

Minutes of Pre-bid Meeting held on January 08 2024
RFP/61/11/2023/M&E/2023-ISA

Date: 09/01/2024
Time: 11:00 AM

Bidder Queries	ISA response
<p>1. Any particular regions (zones/countries/sites) of focus for the implementation of Solar for She pilot? This will help us understand the tax implications, if any.</p>	<p>Solar for She will be implemented in two countries from the following three countries in Africa – Ethiopia, Nigeria, Guinea (<i>Conarky capital</i>).</p> <p>Based on <u>secondary research and preliminary discussions with ISA</u>, the hired agency is expected to narrow down the focus from the above-mentioned three countries to two countries; and then conduct in-country research i.e. one site in each country.</p>
<p>2. Does the alliance want to focus on two sites within one African country or more than one country/region?</p>	<p>Two countries and two sites i.e. one site per country.</p>
<p>3. Potential number of beneficiaries that the pilot aims at targeting. Will it be different for the two different sites? Will the number of beneficiaries be determined post the needs assessment?</p>	<p>Through <u>each pilot</u>, ISA estimates that 1000 women will benefit/be impacted. Based on this info, the bidding agency can suggest suitable sampling methods and sizes for the different components of the study i.e. needs assessment, market research, situational assessment.</p>
<p>4. Also, we would need clarification on the scheduled events planned during the implementation/pilot phase. Are these global events or regional events, and if so, what exactly are the targeted intervals? Is it open-ended as of now?</p>	<p>At this stage it's difficult to mention as the events could be global or regional or online events. Tentatively however, we assume that of the five events, one will be COP29 (global event), two regional events, and two local (i.e. India-based/online) events.</p>
<p>5. With respect to global events and the launch at COP29, RFP mentions 'support ISA in planning and organising'. Request for details on the extent of support so the</p>	<p>The agency will provide end-to-end support, as required (such as designing the event brochure, identifying panelists/speakers and sending out invites, coordination with ISA to organize the</p>

bidder is able to factor in the mapping of activities and resources in the proposal.	event, host the event, send out post-event emails and 3-5page post-event report with pictures).
6. Does ISA plan to implement the pilot before or after the launch at COP29 in November 2024 as mentioned in RFP?	At this stage it's difficult to say, as it depends on how quickly the different components of the study are undertaken and partnerships are facilitated
7. Is this an open market tender or there is a financing ceiling? 8. Any range/upper limit to the financial budget that the alliance could mention to help the bidders?	ISA follows QCBS system, so we cannot specify an upper limit. As mentioned in the ToR, - It's an open market tender and we follow Quality Cost Based Selection (QCBS) – 70% technical and 30% financial.
9. Form G (Financial Proposal Submission Form) asks to give the 'Total Amount of Financial Proposal (Monthly and Yearly Separately).' Do the bidders need to provide the fee breakup for each of the 30 months?	The Bidder needs to provide over all quotation and proposed cost breakup as per the deliverables mentioned in the tender document
10. Any restriction that the Alliance has/may have on the number of participants from the proposed team participating in the global events and the launch at COP29?	At least one member. Pls. note: ISA won't provide any additional costs for travel, stay etc.; these should be factored in your proposal
11. With furtherance to the clarifications, we would like to clarify regarding the Form- H (Proposal Security Form). The given template doesn't have a template. Hence, is there a specific format that has to be followed, if so can this be please shared?	As per the tender guidelines, there is no provision for advance payment for this tender, and consequently, the submission of Form-H is not required. We kindly request your attention to this matter as you prepare and submit your proposal. We look forward to receiving your proposal by the stipulated deadline.
12. We understand that comprehensive monitoring and evaluation exercise is also a part of scope in the implementation phase under learnings deliverable. Please confirm. –If so, what is the expected frequency of monitoring reports or data collection from implementation partner NGO? This will help us understand the cost implications.	M&E during the ' <u>design phase</u> ' is included and few learning centric activities are included in the ' <u>implementation phase</u> '. Refer to the Terms of Reference in the Request for Proposal.
13. We would need clarification on the pilot implementation during the second phase. Our understanding is that pilot implementation will be a separate exercise	Yes, that's correct.

<p>and NGO will be subcontracted by ISA directly. Please confirm.</p> <p>14. If, so, need clarity on who will be responsible for day-to-day management of implementation partner NGO activities. –</p>	<p>NGO/Partner contracted</p>
<p>15. With regards to the scheduled events planned during implementation/pilot phase, we understand that agency role is limited to provide support in terms designing the event brochure, identifying panelists/speakers and sending out invites, coordination with ISA to organize the event, host the event, send out post-event emails and 3–5-page post-event report with pictures and all the logistics management including venue arrangement, supplies etc. will not be part of the scope. Please confirm.</p>	<p>Yes</p>
<p>16. Of the three countries mentioned Ethiopia, Nigeria and – can you clarify which Guinea ISA would be interested in - Guinea Bissau or Guinea with capital Conarky?</p>	<p>Guinea, capital Conarky.</p>
<p>17. Is the agency expected to do third party monitoring?</p>	<p>Third party monitoring is not included. As detailed in the Terms of Reference (ToR), during the implementation phase, the agency will be involved in Knowledge management activities such as documentation of best practices, case studies, providing design services and knowledge dissemination. Pls. refer to the ToR</p>
<p>18. Can the MEL strategy be shared?</p>	<p>The strategy is yet to receive formal approval therefore, cannot be shared at this stage.</p>
<p>19. Can you elaborate on the two phases further – pilot and implementation phases? Two phases – Pilot for six months – main activities like Needs assessment, situational analysis,</p>	<p>During the Pilot phase of six months, the agency will conduct - Needs assessment, situational analysis, firming up the design, identifying potential implementing partners etc. During the prep phase, which comes after the pilot and will be for two years – the agency will undertake - learnings documentation, knowledge dissemination and provide design services etc. Pls. refer to the Terms of Reference for details.</p>

<p>20. In the Terms of Reference the 'Duty station' is mentioned as India. Can you elaborate a bit more on India-based and other global event activities?</p>	<p>Since ISA Secretariat is based in Delhi, India; and coordination with different Units within the Secretariat will be required, we have mentioned the Duty Station as India. However, as detailed in the Terms of Reference, many parts of the assignment can be undertaken virtually. Physical presence will be required for meetings with other units of ISA, therefore, being based in India could be helpful, but is not mandatory</p>
<p>21. How much time should they budget/spend on COP event?</p>	<p>We expect the agency to have one person to coordinate the CoP event which includes maybe 30 min. of prep (i.e. setting up the stage etc.) plus one hour of the main event, where the person can document proceedings etc.</p>
<p>22. Can the timeline be extended further?</p>	<p>We are already delayed, and have extended the timeline multiple times so far. Therefore, we won't be able to extend the deadline of 15 Jan 2024 further.</p>



Procurement Unit
International Solar Alliance