RESPONSES TO QUERIES
Consultancy to support the Capacity of Ministry of Planning and Development (NDA) in T&T to engage with the GCF

10 June 2020

Q1: What is the indicative fee budget or man-days estimate for the assignment?
R1: Maximum budget allocation US$164,200.00 exclusive of reimbursable expenses and cost related to meetings.

Q2: What is your expectation for the level of effort required to complete the assignment over the 20-month period (i.e. how many person days)?
R2: Please see Indicative budget at R2 above. The level of effort required, or budget can be provided but not both.

Q3: Do you expect the stated 60% of in-country work to be carried out by national consultants or a combination of national and international consultants?
R3: This is to be determined by the selected consultant

Q4: What is your current expectation on international travel in light of COVID-19?
R4: Depending on travel restrictions at the time of implementation, alternative methods for achieving the deliverable of the training workshops/sessions will be decided.

Q5: What is the relative weighting given to the technical proposal versus the financial proposal?
R5: 80%-20%

Q6: What is the formula used for evaluating financial proposals (we understand the methodological approach is on the basis of QCBS?)
R6: The formula for determining the financial scores is the following:
Sf = 100 x Fm / F, in which Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration.

The weights given to the Technical and Financial Proposals are: T = 0.8, and P = 0.2

Q7: It is noted that as per the TOR, the consultant team has to deliver
- one 3-day training workshop on the use of the GCF Gender Mainstreaming Manual and Investment Criteria and Indicators Toolkit for project screening and development,
- Two 5-day training session /workshop with the NDA and other stakeholders
- Deliver Two 1-day consultative workshops for the country programming process.

In light of the current Coronavirus related travel bans/restrictions and if the latter last, would 5Cs be opened to alternative approaches for consultation (virtual workshops)?

R7: Depending on travel restrictions at the time of implementation, alternative methods for achieving the deliverable of the training workshops/sessions will be decided.

Q8: The deliverable “Develop a National strategy and Action Plan to deploy, manage and report on climate finances” appears twice in the TOR under Inter- Institutional Coordinating Mechanisms and Country Programming Processes (deliverable number 5 and 10 respectively) - see Section 4, page 3 of the TOR. Are these different deliverables? If not, does this deliverable relate to Inter-Institutional Coordinating Mechanisms OR Country Programming Processes?

R8: Kindly disregard Deliverable 10.

Q9: What is the main objective of the deliverable “Develop a National Strategy and Action Plan to deploy, manage and report on climate finances“?

R9: The main objective of the deliverable is to enable the government to monitor and account for the investments in adaptation and mitigation measures from the various funding sources.

Q10: As per Section 4 page 4 of the TOR, we note that two similar deliverables are mentioned, respectively Deliverable 11 “Develop a comprehensive Stakeholder Communication Strategy and Action Plan for guiding consultations on T&T GCF Country Programme and on progress in the country’s engagement with the GCF as well as to raise public awareness and education on Climate Change” and Deliverable 13 “Develop a structured communication strategy, including a
clear plan of action and timetable for disseminating communications and awareness-raising products”. Are these two separate deliverables to be produced by the consultants?

R10: These are two similar but separate deliverables, one part is strictly focused on the communication strategy on the GCF Country Programme and general public awareness on climate change, whilst the other deliverable 13 focuses more on the timeline for dissemination of awareness raising products that are produced.

Q11: If deliverables 11 and 13 are two separate deliverables, could you please indicate what is the specific objective of each?

R11: Kindly refer to response for question #11 immediately above.

Q12: Deliverable 14 refers to the development of a website. With regards to its design, will this site be hosted as a page on the existing website of the Ministry of Planning and Development?

R12: This deliverable should read “Develop a webpage to communicate climate change issues inclusive of national GCF activities”. This webpage will be hosted on a Government Website and any other suitable platform, for best exposure and according to the guidance of the NDA.

Q13: If it is hosted on the existing website of the Ministry of Planning and Development, will there be web development support provided by the NDA to ensure that the site is developed according to the existing design style and website architecture?

R13: The webpage will be hosted on the NDA’s and any other appropriate Government’s website and other suitable platforms and the consultant will be required to liaise with the webmaster through the NDA’s Office.

Q14: If it is to be hosted as a separate website is there a preference for the platform on which it is built - e.g. Wordpress?

R14: Please refer to responses for questions 12-13.
Q15: If a separate site is being developed then it is assumed that the client is responsible for the ongoing site maintenance and hosting fees after the contract has ended, are we correct in this assumption?

