



CLARIFICATIONS FOR THE GENDER AUDIT/POLICY AT ELECTRICITY COMPANY OF GHANA (ECG) AND NORTHERN ELECTRICITY DISTRIBUTION COMPANY (NEDCO)

RFP: 5120700-01/LOI/SIC/01/18

Sl	Ref	Question	Answer
1	Appendix A to the form of Contract	<p>From my reading, I submit a TIP Risk Management Plan only if the contract is awarded to me.</p> <p>Are you able to share the link to the TIP Policy referenced? From my search, USAID has aC-TIP Policy but I am not seeing the TIP Policy, perhaps due to my search parameters.</p> <p>What I need to do as a bidder is stated below.</p> <p>I am seeking clarification on where this should be included. The Cover Letter is Standard.</p> <p>Should it be included in the Approach, Methodology and Work Plan?</p> <p>Appendix A, part L (4) (b.)</p>	<p>Individual Consultants are not required to submit a TIP Risk Management Plan.</p> <p>The document referred to - Appendix A to the draft form of Contract, Additional Provisions – is included in and governs every MCC funded Contract.</p> <p>Please refer to Page 64 of the LOI where there is a reference and link to the MCC Trafficking in Persons (TIP) Policy.</p> <p>Individual Consultants must ensure that they have not, and will not, contravene the MCC TIP Policy.</p> <p>All Individual Consultant’s should add the following into the format of the covering letter:</p> <p><i>“I hereby certify that I are not engaged in, facilitating, or allowing any of the prohibited activities described in Part 15 of</i></p>

Sl	Ref	Question	Answer
		<p>a. Each bidder (whether to be a supplier or contractor) or consultant, as part of its bid or proposal, shall:</p> <ul style="list-style-type: none"> i. certify that it is not engaged in, facilitating, or allowing any of the prohibited activities described in section P 15.3 of the TIP Policy for the duration of the contract; ii. provide assurances that the prohibited activities described in section P 15.3 of the TIP Policy will not be tolerated on the part of employees or subcontractors, or sub-consultants (as the case may be), or their respective employees; and iii. acknowledge that engaging in such activities is cause for suspension or termination of employment or of the contract. 	<p><i>the MCC Program Procurement Guidelines and that I will not engage in, facilitate, or allow any such prohibited activities for the duration of the Contract. Further, I hereby provide my assurance that the prohibited activities described in Part 15 of the MCC Program Procurement Guidelines will not be tolerated on the part of myself, or any Sub-Consultants. Finally, I acknowledge that engaging in such activities is cause for suspension or termination of employment or of the Contract.”</i></p> <p>A revised Cover Letter format is enclosed below for all individual consultants to use in their submissions.</p>
2	TOR	<p>I wanted to find out if two individual consultants can bid together under this consultancy for purposes of strengthening the skills set as well as effectively managing the different strands of the consultancy.</p>	<p>The assignment is for an <u>Individual Consultant</u>.</p> <p>Please refer to Section 13 of the terms of Reference which states: <u>“Personnel</u></p> <ul style="list-style-type: none"> • Up to two persons for data gathering - the consultant is <u>not</u> authorized to subcontract data

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			collection, preparation, or social and gender analysis services.
3	TOR	<p>Can you please confirm if the 31 weeks of the assignment require the selected Consultant to be in Ghana for 31 consecutive weeks or if it is expected that work be undertaken both in Ghana and in the home country (interpreted by me to be the same as "home office" below?</p> <p>Page 4: The location for the assignment is Accra, and Tamale in Ghana. The assignment is for a period of thirty one (31) person weeks; the initial 16 weeks in ECG and 15 subsequent weeks in NEDCo.</p> <p>Page 34 - 11. SUPERVISION OF THE CONSULTANT</p> <p>The consultant will work in close collaboration with the Gender Units in ECG and NEDCo as well as supervised by the MiDA Gender and Social Inclusion Team. The consulting team will work from their home office. Space will be available for consultations, meetings and workshops at MiDA, ECG and NEDCo as required.</p>	<p>The assignment is to run for 31 weeks with the ECG portion to be completed within the first 16 weeks, and the NEDCo portion within the subsequent 15 weeks in line with Section 8 of the Terms of Reference.</p> <p>In the response to Approach, Methodology and Work Plan (refer to page 10 of the LOI) it is the responsibility of the Consultant to “propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by MiDA), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan.”</p> <p>Whether this means you plan to spend all 16 weeks in Accra and all 15 weeks in Tamale, or some time in Accra/Tamale and some time in the home office (wherever it is situated) is for the Individual Consultant to propose.</p>

2. COVER LETTER FORMAT

[Location, Date]

Chief Executive Officer
Millennium Development Authority
4th Floor, Heritage Tower
6th Avenue, Ridge West
P.M.B. 56, Ministries Post Office
Accra, Ghana

Dear Sir,

Re: Procurement of Consultant Services for Institutional Gender Self-Assessment (Audit), development of a Gender Policy, Institutional Strengthening/Capacity Building and networking interventions for the Electricity Company of Ghana (ECG) and the Northern electricity Distribution Company (NEDCo).

Ref: 5120700-01/LOI/SIC/01/18

I, the undersigned, offer to provide the consulting services for the above mentioned assignment in accordance with your Letter of Invitation dated [Insert Date] and this Application.

I am hereby submitting my Application, which will be open for acceptance for a period of **90** (Ninety) days from the stated submission deadline date.

I hereby declare that all the information and statements made in this Application are true and accept that any misrepresentation contained in it may lead to my disqualification.

I hereby certify that I are not engaged in, facilitating, or allowing any of the prohibited activities described in Part 15 of the MCC Program Procurement Guidelines and that I will not engage in, facilitate, or allow any such prohibited activities for the duration of the Contract. Further, I hereby provide my assurance that the prohibited activities described in Part 15 of the MCC Program Procurement Guidelines will not be tolerated on the part of myself, or any Sub-Consultants. Finally, I acknowledge that engaging in such activities is cause for suspension or termination of employment or of the Contract.

If negotiations are held during the initial period of validity of the Application, I undertake to negotiate on the basis of my availability for the assignment.

My Application is binding upon me and subject to the modifications resulting from Contract negotiations, and I undertake, if my offer is accepted, to initiate the consulting services related to the assignment from [insert the date on which you will be available to commence the assignment]

I understand you are not bound to accept any Application that you may receive.

Yours sincerely,

[Authorized Signatory]

[Name and title of Signatory]

[Full Address of Consultant]