

Pre Bid Conference call minutes

Request for Proposal Ref# RFP/2017/1719 for the Provision of Communication and Public Relations Services to RBM Partnership to End Malaria

7 November 2017, 15:00 CET

Attendees:

Cecilia Smith, Portfolio Management Officer UNOPS

Rula Abu Nimreh, Procurement Advisor UNOPS

Clara Mathieu-Gotch, Chief Operating Officer UNOPS/RBM Partnership

Xenya Scanlon- Strategic Communications Partner Committee Manager UNOPS/RBM Partnership

Micheline Kennedy - GMMB

The UNOPS representative went through the technical part of the solicitation, emphasizing dates of importance and further highlighting various criteria, in particular stressing the two-envelope evaluation method. That is, the evaluation panel will first review the technical proposals and the financial proposal form C with the price will only be accessible for those bidders receiving 70% of scores for the technical part. The subsequent formula for technical versus financial parts is 70% / 30%. It is of highest importance that the bidders DO NOT include any financial information in the technical part, as this will lead to disqualification.

Furthermore, there will be an amendment issued referring to the financial capability of the bidders to state: Offeror should have annual sales turnover of minimum USD200,000 for the last three years to show financial stability.

Thereafter it was highlighted that the three key personnel included in the schedule of requirements and in the pricing form is a minimum requirement. Bidders are encouraged to propose a team composition suitable for the task where individuals included might have complementary skillset, however please note that the three individuals proposed for the three key personnel positions shall respectively meet the minimum requirements.

The technical matter expert from RBM Partnership lastly made a brief presentation of the RBM Partnership structure, the objective and outputs highlighting specifics listed in the Schedule of Requirements.

Following the presentation, the call proceeded to a Q & A session where the following questions were asked and answered:

Question 1: If adding more individuals to the team than what is listed, should this be reflected in the pricing form?

Answer1: Yes, if in addition to the three mandatory positions you add more individuals to make the team composition suitable for the project then please add these in the Form C Financial Proposal Form accordingly. Please add resources to phase I, II or both as applicable. Kindly note that the unit for phase I *Inception report preparation* is daily whereas phase II *Operations* is monthly.

Question 2: Please share a bit more information on what is required for the inception report.

Answer 2: The inception report should provide a quick diagnostics of where the RBM Partnership stands in the area of communications, what is in place and what needs to be prioritized going forward. It will therefore identify gaps and opportunities, which will help further flesh out the 2018 communications plan.

Question 3: In order to identify if the timeline for the inception report is realistic, taking into consideration that it is partially taking place over the holidays, could you clarify what is currently in place in terms of information and resources for the RBM Partnership.

Answer 3: Earlier this year a robust stakeholder analysis took place for RBM Partnership and this information will be shared with the successful agency. Therefore, given the limited timeframe for the inception report, only desktop research will be required e.g. share of voice on malaria-related issues, media coverage, social media positioning, etc. as well as a document outlining the agency's suggested work plan/activities for 2018.

Question 4: Can you give an indication of the budget available for this contract?

Answer 4: No, we are not able to provide an estimated figure for this contract. A qualitative cost-effective solution is sought. A reliable partner that can assist RBM Partnership with the activities outlined in the Schedule of Requirements, both with specific targeted development of social media campaigns as well as to provide the Partnership with a right course for communications.

Question 5: How large is the communications team at RBM Partnership?

Answer 5: The RBM Partnership has three Partner Committees, including a Strategic Communications Partnership Committee (SCPC), and is supported by a skilled and lean management team. The Communications Manager at the Secretariat based in Geneva works closely with the Communications Committee Co-Chairs based in Senegal and the USA who volunteer their communications expertise to the RBM Partnership (about 25% of FTE). These three individuals will be the agency's main counterparts. There are over 500 other RBM Partners providing input to communications work located in various continents and countries around the world.

Question 6: Have the RBM Partnership collaborated with other agencies/companies on communications work previously.

Answer 6: The RBM Partnership has previously engaged agencies to support specific projects, e.g. its rebranding project conducted earlier in the year. However, it is the first time the Partnership is looking to engage an agency for such broad-ranging communications support – from strategic to operational.

Question 7: What are you looking for in the agency that will provide these services?

Answer 7: The RBM Partnership has about 500 Partners globally, with many of these organizations based in malaria-affected countries in Africa, Asia and Latin America, which are highly diverse. We are therefore looking for a dependable, trusted agency that shares our vision of a malaria free world and can complement the RBM Partnership's in-house communications capacity. An agency that is both hands-on and strategic to be able to provide high quality, time-sensitive support all the while recognizing the Partnership's not-for-profit nature and its emphasis on efficient use of resources.