



CLARIFICATIONS FOR
CONSULTANCY FOR HOUSEHOLD AND ENTERPRISE SURVEYS

BID REFERENCE: RFP: 5740200/RFP/QCBS/11/19

S/N	Ref	Question	Answer
1	TOR	Can we use sampleframes (households and firms) from the Ghanaian Statistics office or are we required to conduct a listing of enterprises in Accra and Tamale? Which types of enterprises should we enumerate: formal and/or informal enterprises?	The Consultant has to make use of the Ghana Statistical Service (GSS) enumeration areas. The RFP and TOR explain the listing process.
2	TOR Page 74	Page 74 of RfP mentions 450 households to be surveyed? Is this sample in addition to the listing of all households in Greater Accra area? Do we have to develop all questionnaires as well as the FG or will MCC share initial drafts?	<p>The assignment requires the Consultant to list households and enterprises from which a sample is selected.</p> <p>The Consultant has to demonstrate an understanding of the methodology for listing and selecting households and enterprises as part of the proposals.</p> <p>The Consultant shall be provided with the initial survey instrument and FGD guide, and would be required to be make an input (as indicated in the TOR section).</p>

3	TOR	Similarly, for firm survey, are the 2394 enterprises in Greater Accra area to be interviewed in addition to conducting the listing of all firms in the area?	See the response to SI 2 above.
4	GEN	What is the ceiling amount for this consultancy?	MiDA does not provide budgets. This is an open competitive worldwide procurement.
5	TOR	What is the estimated duration for the data collection?	The schedule of the activities are presented in the table on Pages 96-98 of the RFP.
6	GEN	Can we submit the proposals electronically?	Please refer to page iv of the Letter of Invitation which states that electronic proposals shall not be accepted.
7	TOR PAGE 73	Pg 73 states that the Household and Enterprise Survey baseline is expected for the fourth quarter of 2019. Given this proposal is due in January 2020, what is the new expected date for the baseline data collection?	Ignore this as it has been overtaken by events. The deliverable dates in the table on Pages 96-98, which references the commencement of Services, is what will reflect in the Contract.
8	TOR PAGE 77- 78	Pgs. 77-78. Table 2 text indicates some of the survey modules pertain to households, some enterprises, some to both, and others to all. Please confirm that the column entitled “Respondents”, when blank, signifies module length for both households and enterprises	Where the “Respondents” column is blank the module length is for both households and enterprises.
9	TECH-2	Is there a specific template Offerors should use for Form Tech-2A?	The Consultant is to provide the response required but the information provided must be complete in terms of one of the three bullets listed in the form TECH-2A. Please also refer to SI 32 below.
10	TECH 4 and 5	For Tech 4 and Tech 5, is there any cut off for end date of referenced projects? Typically, for proposals, bidders are required to limit past performance references to projects implemented in the past five years. Is this the case for this proposal too?	For TECH-4 there is no specific cut-off date but the Proposal should evidence assignments which are both relevant and show experience both over a period of time and also current so it is clear that the Consultant and their team are up to date with current practices and methods. TECH-5 must show all MCC funded assignments of a similar nature, irrespective of time.

11	GEN	Given the environmental concerns around deforestation, is it possible to submit responses in electronic format only?	Please refer to SI 6 above.
12	TOR Section 7	Please clarify the number of work days MiDA considers in a person month.	The LOE is based on the number of working days in a month. The Consultant can work to an average of 22 working days a month.
13	FIN-3	Instructions for Form FIN-3 indicate the form will be used for the purpose of verifying the market reasonableness of the prices offered. However, a footnote on that same form seems to contradict with the purpose, and instructs offerors to provide fully loaded prices including international travel, communications, local transportation, office expenses, direct and indirect rates and profit. Would you please clarify if Offerors should list separately the unit costs for international travel, communications, and office expenses to allow MiDA to conduct its verification procedures?	There is no contradiction as this is a standard MCC Bidding document. The Consultant should provide fully loaded prices for each of the Tasks as per note 4.
14	GEN	We understand from the RFP that offerors should not include taxes in their cost proposal. Kindly confirm that MiDA will provide tax exemption documentation to the selected contractor.	Please refer to GCC clause 18 in the form of Contract to be used. MiDA will ensure that the Compact conditions are applied to the Consultant.
15	TOR	Will the listing instrument also be provided or is the data collector expected to develop it?	Please refer to 2.3.1 Household, Enterprise, and Transformer Listing Instrument on Page 77.
16	TOR PAGE 69 & 74	Pg. 69 of RFP says the survey will collect data in Greater Accra and 7 other urban areas in the Eastern, Central, Ashanti, Western and Volta regions. However, Table 1 on pg. 74 indicates that household surveys will occur only in the Greater Accra area. Similarly, the table shows	The proposal should be based on the information provided in the table on Page 74. This assignment will not cover the urban areas in Eastern, Central, Ashanti, Western and Volta

