

Responses to Requests for Clarification Evaluation and Learning Partner

1. In the financial proposal, it is requested that we include 'scopes of work'. Please would you clarify what should be included here? Should we describe responsibilities within the team, or just the team member's role?

Please describe the role that each member within the staffing structure will play in fulfilling the requirements of the activities outlined in the RFP.

2. We are budgeting for facilitation of the quarterly global advisory and panel meetings – are you able to share any detail on the purpose of these meetings, and their duration? We assume they are remote, lasting approx. 2-3 hours?

Yes, these are remote calls, lasting no more than 2 hours each, though some time from the evaluation and learning partner would be expected before these calls to dialogue with A360 regarding the agenda and facilitation and afterwards to debrief, send out notes, etc. This advisory panel is made up of global technical experts who are being convened on a regular basis to advise A360 as it makes strategic programmatic decisions. This advisory panel supports A360 to explore the tensions and tradeoffs which are inherent in implementing a complex global project.

3. We are building our workplan to span across five years (up until September 2025). I hope we have understood this correctly? Let us know if not!

Yes, though we anticipate a decrease in LOE within the last year of the project as A360 Amplify winds down and most activities are transitioned to government.

4. Are you able to give any advice on what LoE is expected in Q4 of the year (from 15th October onwards)? In particular are there any existing design meetings or cocreation workshops we should specifically plan for?

The LOE expected in Q4 of 2020 may depend on how quickly the design process moves. If IRB for one of our country programs moves quickly or we do not seek IRB approval, design meetings could happen in Q4. We also expect LOE would be needed to accommodate project inception meetings. However, currently the design process is not diarised.

5. Should we plan for a pause and reflect moment at the end of 2020, or will these start in 2021?

Given our kick-off meetings for A360 Amplify will take place in early Q4 2020, we don't anticipate needing a pause and reflect moment at the end of 2020. These should start in 2021.

6. We are assuming that objective 5.3 is secondary analysis based on use of the adaptive implementation tool rather than a heavy round of primary data collection - have we understood this correctly?

Correct.

7. Is there a vision for how the evidence and learning partner role should fit in with the illustrative research areas listed in the RfP under point 12? We will put forward some ideas, but good to know if there's any thinking from your side on how this should/could work.

They are intended to be aligned and supportive. Some evidence generated by the evaluation and learning partner is directly intended to contribute to the research and learning agenda. For instance, user journeys will contribute to the research and learning agenda relating to continuation.

8. Please would you confirm that it is not a requirement to include CVs for team members in the proposal?

Full CVs are not required, though bidders should ensure that there is enough information included within the proposal for A360 to evaluate the experience and appropriateness of the persons proposed in the staffing plan to fulfill the requirements of the SOW.

9. When do you expect travel to commence for this work, given COVID travel restrictions?

This is, understandably, hard to predict. If the situation continues to improve, things may open up enough to allow travel in early 2021. If there is another wave of COVID in the winter, then this may extend the travel restrictions longer. For most of our countries, activities in country are resuming or have already resumed and there are fewer restrictions, however the opportunity for international travel remains limited. Bidders may want to assume that international travel restrictions will last into Q2 of 2021, with local travel feasible with some limitations even starting Q4 of 2020.

10. The RFP states that the Tanzania work will phase out in year 1. Can you confirm this is true as TZ is listed as part of Objective 1 and 5 for annual work?

Yes, programming in Tanzania will conclude in December of 2021. For Objectives 1 and 5 therefore there would only be one annual cycle completed for Tanzania in 2021.

11. For the workshops, what is the cost share on these meetings? Will these be PSI organized and hosted, with partners paying their travel costs, and facilitation by the learning partner?

Presuming you are referencing the sense-making workshops listed under Objectives 2 and 3, yes there will be cost-share. Applicants should consider sense-making workshops facilitated by team members based in-country with team members based overseas joining remotely. Local travel costs should be budgeted by the applicant.

12. Is there any guidance on the allowance for indirect costs?

There is a limit of 15% for the fee on this contract.

13. Can you confirm whether the data for the human centered design work would have been collected, facilitated by a different partner, with the learning partner responsible for analysis (see Objective 4)?

A360 will have a design partner who will be responsible for facilitating the design process. This partner, with the A360 country teams, will be responsible for collecting much of the data related to the HCD process. The evaluation and learning partner may generate some additional data to add to and clarify data documented by the design partner and country teams. However, the evaluation partner would primarily be responsible for collation and analysis of data generated by A360 and its HCD partner.

14. On page 1, bid instruction #7 states that the application should include a technical and financial proposal and a Nondisclosure agreement. Can you clarify whether there are any templates for these different pieces? Do you have a template for an NDA?

Bidders are welcome to use the template which has been added as an annex to this document.

15. On page 7, point 8 states that the consultant upon signing the agreement certifies that employees have completed a security awareness training. Is this something that PSI will offer and train staff our staff on or do we need to price it in? Is this only if the duration of travel is longer than 6 continuous months in country?

For now, kindly disregard the draft consultant agreement included in the RFP. A360 is still determining whether this is the most appropriate contracting mechanisms to use for this SOW. The language in the terms and conditions can be negotiated once a partner is selected.

16. If we have comments about the draft Terms and Conditions of the consulting agreement, do we put them forth now or wait until the negotiation stage?

