

Addendum 1 - Questions

Reference No.: UNWHQRF22 - Evaluation of UN Women's strategic partnerships

1. Since the findings from this evaluation will inform the midterm review of UN Women Strategic Plan, does that prevent the selected firm who executes this evaluation from submitting from the midterm review of the UN Women strategic Plan?

Answer: The selected firm for this evaluation can also submit a proposal for the Midterm review of the UN Women Strategic Plan. It is important to guarantee that the teams involved in both evaluations do not have any conflict of interest.

2. Will UN Women Country Offices provide local transportation and assist with logistics (i.e. scheduling meetings) for the field visits?

Answer: UN Women Country Offices will not provide local transportation. UN Women Country offices and HQ will provide assistance to schedule meetings for field visits in coordination with the Firm.

3. Is there flexibility regarding team structure beyond the roles listed in the TOR (i.e. including a Project Supervisor, etc.)?

Answer: Yes. There is flexibility regarding the team structure beyond the four roles listed in the TOR, however the 4 roles defined in the RFP are the minimum required and the evaluation committee will grade the CV's of the candidates according to what was requested in the RFP document.

4. How should bidders budget per diems for the field visit component when the five countries are unknown? Will data collection be in the capital cities, or elsewhere in each country for the field visit component? This will impact the Per diem rate used, as the UN/WHO DSA per diems provide separate rates for capital cities and elsewhere in the country.

Answer: Per diems should be budgeted in an approximate manner. Firms do not need to use the official International Civil Servant Commission DSA per diems for their calculations. They can base the per diems on their specific budget and personnel on mission. Data collection is usually in capital cities but can involve travel to other cities in certain cases, where any UN Women projects took place. Field visits will be defined after contract is awarded, during the inception phase, based on criteria developed and feasibility of the visits, and will cover 5 UN Women regions. Please refer to

ANNEX 4 of the TOR (p. 25 of the RFP notice) for a list of possible countries/regional offices according to UN Women presence.

5. Can UN Women provide bidders with the budgetary amount that has been allocated for this evaluation? Alternatively, can UN Women provide bidders with the envisioned Level of Effort for the assignment (in days)? Are team members expected to be engaged full time (i.e. 20 days a month) during the assignment? Having some indication for the size of the research project will allow is to propose a methodology that conforms to UN Women's expectations.

Answer: UN Women cannot provide bidders with the budgetary amount that has been allocated for this evaluation. Team members are not expected to be engaged full time during the assignment. It is up to the Firm to assign level of efforts of its evaluation team to complete the evaluation based on the proposed schedule (TOR Schedule of Deliverables p.16).

6. Can bidder include additional meetings beyond those already included in the workplan at UN Women HQ during the assignment (i.e. a validation workshop, etc.)?

Answer: Yes. Bidders can include additional meetings beyond those proposed in the work plan at UN Women HQ and beyond.

7. We understand that a survey is expected to be undertaken during the data collection process, administered to UN Women staff and key partners. What is the objectives of the survey? In what format (i.e. online, etc) is the survey expected to be administered? Can UN Women provide a list of key partners to bidders (i.e. will it be global, regional or local partners)?

Answer: Numbers of surveys should be proposed by the Firm. The objective of having surveys is to collect additional information and for triangulation of data. Surveys are expected to be administered online. Identification of key partners will take place during Level 1 of the evaluation, through a draft mapping of key partnership types, actors, modalities and purposes at the global, regional, and country level (Methodology, p. 12).

8. Can UN Women provide more information regarding the External Technical Experts mentioned on page 15 of the TOR? What is the specific of the External Technical Experts? What activities will they contribute to during the evaluation (i.e. undertake field visits)? How is their role different from Project Team members on the selected team?

Answer: The role of the External Technical Experts are to act as an Advisory Group to the Independent Evaluation Office. The External Technical Experts are hired by the UN Women Independent Evaluation Office to provide feedback on the quality of evaluations products from

evaluation and substantive perspective. They will not undertake field visits and will not be involved in the evaluation as project team members. UN Women Independent Evaluation Office will manage the work of the External Technical Experts. The firm will take into consideration the comments from External Technical Experts in its revised draft deliverables (see TOR Schedule of Deliverables p.16).

9. Will there be an overlap regarding the in-depth portfolio reviews of 25 UN Women offices and then the 5 field case studies?

Answer: Yes there will be overlap between the in-depth portfolio review and the field case studies. The 5 field case studies will be included in the in-depth portfolio review.

10. Where in the technical proposal should the half page value statement be located?

Answer: The value statement is similar to a cover letter, it should come before the first page of the proposal (prior to Section A) and present the most updated information about the company.

11. UN Women requests that bidders include an evaluation matrix with evaluation criteria, with indicators and means of verification. Does UN Women currently utilize a logic model or log frame to guide their approach to partnerships? Further, did UN Women define indicators at the outset of the approach (i.e. 2011) - or link the approach explicitly to strategic planning goals that can be provided?

Answer: As referenced in the TOR, the UN Women Strategic Plan (SP) and its annexes (namely the operational effectiveness and efficiency framework (OEEF) for the 2014-2017 SP; and MRF for the 2011-2013 SP) serve as the guiding documents for strategic partnerships at UN Women, identifying indicators which link to strategic goals. However, as noted in the TOR, the work of UN Women goes beyond the SP as it must be flexible to emerging demands and dynamic context – thus these indicators are not all encompassing. The proposed evaluation matrix can be based off of the information found in publicly available documents, but it is expected to be updated during the inception phase after further information is gathered.

12. Would UN Women accept an unbranded evaluation report, or simply having the UN Women brand on the report as part of the public dissemination? In other words, is the evaluator's name/brand needed on the final published report?

Answer: Yes – UN Women accepts an unbranded evaluation report. After completion of the report, UN Women Independent Evaluation Office manages the design of the publication in accordance with UN Women branding guidelines. The evaluation team members and firm are mentioned on the cover page of the publication.