Pre-Bid Conference RFP: RM, Comms and advocacy Strategy Specialist(s)

Questions and Answers

* + **Question**: “The RFP captures a three-month timeline. However, it seems the project starts at the beginning of September and ends end of October, which would be two months.”
	+ **Answer**: "The contract signing is intended to be on 14th of August, so that would be 2 1/2 months."
	+ **Question**: "Is there flexibility around the deadline?"
	+ **Answer**: "Our system board meeting will take place in November and the System Council by December. A strategy document, as well as the deck or any of the more visual materials must be ready by early November"
	+ **Question**: “Should the draft outline due the 2nd week of September include all the deliverables or are you expecting we prioritise the content?”
	+ **Answer**: "What we would want to see is more of a rough outline of what the strategy would look like. What the key elements are of a replenishment strategy as well as early thinking about communication and advocacy activities that support such a road map towards replenishment."
	+ **Question**: "You mentioned you don't have a lot of expertise around replenishment. What can we expect as far as capacity and resource support from your end? Who will we be collaborating day-to-day with and how much of those resources are you guys planning on committing to?"
	+ **Answer**: "We have at least two staff members, if not more, within the resource mobilisation team that will dedicate substantial time to this. For the communications and advocacy team, we will identify that."
	+ **Question**: "Where do you see the roles and responsibilities for this co-development part? Do you have any clear audience on who the deck is referred to?"
	+ **Answer**: "The RFP refers to primarily an internal audience. Hence, our board needs to endorse any new strategy. Secondly, our System Council, which is composed of mostly funders, they also need to buy into the strategy."
	+ **Question**: " I assume that the part of the output is some sort of plan towards the replenishment, not just targeting these people and how much money, but a practical plan. How much of that will involve the Centres? Do you intend to do this through the current mechanism, the RMCA?"
	+ **Answer**: "It's good whoever starts this assignment to familiarise yourself with the current setup, the current players, how they can participate and support in this endeavour and that indeed could definitely include the Centres."
	+ **Question**: "What is the level of ambition as far as the target? Is this a departure from where the CG typically looks for money or is it broadly the same places with a new method?"
	+ **Answer**: "We're aiming for 4 billion of the 2527 period. That's an approximate 30% increase to our current levels. Across the pooled funding resources that we currently raise, as well as bilateral funding."
	+ **Question**: Do you have some initial thinking around the budget envelope? Is there flexibility to provide a financial proposal by deliverables and milestones or must the example provided in the RFP be applied?"
	+ **Answer**: "On the budget envelope. I can't say much as it's part of the final rating and it weighs 30%, but you will know that we're publicly funded and we have entered a much more budget aware or budget sensitive period, so we definitely are considering that very carefully. As far as the format you're free to present the financial proposal based on deliverables. What is captured in the RFP document is just an example and a suggestion.”
	+ **Question**: " Is there openness to seeing options? Can we propose several solutions?"
	+ **Answer**: "What is of concern, is the timeline to put together the proposal, if you have time to come up with several proposals, then more power to you. With the understanding that you will be rated on the deliverables that are in the RFP and to be fair and transparent, we would have to communicate to all vendors that they are able to submit several solutions."
	+ **Question**: Document delivery timelines: Can you confirm if the strategy document and slides must be delivered at the same time?
	+ **Answer**: The strategy document is a very hard deadline and needs to go in time to Board and SC and the slide deck could be finetuned a week later.
	+ **Question**: Further you mention a meeting of the System Organisation SO) team ahead of the system council in December- should bidders save capacity/ budget for further iterations to the slide deck between the delivery of the strategy document and the actual meeting?
	+ **Answer**: These modifications will be handled in-house.
	+ **Question:** Can you confirm the role of the Consultant vs the CGIAR team in writing the strategy document?
	+ **Answer:** The consultant will write the document based on discussions with IFRM and C&O teams and DEMD. Our teams will also provide data.
	+ **Question:** The RFP mentions a Resource mobilisation strategy, advocacy and communications plan to be delivered, which will likely be done in partnership with the RM and Advocacy and communications working groups within the CGIAR: What role does the Consultant play in reaching consensus and alignment within these groups? Or would our focus be the  central/ SMO teams in these areas?
	+ **Answer:** The Consultant should not be reaching consensus but some discussions with RM and Comms staff in Centers, and discussion with SO teams, could be insightful, the main focus being the SO
	+ **Question:** Are there any moments or events at which in person engagement with the IFRM team maybe possible?e.g.co-location in Rome?
	+ **Answer:** This should not be required, as the logistics would be complicated and it can be done virtually.
	+ **Question:** Sample case studies: can you elaborate on what documentation of past performance is CGIAR expecting? Are you looking for specific references (i.e. contact details of clients)?
	+ **Answer:** Please give examples of similar types of work done and contact persons, if possible.