



**CLARIFICATIONS FOR THE CONSULTANT SERVICES FOR DATA QUALITY AUDIT**  
**PROPOSAL REFERENCE: 5730200/RFP/QCBS/07/18**

| SI | Ref                   | Question  | Answer   |
|----|-----------------------|---|--|
| 1  | PDS ITC 8.1           | Please advise of deadline date for submitting questions on specific sections of the RFP for clarification to complete our firm's proposal/responses to the RFP.   | The deadline is clearly stated in the RFP Proposal Data Sheet ITC 8.1 on page 29.  |
| 2  | Reference [page # 69] | <p>The DQA Consultant will be required to review a sample of Compact indicators that were deemed problematic during the Data Quality Review (i.e. <i>ex-ante</i> or base period assessment) and needed attention in terms of their data collection, processing and collation methodologies</p> <p>Can we have access to <i>ex-ante</i> DQR report at tech proposal preparation stage?</p> | <p>Yes. Access this on-line at:<br/> <a href="https://drive.google.com/drive/folders/1CcMmWbawFHmrAnCCfIJFGdPUL9vtZpW?usp=sharing">https://drive.google.com/drive/folders/1CcMmWbawFHmrAnCCfIJFGdPUL9vtZpW?usp=sharing</a></p> <p>(Copy and paste the link in the browser)</p> |

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| 3  | Reference [page#69]            | <p>One of the ex-ante DQR deliverables was on the development of a Data Quality Review Manual to guide Implementing Entities on how they are expected to validate and evaluate the data that they use in reporting on key performance indicators. The DQA Consultant is, therefore, expected to follow up on the usage and implementation of the DQR Manual.</p> <p>Can we have access to ex-ante DQR Manual at tech proposal preparation stage?</p> | <p>Yes. Access this on-line at:<br/> <a href="https://drive.google.com/drive/folders/1CcMmWbawFHmrAn_CcFJFGdPUL9vtZpW?usp=sharing">https://drive.google.com/drive/folders/1CcMmWbawFHmrAn_CcFJFGdPUL9vtZpW?usp=sharing</a></p> <p>(Copy and paste the link in the browser)</p> |
| 4  | Reference [page#77]            | <p>It is estimated that the Level of Effort on this assignment for all staff shall not exceed eighty (80) working days for each of the three periods in FY 2018/19 - FY 2021</p> <p>What is total estimated LOE for each three periods?</p>  | Maximum of 80 days   |
| 5  | Reference [page#77]            | <p>Latest version of the M&amp;E Plan for the Ghana Compact.</p> <p>Is M&amp;E Plan provided in hyperlink <a href="#">MCA-Documents\M&amp;E Plan as of Dec 2016.pdf</a> the most recent? If answer is no, could you please provide a softcopy of latest M&amp;E Plan?</p>  | Yes, Currently, this is the latest version.  |
| 6  | Mandatory Criterion 1, page 33 | <p>Mandatory Criterion 1, page 33</p> <p>Experience in performance monitoring issues and/or data quality audits of at least one (1) similar project, preferably in the energy sector and in developing countries.</p> <p>We suggest to restrict this to data quality audit/ review only and not include performance monitoring as performance monitoring can be a very broad area which can also cover</p>   | Suggestion declined because the mandatory criterion should not be too restrictive. The requirement of experience in Data Quality Review is adequately catered for in the actual scoring of the criteria.   |

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|    |   | <p>very routine reporting of performance. However, Data Quality Audit is a highly specialized area involving data verification, evaluation of quality of the data reporting framework, M&amp;E training, identifying interventions to improve data quality, etc.</p>   |   |
| 7  | <p>Technical Proposals, page 34</p>                   | <p>Criteria, sub-criteria, and point system for the evaluation of Technical Proposals, page 34</p> <p>Capacity building is as critical an element of the scope as is verification of the data and estimation of margin of error. Accordingly, we suggest to include in the evaluation criteria, at least 5 marks for assignments executed in the Sub-Saharan Africa region which have involved a significant component of capacity building</p>  | <p>The suggestion is noted. However, the current evaluation criteria/scoring were carefully considered and will not be changed.</p> |
| 8  | <p>Data Quality Audits Statement of Work, page 68</p> | <p>2.2 Data Quality Audits Statement of Work, page 68</p> <p>... review a sample of critical Compact key performance indicators that were reported at the end of the Compact reporting year that runs from October 1 to September 30 of each year, and identified as having high risk of accuracy in reporting.</p> <p>Please share the sample list of indicators whose quality the Consultant is expected to review. Is there any overlap with the list of indicators in Table 1 (page 70), which require improved reporting templates?</p> | <p>The indicators with high risk of accuracy are the same as those presented in Table 1 (on Page 70).</p>                           |

