this procurement as a member of a joint venture, or are using sub-contractors, submit a separate Declaration of Undertaking for each member of the joint venture and sub-contractor, and be clear in your proposal which parts of the goods/services are provided by each partner or sub-contractor.

- a. **Is that possible to use the organisation where I work as the joint venture and I as individual consultant with the same activity, the budget that will be obtained by the organisation shall be used to administer the activity and paying the costs that will arise by other consultants while I shall receive the advance payment to cross pay the activities for this purpose?** Because I read in the attachment 1, ToR page 11 that organisation shall receive 10% payment, is it advance payment after the 1st submission? And reading attachment 3 on self-employed, section 5 on Remuneration page 17, subsection 5.1.1 that first instalment shall be paid 30% of the total budget requested. **We are not in the position to pre-finance the activity, especially if there is an obligation to visit the sites, conduct the activity/meetings in person in particular settings due to the unique circumstances based on our previous activities related one gender based violence.**

Answer: in the case of the organisation presenting the proposal, you can be a consultant working for the organization and the declaration of understanding is only for the organisation. The delivery number one is only a desk review, and it does not require to do visit site and conduct meetings.

- b. **Is it possible that I submit the proposal but I will hire other researchers and related Human Resources for this purpose using the fund that I propose? How will the technicalities apply to this condition? Should I provide their resumes/CVs, and will the weight of scoring imply the percentage of the proposal?**

Answer: you can present a proposal as a consultant and but if you will hire other researchers, please see section 1.3 of the contract template for procedures. Having a team of people to do the work instead of only one person will be better scored.

6. In the declaration on page 14, number 1, "I am legally registered as self-employed in accordance with all applicable laws". **As far as I understand, in Indonesia, as self-employed, we have no specific rules nor obligation to register ourselves with Indonesian regulation, it is not regulated, unless you have particular reference on this latter.**

Answer: in the case of Indonesia, we require to a self-employed consultant to sign the attachment 2 to fulfil this request.

7. On page 16, **Services**. "All financial records and other relevant documents relevant to or pertaining to this Agreement may be subject to inspection and/or audit at the discretion of IUCN or of the Donor".

- a. **Do I and/or the organisation keep all the financial receipts?** As I and the team need to produce the assessment, we are going to use at least the UN standard funds disbursement to simplify our workload on financial matters.

Answer: this is not applicable for you because you will provide us with invoices for the deliveries and IUCN keep this for any possible audit.

b. Do I and/or the organisation have to conduct an audit at the end of the project, which means we shall include the audit cost here too?

Answer: you and/or the organization do not have to conduct any audit.

8. On page 17, Travel expenses. There shall be traveling activities for the data collection on site, KIIs, FGDs, shall this budget be included or excluded from the proposal?

Answer: all travel expenses shall be included in the proposal budget.

9. In the end of the project in May 2025, should I and team conduct in person training/dissemination for:

- a. USAID Indonesia Mission staff combined with U.S Embassy Inter-Agency**
- b. Project management staff, gender specialists, and/or other relevant project points of contact**
- c. Relevant ministries identified by the project**

Or will this be an IUCN activity to conduct this?

Answer: this will be an activity that consultant and IUCN team will do together.

10. How many pages does IUCN expect the assessment to be produced, reading the ToR, it seems at least there will be at least 5 sub-sectors of environment to be assessed?

Answer: there is not limit of pages for the assessment, but we prefer to have a concise document with information of the different USAID domains of analysis for the identify sub-sectors in the RfP.

11. Can I know how much is the suggested budget so we can propose actions accordingly?

The specific budget for this RfP would be between US\$ 80,000 to 90,000