		locations for the enterprise survey as the Greater Accra area and Tamale. Please could you explain this inconsistency?	regions and so the reference to these stated urban areas should be ignored.
17	TOR Pg. 73	Pg. 73 states that the Household and Enterprise survey will collect information on the rates of energy connection. Will this be self-reported or collected in some other way? Similarly, the FGD summary states that power usage will be discussed. Will this also be self-report or will participants be expected to bring documentation?	The Consultant should propose the methodology for the household survey and focus group discussion.
18	TOR Pages 73-74	Please confirm that, as stated on pages 73-74 of the RFP, completed instruments for the Household and Enterprise surveys and FGDs guides will be provided to the data collector for revisions, translation, programming and pre-testing.	The Consultant shall be provided with the Household and Enterprise Survey instrument and the Focus Group Discussion guides for revisions, translation, programming and pretesting.
19	TOR	Are sample sizes provided in Table 1, those to be selected for the baseline survey or those expected to complete the baseline survey the?	They are the sample sizes required to complete the baseline survey.
20	TOR	Is the respondent the address or the household (i.e if those living at the address during the baseline move, would the new residents living at the address at the time of the follow up be interviewed)?	Please note that this assignment is for a baseline survey only.
21	TOR	How is an enterprise defined? Would enterprises from all business sectors be included in the enterprise sample?	Enterprises from all business sectors are to be covered.
22	TOR	Might additional information regarding the case studies be provided?	Refer to the section on FORM TECH-7 “Comments and Suggestions on the Terms of Reference & Assignment” on Page 56.
23	TOR	Is there an estimate of the number of household members need to complete the household survey? Similarly for the enterprise survey, how many employees might be needed to complete the enterprise survey?	The unit of the survey is the household and enterprise respectively.
24	Proposal Data Sheet ITC 1.4	Date, time and venue for pre-proposal conference.	Please see ITC 1.4 on page 32. A pre-Proposal conference will not be held.

25	TOR	Whether MCC Entity will be liable for the cost of obtaining licenses and permits needed to carry out the services?	Please refer to Section 9 of the TOR. Clause 9.2.1 (ii) states that MiDA are responsible for the facilitation of letters for any permits that may be required for the personnel of the Consultant to perform their tasks in Ghana.
26	MCC	What are the ethical standards of MCC's Policy on Corruption and Fraud?	Please refer to the Compact document on the MiDA Website (www.mida.gov.gh) and the MCC website (www.mcc.gov) where all the relevant documentation is explained. Also refer to the form of Contract GCC clause 24 on pages 126 to 129 of the RFP.
27	MCA	Need to know the processes of certifying to the MCA Entity, the consultant's acceptable commitment procedures to address potential fraud and corruption.	Please refer to SI 26 above
28	ITC 5.1 and 5.2	Wish to inquire details of evidence of continued eligibility of consultants as reasonably requested by the MCA Entity. ITC 5.12	Please refer to Annex H and Annex I of the form of Contract which cover the requirements.
29	GCC 8.1	Whether authorized representatives are liable for conducting business for and on behalf a joint venture or association in the case of no shortlisting consultants.	Please refer to the GCC and also Special Conditions of Contract (SCC) GCC 8.1 on page 141 of the RFP. A JV or Association must state the Member in Charge who is responsible.
30	TOR Section 8	Minimum requirements for key professional personnel occupying positions as indicated in the TOR?	The minimum requirements for each of the Key Personnel is laid out from page 101 to page 105 of the RFP.
31	TOR Page 70	On page 70 of the RFP, the following statement is made: <i>"The survey will collect data on economic outcomes, electricity usage and quality, and perceptions of the energy sector in Ghana from households and enterprises</i>	The proposal should be based on the information provided in the table on Page 74. This assignment will not cover the urban areas in Eastern, Central, Ashanti, Western and Volta

		<p>in <u>Greater Accra^[1] and seven other urban areas in the Eastern, Central, Ashanti, Western and Volta regions.</u> However, on page 75 of the RFP, Table 1 which captures the sample size and survey region/districts only mentions <u>Greater Accra and Tamale</u>. I will be grateful if you could clarify the exact regions/districts for the conduct of the survey.</p>	<p>regions, and so the reference to these stated urban areas should be ignored.</p>
32	TECH-2A	<p>One of the documents to demonstrate as evidence of the financial capacity of the consultant is an “Audited financial statements for the last three (3) years, supported by audit letters”, however, what we have in Ghana is Audited Financial Statements (including Auditor’s Report) signed by the Auditor. Can this be used as evidence of financial Capacity?</p>	<p>The RFP requires the Consultant to be compliant so that the independent Technical Evaluation Panel does not have any room for a subjective decision. Please ensure the submission includes “Audited financial statements for the last three (3) years, <u>supported by audit letters</u>” to ensure you meet the requirement.</p> <p>Please also refer to SI 9 above.</p>

^[1] More specifically, by Greater Accra we are referring to three ECG operational regions—Accra East, Accra West, and Tema as well as any remaining parts of the Greater Accra Administrative Region.