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| 9  |   | <p>For the Consultant to estimate efforts required in validating and re-computing indicators, it is essential to understand the present process and structure of indicator computations, which is being used to report to MCC. Can you please share the latest ITT which will help us better appreciate the indicators, their computation method, likely data quality issues, etc.?</p>  | <p>Although it is possible to share the ITT, it will not provide information on the methods for indicator computations. The definitions and Method of Data Collection in Annex I of the M&amp;E Plan has the information that could serve as a guide.</p> |
| 10 | <p>Data Quality Audits Statement of Work, page 69</p> | <p>2.2 Data Quality Audits Statement of Work, page 69<br/>As part of the Data Audit, the Consultant shall provide a heavy focus on the ECG Technical Loss Data; and assess the methodology and results of two Technical Loss Studies conducted by ECG in 2017 in Accra East and Accra West.</p> <p>Please elaborate on this, in terms of the actual role of the Consultant.</p> <p>Further, please clarify that role of DQA consultant is to only review the methodology of technical loss study and comment on the results from an angle of data quality only. The role of consultant is not to re-compile the data points used in this study/ re-compute the outputs of this study/ undertake any form of energy audit</p> | <p>Your understanding of this task is correct. The work is limited to <i>“only review the methodology of technical loss study and comment on the results from an angle of data quality only”</i>.</p>   |