R15: Please refer to responses for questions 12-13.

Q16: Could you please specify whether we should include in our budget the costs for hiring meeting rooms and associated refreshments, for the 5 workshops planned under the project?

R16: No.

Q17: We also understand that each of the project deliverables will be subject to review by 5Cs. Could you kindly confirm if Trinidad and Tobago’s NDA and GCF will also be reviewing and providing feedback?

R17: Consolidated feedback to the Consultant will be provided by the CCCCC which will include the inputs from the Trinidad and Tobago’s NDA Office.

Q18: Please explain the length of time required for these reviews.

R18: Kindly refer to Section 7. MANAGEMENT ARRANGEMENT of the ToRs. “The CCCCC will provide written consolidated comments within 10 working days of receiving the consultant’s deliverables.

Questions related to the online submission

Q19: We would like to register as bidder via the provided link www.caribbeanclimate.bz/bid-submission but seem unable to register, could you please clarify the process for registration? We tried to register once but the login details won’t work.

R19: Kindly view the “E-BIDS” Tab on the CCCCC’s website and follow the instructions.

Questions related to the budget
Q20: Could you kindly confirm what is the indicative budget (including personnel and hard costs) or ceiling for this fixed price contract.

R20: Kindly refer to response for question #1.

Q21: Is there a capped day rate for personnel? (the RFP doesn’t mention capped rates and rates probably have to be specified including salary slips (see question 3), but the CCC CCF GCF budget has the following rates $600 (international) and $300 (local).

R21: No.

Q22: On page 38 of RFP a 'financial negotiations' appendix is mentioned, is this the 'sample form' & 'Consultant’s Representations Regarding Costs and Charges' on p44&p45 and should these be filled?

R22: Yes. All forms “FIN” should be completed.

Q23: Could you kindly confirm whether we should budget for all costs for workshops, including venue rental, catering and travel expenses for workshop participants, website development, graphic design and printing of communication products.

R23: Consultant should not budget for workshop-related costs including venue rental, catering and travel expenses for workshop participants nor for the printing of communication products. However, the consultant should budget for the webpage development and graphic design.

Q24: The RFP states that 60% of the spend should be made in the country. In the current COVID circumstances will this allocation of 60% stand true still?

R24: This will depend on the restrictions in place at the time of implementation.

Questions related to the technical proposal

Q25: Scope of work mentioned “no objection procedure for funding proposals and PPF applications” but no deliverables or activities are specified in TOR in relation to this. Could you kindly confirm the expected deliverables for this.
R25: There is no expected deliverable for this listed under Section 4. Deliverables of the Terms of Reference.

Q26: Scope of work mentioned a “monitoring and verification systems for climate finance flows” but no deliverables or activities are clearly specified in TOR in relation to this. Could you kindly confirm the expected deliverables for this.

R26: There is no expected deliverable for this listed under Section 4. Deliverables of the Terms of Reference.

Q27: Scope of work mentioned developing a “participatory review and updating of the climate finance Country Programme” but no deliverables or activities are clearly specified in TOR in relation to this. Could you kindly confirm the expected deliverables for this.

R27: There is no expected deliverable for this listed under Section 4. Deliverables of the Terms of Reference.

Q28: TOR mentioned developing “a toolkit/manual containing operational guidelines for national engagement with the NDA”. Is this toolkit also expected to include operational guidelines for NDA to perform its GCF-related roles and responsibilities e.g. no-objection procedures etc?

R28: Yes.

Q29: TOR mentions a “country programme for climate finance across the climate finance landscape”. Is it expected that the country programme would include all climate finance or specifically focus on GCF and developing a pipeline of bankable projects?

R29: Yes, the country programme would include all climate finance.

Q30: TOR mentions an “inter-ministerial Climate Change Committee and a National Climate Change Committee”. Are these two separate committees? Is the inter-ministerial Climate Change Committee referring to the MEA Focal Point Network for Trinidad and Tobago or some other multi-stakeholder coordination mechanism?

R30: Yes, these are two separate committees. The Inter- ministerial Climate Change Committee is not referring to the MEA Focal Point Network.
Q31: TOR mentioned a “Climate Rationale, Science and Data Analysis Report” and a “national climate change policy”. Could you please clarify the expected scope of the report? As this would be a rather extensive exercise in the short term of this project.

