



CLARIFICATIONS FOR THE CONSULTANT SERVICES FOR ENERGY EFFICIENCY PRE-TERTIARY SCHOOL CURRICULUM UPDATE
PROPOSAL REFERENCE: 5630200/RFP/QCBS/06/18

SI	Ref	Question	Answer
1	Section III: SI No 3.4	<p>Criteria “organization capability and experience of the Consultant”</p> <p>The current requirements of RFP envisage that the activity will be primarily led by consultants with expertise in education and curriculum development. Since the main domain of expertise is energy efficiency and conservation, and to enable wider participation, can the criteria be modified to qualify/allow firms with extensive experience in energy efficiency and conservation participate in the project, while bringing in the required individual expertise as stated in the terms of reference</p>	<p>No, the criteria cannot be modified to allow firms with extensive experience in only energy efficiency and conservation to participate.</p> <p>The firm’s expertise should primarily be in education and curriculum design and development. However, they can form an association/JV with a firm whose experience is in energy efficiency and conservation to provide the required technical expertise.</p> <p>Expertise in in energy conservation is key to provide the appropriate content for the curriculum. The curriculum developer will need content to design the curriculum.</p>
2	Section V	<p>Terms of Reference: SI No 4 “specific tasks of services”</p> <p>Task 2:</p> <p>i. Is there a requirement of minimum percentage of students/pupils with whom interactions should be done as part of the survey?</p>	<p>i. No! MiDA expects the Bidder to propose the sample size of students/pupils as part of the sampling technique or approach (a subsection under the overall Approach & Methodology), which the Technical Evaluation Panel (TEP) will consider in the Proposals</p>

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		<p>ii. Our understanding is that the stakeholder workshop will be organized by NaCCA& GES, therefore, no direct costs need to be considered as part of the financial proposal, please confirm</p>	<p>evaluation process. We expect the consultant to provide appropriate representative student sample needed for the baseline survey.</p> <p>The TOR in Task 4.3, provides a guidance as to how the needs assessment may be conducted. The consultant can suggest their own approach and methodology and should back it up with how they would best conduct the needs assessment.</p> <p>ii. MiDA would bear the cost of all logistics for the stakeholder workshop.</p>
3	Section V	<p>Terms of Reference: SI No 4 “specific tasks of services” Task 3: Since both STATA and SPSS accept excel/ CSV formats, please clarify whether data in compatible excel formats would be accepted?</p>	<p>We do acknowledge that both STATA and SPSS accept excel/ CSV formats, but MiDA will <u>NOT ACCEPT</u> data in compatible excel formats. Please use either SPSS or STATA as specified by the RFP.</p>
4	Section V	<p>Terms of Reference: SI No 4 “specific tasks of services” Task 4: i. Confirmation that the pre-testing should cover all the 30 schools or a smaller sample</p>	<p>i. The Bidder is expected to tell MiDA what the industry best practice is, and what you plan to do as part of your Proposal. This will be considered in the Proposal evaluation process. Pre-testing is for a period to find awareness level about energy efficiency issues.</p>

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		ii. Clarification is requested if there is a minimum specified duration for the pre-testing program	ii. MiDA expects anything regarding the Survey process, including Pre-testing to be proposed by the Bidder. This will be considered in the Proposal evaluation process.
5	Section V	Terms of Reference: SI No 4 “specific tasks of services” Task 8: Is there any specific format of training envisaged?	Task 8: The cascade approach (Training of Trainers) will be followed. National trainers will train master trainers. Master trainers will train classroom teachers. The consultant should proposed the format for training of teachers on the use of the developed teaching and learning materials as per current industry best practice.
6	Section V	Terms of Reference: SI No 4 “specific tasks of services” Task 10: i. How many fairs need to be organized and what is the duration of each ?, or ii. How many schools are expected to be covered?	Task 10: i. The consultant shall provide an indication of how many fairs they intend to organize in their approach and methodology. All selected 30 schools are expected to participate in the project fairs.
7	FIN-FORMS	Direct cost items in financial proposal i. Confirmation is required that the cost of workshops / training as part of Task 4, Task 6 and Task 11 should be included in the financial proposal ii. Confirmation is required that the cost of organizing fairs should be included in the financial proposal iii. Confirmation is required on whether the cost of printing manuals, curriculum etc. (Task 7) should be included in the financial proposal	i. MiDA would bear the cost of all logistics for the stakeholder workshops. ii. Yes the consultant shall bear the cost of organizing fairs and should be included in their Proposal as a specific line item. iii. Yes the consultant shall bear the cost of printing the number of manuals included in the Proposal as a specific line item.

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8	TECH-9	What do the numbers at the top of the table on Form Tech 9 represent (#1-11 and the N)? Do the numbers represent the month or the task?	The "N" in Form Tech 9 refers to duration.
9	GEN	What is the maximum budget amount allowed?	The budget for this procurement activity cannot be revealed. Bidders are required to price their Proposal based on their experience in providing similar assignments and covering inputs by Key and Non-Key Personnel.
10	PDS/GEN	Please can you shed a little light on what determines the validity of a proposal?	Proposals must be valid for a period of 120 days as stated in the Proposal Data Sheet. The validity period allows sufficient time for the Technical and Financial Evaluations, subsequent negotiations and the finalization and signature of the final agreed contract by both Parties.
11	GEN	What are the possible start and end dates?	The activity is intended to start in September, 2018 and with a period of 104 weeks. This is expected to be completed in November, 2020. The final dates will be determined during negotiation, prior to the signing of the contract with the winning bidder.
12	GEN	What does gratuity cover?	Gratuity in this sense covers: synonyms: tip, gift, present, donation, reward, handout, recompense, fringe benefit, bonus, extra payment, little extra, bit extra, and benefaction.