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|--|--|---|---|---|--|--|--|----|--|-----|--------------|-----------------------------|------------------------|---|--|--------------------|--|--|--|--|--|--|--|---|--|-----|---|----|-----|--|---|--|---|---|----|----------------------------|
| 11   | Payment Schedule                                 | <p>Table 3: List of Deliverables and Payment Schedule at Each Phase of the DQA, page 78</p> <table border="1"> <thead> <tr> <th>Report Title</th> <th>Nu</th> </tr> </thead> <tbody> <tr> <td>Deliverable 4a – Draft Data Quality Audit Report</td> <td>5</td> </tr> <tr> <td>Deliverable 4b – Final Data Quality Audit Report</td> <td>10</td> </tr> </tbody> </table> <p>Number of working days for Draft DQA report should be higher than those for Final DQA report</p>   | Report Title  | Nu  | Deliverable 4a – Draft Data Quality Audit Report | 5  | Deliverable 4b – Final Data Quality Audit Report | 10 | <p>There is an error in the “<i>Number of Working Days</i>”. The total number of days for the DQA Report is 10 days, as shown in Table 2. Thus, five (5) days each are assigned for the Draft and the Final Reports respectively. The correction is shown below.</p> <table border="1"> <thead> <tr> <th>Sn.</th> <th>Report Title</th> <th>Number of Bound Hard Copies</th> <th>Number of Working Days</th> <th>Submissi on Date (Working Days After Contract Effective Date)</th> <th>Reporting Format/ Special requirements</th> <th>Funds Disbursement</th> </tr> </thead> <tbody> <tr> <td colspan="7"><b>Phase Four: Submission of Data Quality Audit Report</b></td> </tr> <tr> <td>4</td> <td>Deliverable 4a – Draft Data Quality Audit Report</td> <td>N/A</td> <td>5</td> <td>40</td> <td>N/A</td> <td rowspan="2">40% to be disbursed after submission and approval of final Data Quality Audit Report</td> </tr> <tr> <td>5</td> <td>Deliverable 4b – Final Data Quality Audit Report</td> <td>3</td> <td>5</td> <td>45</td> <td>Electronic copy in MS Word</td> </tr> </tbody> </table> | Sn. | Report Title | Number of Bound Hard Copies | Number of Working Days | Submissi on Date (Working Days After Contract Effective Date) | Reporting Format/ Special requirements | Funds Disbursement | <b>Phase Four: Submission of Data Quality Audit Report</b> |  |  |  |  |  |  | 4 | Deliverable 4a – Draft Data Quality Audit Report | N/A | 5 | 40 | N/A | 40% to be disbursed after submission and approval of final Data Quality Audit Report | 5 | Deliverable 4b – Final Data Quality Audit Report | 3 | 5 | 45 | Electronic copy in MS Word |
| Report Title   | Nu   |   |   |   |  |  |  |    |  |     |              |                             |                        |   |  |                    |  |  |  |  |  |  |  |   |  |     |   |    |     |  |   |  |   |   |    |                            |
| Deliverable 4a – Draft Data Quality Audit Report           | 5  |   |   |   |  |  |  |    |  |     |              |                             |                        |   |  |                    |  |  |  |  |  |  |  |   |  |     |   |    |     |  |   |  |   |   |    |                            |
| Deliverable 4b – Final Data Quality Audit Report           | 10   |   |   |   |  |  |  |    |  |     |              |                             |                        |   |  |                    |  |  |  |  |  |  |  |   |  |     |   |    |     |  |   |  |   |   |    |                            |
| Sn.  | Report Title                                     | Number of Bound Hard Copies   | Number of Working Days  | Submissi on Date (Working Days After Contract Effective Date) | Reporting Format/ Special requirements           | Funds Disbursement   |  |    |  |     |              |                             |                        |   |  |                    |  |  |  |  |  |  |  |   |  |     |   |    |     |  |   |  |   |   |    |                            |
| <b>Phase Four: Submission of Data Quality Audit Report</b> |  |   |   |   |  |  |  |    |  |     |              |                             |                        |   |  |                    |  |  |  |  |  |  |  |   |  |     |   |    |     |  |   |  |   |   |    |                            |
| 4  | Deliverable 4a – Draft Data Quality Audit Report | N/A   | 5   | 40  | N/A  | 40% to be disbursed after submission and approval of final Data Quality Audit Report |  |    |  |     |              |                             |                        |   |  |                    |  |  |  |  |  |  |  |   |  |     |   |    |     |  |   |  |   |   |    |                            |
| 5  | Deliverable 4b – Final Data Quality Audit Report | 3   | 5   | 45  | Electronic copy in MS Word                       |  |  |    |  |     |              |                             |                        |   |  |                    |  |  |  |  |  |  |  |   |  |     |   |    |     |  |   |  |   |   |    |                            |
| 12   | Contract Agreement, Clause 20.2                  | <p>Contract Agreement, Clause 20.2 Termination By the Consultant, page 180</p> <p>We request to add the following clause after clause (e), which is reflective of the clause (b) under 20.1 Termination by MCA entity:</p> <p>(f) If the MCA Entity does not remedy a failure in the performance of its obligations under this Contract within thirty (30) days after delivery of the notice of termination or within any further period of time approved in writing by the Consultant. Termination under this provision shall become effective immediately upon the expiration of the thirty (30) days (or such further period as may have been approved</p> | <p>MiDA is not authorized to revise the General Conditions of Contract.</p> |   |  |  |  |    |  |     |              |                             |                        |   |  |                    |  |  |  |  |  |  |  |   |  |     |   |    |     |  |   |  |   |   |    |                            |

| SI | Ref                           | Question   | Answer           |
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|    |                               | by the Consultant) or on such later date as may be specified by the Consultant.  |                  |
| 13 | Contract Agreement, Clause 33 | <p>Contract Agreement, Clause 33, Confidential Information; Rights of Use</p> <p>We request to add the following clause:</p> <p>The obligations of confidentiality in this Contract do not apply to information which:</p> <p>a) <i>is in the public domain at the time of disclosure to the receiving party or which later comes into the public domain through no breach of this Contract by the receiving party;</i></p> <p>b) <i>the receiving party can show has come into its possession independent of its disclosure by the disclosing party;</i></p> <p>c) <i>is lawfully disclosed to the receiving party by a third party without confidentiality obligations;</i></p> <p>d) <i>the receiving party can show is independently developed by or known to it without reference to the confidential information;</i></p> <p>e) <i>the disclosing party has approved for disclosure or release; or is required to be disclosed by the receiving party in order to comply with law, regulation or order or requirement of an authority (Binding Disclosure), provided that unless the receiving party is precluded from notifying</i></p> | See SI 12 above. |

