



REPUBLIC OF ANGOLA
MINISTRY OF AGRICULTURE AND FISHERIES
OFFICE OF STUDIES PLANNING AND STATISTIC
COMMERCIAL AGRICULTURE DEVELOPMENT PROJECT

RFP REF: 101/CS/CADP/20: Consulting Services for: Evaluation of the CADP

Clarification N° 1

Question N° 1: We note that it is a requirement to include “TECH 7- CODE OF CONDUCT FOR EXPERTS FORM”. In such template form it is expressly written in the first paragraph that the Consultant has signed a contract with the Client, whereas in reality this is not the case as we are in the tendering phase. Can you please clarify therefore **whether we should modify the beginning of the template as follows** (the only change is the underlined part): “We are the Consultant, (*enter name of the Consultant*). We intend to submit our Offer to the (*enter name of Client*) for (*enter description of Services*). ..” ...

Answer CADP N°1: As stated in the RFP Section 3. Technical Proposal – Standard Forms, Form TECH-7 (for FTP and STP) CODE OF CONDUCT FOR EXPERTS FORM:

Note to the Consultant:

The minimum content of the Code of Conduct form as set out by the Client shall not be substantially modified. However, the Consultant may add requirements as appropriate, including to take into account Contract-specific issues/risks.

It is meant a contract to implement measures to address environmental and social risks related to the Services, including the risks of sexual exploitation, sexual abuse and sexual harassment; that is the consultant’s commitment to have in place a Code of Conduct.

Question N° 2: Moreover, can you confirm that such “Tech 7 – Code of Conduct for Experts Form” needs to be **signed by each of the key experts only** (and not the Non-key experts, and/or the Supervisors/Enumerators)?

Answer CADP N°2: As indicated in the above Form part of this RFP, it applies to all Experts (Key and Non-Key) in places where the Services are being carried out. This Code of Conduct identifies the behavior that we require from all Experts.

Question Nº 3: We note that in **point 17.1 of the Data Sheet** (at the bottom of p.37, point (iii)) it is mentioned that *'The Consultants should also keep the Original Technical and Financial proposal hardcopy in a sealed envelope and addressed to the above address, at any time or the consultant once awarded the contract, shall submit the sealed envelope with the Original Proposal when instructed by the client.'* However, in point (i) (p.37) it is stated that the Consultant shall send the original proposals even if they follow Option 1 or 3.

In view of the above, can you please clarify therefore whether in the case of Option 1 or 3 the Consultant should in any case send their original proposals to the indicated address, or should the Consultant wait to send it until instructed by the Client?

Answer CADP Nº 3: As clearly stated in the RFP clause 17.1:

(iii) *The Consultants should also keep the Original Technical and Financial proposal hardcopy in a sealed envelope and addressed to the above address, at any time or the consultant once awarded the contract, shall submit the sealed envelope with the Original Proposal when instructed by the client.*

Question Nº 4: As per the TOR, we understand that the Consultant must:

- Develop and evaluation strategy;
- Conduct a baseline survey;
- Conduct a mid-term evaluation;
- Conduct select thematic studies (themes to be confirmed); and
- Conduct and endline evaluation.

Answer CADP Nº 4: Yes, they are the main deliverables of the consultancy services.

Question Nº 5: We also understand that there will be progress and process monitoring to be carried out at bi-annual intervals, but that those do not fall within the scope of work of this assignment, as there are no deliverables associated with those in the TOR.

Answer CADP Nº 5: Progress and process monitoring are not deliverables associated to the TOR.

Question Nº 6: Additionally, at page 79 of the TOR, it is specified that *" the objective of hiring the firm for consultancy services is to assist the MINAGRIF to develop a web-based M&E system, (...)"*. Since the web-based M&E system is not mentioned anywhere else in the TOR, we understand that it is not part of this assignment.

Answer CADP Nº 6: Web-based M&E system is not part of this assignment, but it is mandatory the creation of the databases for all the data collected (baseline survey, mid-term review and endline evaluation) to be uploaded in the web-based M&E system of the project.

Question N° 7: Nonetheless, we would like to make sure that our understanding of the scope of work is accurate in order to submit the most appropriate proposal for your needs. Please, kindly confirm whether or not the i) web-based M&E system and the ii) progress and process monitoring are included in this assignment.

Answer CADP N° 7: Web-based M&E system, and progress and process monitoring are not included in this assignment.

Procurement Unit
Luanda, September 20, 2021