



SADC SECRETARIAT RESPONSES TO REQUESTS FOR CLARIFICATIONS

REFERENCE NUMBER: SADC/3/5/2/356

“CONSULTANCY FOR MID-TERM REVIEW OF THE RISDP 2020-2030”

DATE OF ISSUE OF RESPONSES: 30th AUGUST 2024

Question No	Question	SADC Secretariat Response
Nr.1	How many face-to face meetings are anticipated/expected to take place (this will affect our travel costing)? or are you amenable to all consultations taking place virtually?	At least three (3) face to face meetings are anticipated, depending on the methodology to be proposed by the Consultant. An Inception Meeting, Meeting to present Initial Meetings and Validation Meeting to Senior Officials. To the extent possible, most consultative meetings will be virtual.
Nr.2	Will the SADC Secretariat assist / facilitate access to accredited translation and interpretation facilities? My understanding is that this will be part of our costing ... However, I don't have a database of service providers for this.	Yes. The Secretariat will provide a list of accredited translators and interpreters mostly used during SADC Meetings where needed.

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Nr.3	Must the financial proposal be a separate document, but to be included in the folder that is uploaded?	No, Only Firms which would have met the technical requirements and scored 70 points and above will be invited to submit their Financial Proposals.
Nr.4	Is the 120 days = working days? If so, then 20 working days a month entails a 6 - month assignment? ToR refers to 4 months.	The period of implementation of this project is 180 days (equivalent to six (6) months). The 4 months stated under 5.2 of the TORs was an error.
Nr.5	Must we list other support staff in the bid, or just the 4 experts mentioned?	In the Bid, only mention the key experts.
Nr.6	Are international firms allowed to pitch?	Yes. However, demonstrated experience in SADC Member States in related assignments will be an added advantage.
Nr. 7	Is the budget provided inclusive of regional travel?	Yes. The budget is all inclusive.
Nr. 8	Is there a prescribed or acceptable minimum number of countries to be interviewed and evaluated in this assignment?	Ideally, it should be all Member States, and this can be done through virtual Meetings or sharing of questionnaires, depending on the Methodology to be proposed by the Consultant.

End of Responses

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