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|    |                               | <p><i>the disclosing party about the requirement of a Binding Disclosure (in the opinion of the receiving party's legal counsel), the receiving party will give the disclosing party as much prior written notice as is practicable under the circumstances to enable the disclosing party to seek protective orders where feasible. To the extent that the receiving party is precluded from notifying the disclosing party or the disclosing party is unable to obtain legally binding waiver from Binding Disclosure in time for the receiving party to comply with the obligations as to Binding Disclosure, the confidentiality obligations set out in this Contract shall be waived.</i></p>  |                 |
| 14 | Contract Agreement, Clause 34 | <p>Contract Agreement, Clause 34. Documents Prepared by the Consultant to be the Property of the MCA Entity</p> <p>We request to add the following:</p> <p>34.2 The Client however acknowledges that all right, title and interest in the methodologies, processes, techniques, ideas, concepts, trade secrets and know-how (all collectively referred to as the "Knowledge Material") of the Consultant continue to remain those of the Consultant even if any of them is embodied in the reports, developed or supplied in connection with the Services. The Client shall have the non-exclusive perpetual licence to use the reports (including any Knowledge Material provided as a part of the report to the Client) to the extent necessary for the Client to use the reports in accordance with this Contract.</p> | See SI 12 above |

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| 15 | General  | A specific preferred font type and size was not noted in the Request for Proposal. Does MiDA/MCA Entity prefer a specific font type and/or size for the proposal?  | Consultants are allowed to submit in their preferred font and size, always providing that the Proposals are clear and able to be read by the Technical Evaluation Panel.  |
| 16 | Section II. Proposal Data Sheet                    | Would MiDA/MCA kindly consider extending the proposal submission deadline?   | An extension of time will not be considered.  |
| 17 | Section III. Qualification and Evaluation Criteria | Evaluation Criteria for Key Personnel include <i>“Demonstrated successful experience and past performance in accomplishment of similar projects.”</i> Does the term “Similar projects” imply Data Quality Audits specifically in the <u>energy sector</u> ? Or will examples of Data Quality Audits in other sectors also earn marks?                                | “Similar projects” refers to Data Quality Audits in the Energy Sector.  |
| 18 | TOR: 1.7 MiD A’s M&E Approach                      | The RFQ states that A Data Quality Review was carried out on the base situation in November 2015 - July 2016. Will the full DQA report be available on-line or made available in other ways (and not just in the M&E plan online, as the RFQ states)? Also, have any additional DQRs been completed for MiDA since then and are they also available for examination? | The DQA Report can be accessed on-line at: <a href="https://drive.google.com/drive/folders/1CcMmWbawFHmrAn_CcFJJFGdPUL9vtZpW?usp=sharing">https://drive.google.com/drive/folders/1CcMmWbawFHmrAn_CcFJJFGdPUL9vtZpW?usp=sharing</a><br><br>(Copy and paste the link in the browser)<br><br>No additional DQRs have been completed for MiDA since then.                   |
| 19 | TOR: Table 2: Summary of Annual Data Quality Audit | Table 2 indicates a total of <b>45 working days</b> for the deliverables listed (Phase One: Data Quality Audit Inception Report; Phase Two: Data Quality Audit Field Visits; Phase Three: M&E Training on Performance Monitoring; Phase Four: Submission of Data Quality Audit Report  | The Level of Effort takes into consideration the number of persons assigned to a task in a day. For example, two persons working for one working day implies two (2) person-days. The 80 working days is the maximum person-days working over the 45 working days. In actual fact, the “eighty (80) working days” refers to 80 person-days spread over 45 working days. |