See above answer.

17. Under Objective 5, we would like to confirm that the monitoring of the Kenya program will continue for five years. In other objectives it appears that the Kenya program is winding down in year 1

Yes, monitoring of the Kenya program will continue for all five years of the program. The HCD process to design our intervention in Kenya (Objective 4, point i) will only continue until the end of 2021 at which point documentation of the HCD process would no longer be needed. However, routine documentation of learning related to our programming in Kenya (which encompasses all the remaining objectives) would then continue through until 2025.

18. Do you need a letter for the references or can we offer a name and email address/phone number of relevant partners? With the deadline for the proposal, this could take a bit of time.

Name and email address/phone number are sufficient.

**CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT
BETWEEN
POPULATION SERVICES INTERNATIONAL
AND
BIDDER: _____**

This Confidentiality and Non-Disclosure Agreement (the "Agreement") is made as of the XXth day of XXXX (the "Effective Date") between **POPULATION SERVICES INTERNATIONAL**, of 1120 Nineteenth Street NW, Suite 600, Washington D.C. 20036 ("PSI"), and **[INSERT NAME]**, of **[INSERT ADDRESS]** ("Bidder") (together, the "Parties").

WHEREAS, Bidder wishes to submit a bid for services in response to a request for proposals ("RFP") to be issued by PSI for **[DESCRIBE SERVICES]** and wishes to obtain certain Confidential Information, as defined herein, in order to be responsive to the RFP; and

WHEREAS, PSI wishes to provide such Confidential Information for the limited purpose of enabling Bidder to make a bid in response to the RFP, and with the confidence that such information will be protected and remain confidential;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the Parties hereby agree as follows:

Section 1: Confidential Information

[a] In order to enable Bidder to submit a bid in response to the RFP, and solely in connection therewith, PSI may furnish or provide access to certain PSI confidential and/or proprietary information ("Confidential Information").

[b] Confidential Information includes, but is not limited to, information about PSI's products, services, intellectual property, work product, operations, personnel, strategies, research, policies, systems, budgets, finances, prices, programs, business relationships, business plans, proposals and other information about PSI that is not generally known outside PSI.

[c] Confidential Information does not include information which Bidder can prove;

[1] Was known to Bidder at the time of its disclosure;

[2] Was, at the time of receipt, or thereafter becomes, generally available to the public, other than as a result of disclosure by Bidder in violation of this Agreement;

[3] Became available to Bidder on a nonconfidential basis from a source other than PSI, provided that such source was not bound by a confidentiality agreement; or

[4] Was compelled by order of a court or governmental agency to be disclosed. Bidder will, if possible, provide PSI with notice of the order in time for PSI to challenge the order or seek an appropriate protective order.

Section 2: Bidder's Obligations

Bidder agrees that:

[a] It will not disclose Confidential Information to any person outside of PSI, or use such Confidential Information for any purpose other than the purposes for which it was shared or disclosed;

[b] Bidder will limit access to Confidential Information to such of its personnel as are directly involved in preparing Bidder's bid in response to the RFP, and only after informing such personnel of their obligations under this Agreement. No disclosures of Confidential Information shall be made to independent contractors without the prior written consent of PSI.

[c] Bidder will not copy, duplicate or make summaries or excerpts of Confidential Information except as necessary for preparation of a bid in response to the RFP.

[d] At the request of PSI, or upon the award of a contract under the RFP to Bidder or another party, whichever is earlier, Bidder will return to PSI all documents, notes, summaries or other materials, however stored, which belong to

PSI, contain or relate to Confidential Information, or which came into Bidder's custody or possession in the course of performance of this Agreement. Notwithstanding the foregoing, Bidder will not be obligated to erase Confidential Information contained in its archived computer system backup made in accordance with its security and/or disaster recovery procedures as such archived copy will:

- (i) Eventually be erased or destroyed in the ordinary course of such Bidder's data processing procedures; and
- (ii) Will remain fully subject to the obligations of confidentiality stated herein, until the earlier of the erasure or destruction of such copy, or the expiration of the confidentiality obligations set out in this Agreement.

Section 3: Injunctive Relief

The Parties acknowledge that a remedy at law for breach of this Agreement will be inadequate and that damages resulting from breach are not readily measurable in monetary terms. Accordingly, in the event of a breach (or threatened breach) of this Agreement, and in addition to other available remedies, PSI will be entitled to immediate injunctive relief and may obtain an order restraining any threatened or future breach.

Section 4: Governing Law

This Agreement will be construed and enforced in all respects in accordance with the laws of the District of Columbia. In the event of any litigation arising at any time with respect to the subject matter hereof, it is agreed that the venue of such litigation will be the District of Columbia.

Section 5: Non-Waiver

The waiver by PSI of a breach of any provision of this Agreement will not operate or be construed as a waiver of any other or subsequent breaches.

Section 6: Entire Agreement

This Agreement constitutes the complete, exclusive and final agreement between the Parties with respect to the subject matter hereof, and supersedes any and all prior written or oral agreements between the Parties. In reaching this agreement, no Party has relied upon any representation or promise except those expressly set forth herein. No modification or amendment to this Agreement will be binding upon the Parties unless it is in writing and executed by both Parties.

**POPULATION SERVICES
INTERNATIONAL**

BIDDER NAME: _____

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____