R31: The Climate Rational Science and Data Analysis Report would inform the pipeline prioritization and Country Programme developed.

Q32: Is there a difference between deliverable #5 mentioned under inter-institutional coordination mechanisms and deliverable #10 mentioned under the country programme on p. 3 of the TOR?

R32: Kindly disregard Deliverable #10.

Q33: We have noticed that in the Terms of Reference on page 3 the deliverables 5 and 10 are identical. This seems to be a duplication. Therefore, it is our understanding that Deliverable 10 would be deleted and subsequent deliverables would have to be renumbered accordingly and as follows, bringing the total amount of deliverables for these ToR down to 15. Is this correct?

R33: Please refer to response for questions #8 and #32.

Q34: Duplicated deliverable 5/10 in the ToR state "Develop a National Strategy and Action Plan to deploy, manage and report on climate finances". Given the broad scope of this deliverable and that details including sub-activities and components could not be found in the related readiness proposal, we would like to request additional clarity and elaboration on the expectations of this deliverable.

R34: Kindly refer to response for question #9.

Q35: Deliverable 7 in the ToR states "Develop a Climate Rational Science and Data Analysis report". Additional clarity on the focus of deliverable 7 would be helpful. The readiness proposal states that this sub-outcome will complement and build on the NDC Implementation Plan, the NAMAs prepared under the Low Emission Capacity Building Programme (LECB) Phase 1, LECB phase 2 (now referred to as the NDC support Program) and the Vulnerability and Capacity Assessment activities. Would deliverable 7 entail gathering any additional background data as a building block towards filling out the background sections of the Country Programme or it is more of an assessment of the availability and completeness of the data needed for the Country Programme, or both?

R35: Deliverable 7 entail gathering any additional background data as a building block towards filling out the background sections of the Country Programme AND an assessment of the availability and completeness of the data needed for the Country Programme.
Q36: Under the evaluation criteria in the ToR, it is indicated that only the Team Leader's CV will be evaluated. This call being for a consultancy firm, we would be submitting a team of local and international experts to implement the project. Thus, we have the following questions:
   a. Can we submit more than one CV for the Team Leader position? Is a co-leadership acceptable, assuming one of the co-leaders fully meets the criteria?
   b. As we are proposing a team for the project, our understanding is that we will have to submit a TECH-6 for each team member. Could you please confirm this is correct and that all CVs will be taken into consideration in the review process?

R36: A single CV for a Team Leader will be evaluated therefore only one CV for a Team Leader should be submitted. Additionally, kindly refer to Section 3, page 26 of the RFP for requirements of the proposed team for the project. Finally, please be guided by the Evaluation Criteria on pages 8-9 of the Terms of Reference.

Q37: Our reading is that this RfP includes the activities and deliverables under the NDA strengthening and development of a country programme package from the readiness proposal but excludes the development of concept notes. Could you please confirm that the development of concept notes (referred to in the readiness proposal as A2.1.2 “In addition to development of three concept Notes consistent with the country programme (Total time: 12 months)” ) is not part of the scope of these RfP?

R37: Please refer to the list of deliverables under Section 4. Deliverables, pages 3-4, of the Terms of Reference.

Q38: Regarding Deliverable 14. Develop a website to communicate climate change issues inclusive of national GCF activities
   To propose a methodology for this we would need further information on what technologies the government of Trinidad and Tobago accepts for official websites, what regulations are in place concerning websites for government agencies, how are they approved and hosted.

R38: Please refer to the response for questions 12-13

Q39: Regarding Deliverable 16. Design any other additional material that the NDA may deem necessary during the course of the consultancy to promote the goals of the project and other deliverables
   We cannot provide a financial proposal for a deliverable with an unlimited scope. Please clarify either the maximum number of days required for this deliverable or the scale of the additional works required.

R39: Kindly disregard Deliverable #16
Q40: Concerning Deliverable 15. Design knowledge and awareness-raising products that include contribution for the NDA homepage, to include but not limited to leaflets/flyers/brochures audio, video, interviews/podcasts, infographics, articles and blogs

Is the proposal expected to include the costs of printing? If yes, what are the parameters required?

R40: No.

Q41: Concerning deliverables that include workshops, is the proposal expected to include the costs of delivery of the workshop (venue, catering, logistics etc.)?

R41: No.

Deadline for Submission of Proposals has been extended:

NEW Deadline for submission: on or before 2:00pm (GMT-6), Tuesday, 30 June 2020