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|    | <p>Deliverables , FY2018/19- FY2021</p> <p>And</p> <p>Table 3: List of Deliverables and Payment Schedule at Each Phase of the DQA and Terms of Reference: 3.1 Contract Period and Level of Effort</p> | <p>and</p> <p>Table 3: List of Deliverables and Payment Schedule at Each Phase of the DQA indicates that Deliverable 4b – Final Data Quality Audit Report is due after <b>45 days</b> “Submission Date (Working Days After Contract Effective Date)”</p> <p>However, page 78 states: “<i>It is estimated that the Level of Effort on this assignment for all staff shall not exceed <b>eighty (80) working days</b> for each of the three periods in FY 2018/19 - FY 2021.</i>”</p> <p>Please clarify.</p> |  |
| 20 | <p>TOR: 4.1 Facilities and Equipment to be provided by the Consultant</p>   | <p>“<i>The primary duty location of the Consultant’s team shall be Accra and the Consultant’s team shall travel to Tamale, where NEDCo has its offices. It is expected that the Consultant’s stay at Tamale shall not exceed five working days.</i>”</p> <p>Is it expected that all Key Personnel must be based in Accra for the entire duration of the assignment? Or is travel in and out of Accra acceptable?</p>   | <p>The wording in the TOR is self-explanatory. The Consultant’s team shall travel to Tamale, therefore travel in and out of Accra is essential for this purpose.</p> <p>The Work Plan submitted by the Consultant will show which team members will be in Ghana at each point in time.</p> |

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| 21 | TOR: 4.1<br>Facilities<br>and<br>Equipment<br>to be<br>provided by<br>the<br>Consultant | <p><i>“The primary duty location of the Consultant’s team shall be Accra and the Consultant’s team shall travel to Tamale, where NEDCo has its offices. It is expected that the Consultant’s stay at Tamale shall not exceed five working days.”</i></p> <p>Does a preference exist to utilize local, Ghanaian personnel for this assignment? For example, if two candidates fulfil the key personnel position requirements exactly, but one candidate is Ghanaian and another is Kenyan, would the Ghanaian candidate be preferred?</p>  | It is entirely up to the Consultant to decide which candidates to propose for the Key Personnel positions based on the criteria in the RFP.                 |
| 22 | TOR: 5.1<br>Consulting<br>Firm and<br>Staff   | <p><i>“Additional staff and staffing requirements (Non Key Personnel) should be proposed by the Consultant as necessary and based on the Consultant’s proposed methodology and approach to the assignment.”</i><br/>And</p> <p><i>“CVs for experts other than the Key Personnel (e.g., administrative and/or support staff) are not examined during the evaluation process but their CV’s should be presented in the same format as shown in Form TECH-11.”</i></p> <p>Is it required for the Consultant to propose Non Key personnel, such as data collectors and supervisors by name in the proposal, in TECH-6, TECH 8 and/or TECH 9? Especially considering their resumes will not be reviewed?</p> <p>If it is not necessary, is it preferred for the Consultant to propose illustrative Non-Key personnel positions with tasks, without indicating their names?</p> | Consultants should ensure that they comply with the content of the RFP. This is an open competitive procurement and so please comply with the requirements. |

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| 23 | TOR | Is there an expected number of indicators that should be sampled from the ITT?  | <p>See the part of the <b>Statement of Work</b>: “<i>The DQA Consultant shall be expected to review a sample of critical Compact key performance indicators that were reported at the end of the Compact reporting year that runs from October 1 to September 30 of each year, and identified as having high risk of accuracy in reporting.</i></p> <p>Also refer to the response to SI 8.</p> |
| 24 | TOR | Is there a preferred method of sampling indicators?   | See response above (SI 8 and SI 23)  |
| 25 | TOR | There is a reference to 45 working days, is this a total number of working days across all team members, or does this refer to the length of contract implementation? | The 45 working days is the number of days for each phase of the Contract implementation. The total number of working days across all team members (i.e. person-days) is a maximum of 80 for each phase.  |