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13		Are the 114 weeks continuous or do they spread across the three years?	The 114 weeks stated in Section 7 of the TOR is the period of performance for the consultancy services and is continuous. That is approximately 2 years and 10 weeks and not 3 years as you have stated.
14		What was the criteria for selecting the districts and schools?	MiDA wrote to GES to select 60 schools covering three metropolitan areas in three different geographical areas.
15		<p>What was the criteria used in selecting the 30 schools for implementation?</p> <p>a. The other 30 schools used for evaluation, are they control or comparison schools?</p>	<p>What is the import of your question? In evaluation, control or comparison (or counterfactual) could be used interchangeably.</p> <p>A random assignment was used to select 30 of the 60 schools provided by GES. The geographical location of the schools and different levels was taking into consideration.</p>
16		Has the MCC conducted any research related to energy efficiency and conservation in Ghana and elsewhere?	How would this impact on the proposal of the consultant?
17		<p>Under 10.2.1.4 Provide support to stakeholder workshops by arranging all the logistics, including locations, snacks, and any per diem costs, does it mean that MiDA will bear the cost of stakeholder engagements?</p> <p>a. To what activities is this limited to?</p>	<p>The consultant's role under 10.2.1.4 is to provided support, MiDA would bear the cost of all logistics for the stakeholder workshops.</p> <p>See number 7 above</p>

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18		<p>Is it “Bishop Bowers School” or a different Bishop Bawa School?</p> <p>a. If so, do we necessarily have to work in private schools?</p>	<p>Not Bishop ‘Bawa School’ but Bishop Bowers School. This is a topographical error. Only schools listed in the TOR shall participate.</p>
19		<p>What is the definition for the lowest evaluated financial proposal under “<i>quality and cost-based selection</i>” in point 24.1 on page 25?</p>	<p>The lowest evaluated financial proposal refers to the bidder with the lowest financial quote who therefore obtains all the 20 points allocated as the weighting for the scoring of financial proposals.</p>
20		<p>Under section two ITC 13, It is the responsibility of the Consultant to contact the local tax authorities so that the Consultant can determine its local Tax obligations with respect to the Contract. During the negotiation process and prior to the signing of any Contract, MiDA will discuss with the Consultant what has to be done to enable MiDA to access the VAT exemptions should any VAT payment to Ghana Revenue Authority be required. Unless there are exceptional reasons, the financial negotiations will not involve taxes, the remuneration rates for staff or other proposed unit rates. Can you clarify what taxes would be exempted from the negotiations?</p>	<p>As stated in ITC 13 and as modified under ITC 13 of the Proposal Data Sheet, the financial negotiations will not involve taxes, the remuneration rates for staff or other proposed unit rates except in exceptional cases.</p> <p>Should there be any VAT obligations to be honored by the Consultant, MiDA shall facilitate the process of obtaining an exemption for this purpose.</p>

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21		What is the definition of options under price summary?	Options under the price summary refers to additional financial obligations for some specific activities under the scope of services, which is submitted as part of the financial proposal. The exercise of the option is largely the preserve of MiDA and is also subject to the satisfactory performance of the Consultant on the Base/Initial Contract up to the period leading to the exercise of such an option. Given that no option period is envisaged under this assignment, Consultants are discouraged from submitting costs for an option period.
22		Kindly assist with instructions on the appropriate way to fill the forms. Directions on do's and don'ts to avoid ambiguity in the required input for each field. An example could be helpful	The Form Tech already provide some guidance on how each Form Tech should be filled.
23		Please elaborate on the process noted between Deliverables 5, 6, and 7. For example, Deliverable 6 is noted as being the submission of the draft materials, but also referred to as a report in the deliverables table. Are these the same?	These are the same. All deliverables shall be submitted in the form of reports.
24		Deliverable 7: a. calls for a 1-day validation workshop. Is this a flexible time frame? 1 day seems very short for thoroughly reviewing and validating a set of materials while gathering feedback to incorporate. It would be useful to have	a. Prior to the 1-day workshop to review and validate the report in deliverable 7, the consultant would have submitted a draft report in deliverable 6 which shall be reviewed by MiDA and the other key stakeholders (MoE, GES & NaCCA).

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		<p>stakeholders gathered together for slightly longer since they will already be there.</p> <p>b. Repeats that the 1-day workshop related to validation will be held 1 week after Deliverable 5 (26 weeks) is submitted. If the draft teaching and learning materials are due for Deliverable 6 (38 weeks), why would the validation workshop be held so quickly?</p>	<p>The 1-day workshop with subject teachers and curriculum writers/energy experts in Task 6, will be a further review of the submitted draft report and is not expected to take more than a day as that report would have already been subjected to an initial review by the key stakeholders.</p> <p>However, the consultant may propose additional days for the workshop with valid reasons for evaluation by the TEP.</p> <p>b. 5.7 Deliverable 7: Report on validation of draft materials. The text on line 3 should read: “The workshop shall be organized within a week of receipt of Deliverable 6” (38 weeks) and not Deliverable 5 (26 weeks). This was an oversight.</p>
25		<p>I write to seek clarification on the submission of a Power of Attorney letter. In the case where the Director for our firm is the one going to sign the proposal submission letter and represent us in all negotiations, do we still need to submit a Power of Attorney?</p> <p>What about if we go into a joint venture agreement with another firm or firms, do we need to submit a Power of Attorney as part of our application?</p>	<p>Power of Attorney Letter is required and failure to submit one will lead to disqualification of the Bidder.</p> <p>The Board of Directors of the firm should authorise the Director as evidenced by the Power of Attorney, to sign on behalf of the firm or on behalf of the Association or Joint Venture partners.</p>