



WATER and  
ENERGY  
for FOOD

# WE4F SOUTH AND SOUTHEAST ASIA REGIONAL INNOVATION HUB

# RFP - MEL ANNUAL SURVEY OF WE4F SSEA RIH INNOVATORS

*RFP NO.: WE4F-2023-017*

---

## Q & A SUMMARY



Government of the Netherlands



Norad



Sweden  
Sverige



USAID  
FROM THE AMERICAN PEOPLE

## Q&A Summary on Conducting MEL Annual Survey of WE4F SSEA RIH Innovators

Question	Answer
<b>Proposal and Contract Management</b>	
Is there an option to choose to carry this assignment in specific countries only out of the listed in TOR or is it expected a single agency to carry out this assignment in all listed countries?	Yes, the offeror can bid for specific countries.  However, the offeror should cover all innovators in the country you bid for.
If we can pick multi-country, then would the contract be signed with a single entity, or do we need separate contracts for each country (For example our organization has registered country offices in India, Nepal, Bangladesh and Indonesia)?	There will be a single contract issued to a single company/firm/consultant if chosen to target multiple countries. However, Tetra Tech has the right to issue single or multiple awards under this procurement.
We just found out that the innovator named RecyGlo Co., Pte., Ltd in the RFP is not based in Thailand. Hence, would you clarify if the list can be updated so that we know if we should bid in Thailand or not?	RecyGlo has expanded operations in Thailand and Vietnam. The offeror will bid for their operations in Thailand and Vietnam.
What is SAM Unique Entity and how do we get one? Is it the same as a registered number of the business that we have in Indonesia?	SAM UEI Code is a unique entity ID provided by SAM.GOV. You may visit the website ( <a href="https://sam.gov/content/home">https://sam.gov/content/home</a> ) for more details.
Are there any requirements for the organization(s)/consultant(s) that we work with in the different operating countries?	Please refer to the below clauses on page 3 and 4 <ul style="list-style-type: none"> <li>- Source and Nationality Restrictions</li> <li>- Proposal Preparation Instructions</li> </ul>
Should the personnel summary for foreign consultants/partner(s) be included in the Personnel Summary?	Yes, all personnel should be listed in one section regardless of their nationality.
<b>Budget</b>	
On the cost, we assume VAT should be included instead of excluded. Please confirm.	Yes, all taxes must be included in the budget. As per Section C: Detailed Budget - Offerors shall provide the price in USD (United States Dollar), including applicable taxes if any.
Are overhead/operational costs applicable to be included in the budget?	The offerors shall provide the detailed budget to account for every single cost associated directly and indirectly. It will be better to include the indirect cost in the applicable direct cost budget lines. For example, the staff salary should include actual salary and fringe benefits. Please make sure to support your budget with a budget narrative to justify the needs of each cost you propose.

<p>What is the budget ceiling/recommended budget to be proposed?</p>	<p>There is no budget ceiling. You may propose a budget which is reasonable based on the required tasks and represents the best value.</p>
<p>Do we need to submit separate financial bids, or can we send a cumulative financial offer for multi-country scope?</p>	<p>Please refer to page 5-C. Detailed budget and page 12 Attachment B- Detailed budget for complete instruction. One financial proposal should be submitted with a breakdown per country and a master budget sheet covering all targeted countries.</p>
<p><b>Interview Preparation and Execution</b></p>	
<p>Do we need to select all the innovators from the selected country, or can we choose the number of innovators in a specific country?</p>	<p>It is preferable that the offeror covers all innovators in the country you bid for. However, if for some reason you are unable to, please mention that in the proposal and the reason for consideration for the regions/innovators you have bid for within the same country.</p>
<p>Should all the 40+20 interviews per innovator need to be in person? Or can we use a mix of in-person and virtual interviews?</p>	<p>All interviews need to be in person since there are certain field observations that will also be recorded.</p>
<p>Please clarify - the data dump would be acceptable in the local language, while the final report will only be in English.</p>	<p>A data dump would not be acceptable in the local language. We will need the raw data in English, especially the numbers.</p>
<p>In case the service provider decides to go with multi-country scope of the assignment – the deliverables including the final report are expected to be delivered separately for each geography? Also, request you to kindly share any expectations in terms of the final structure of the report and the number of pages, etc.</p>	<p>The report must be delivered to each innovator. It is not by each geography.</p> <ul style="list-style-type: none"> <li>● The report should have not more than 30 pages per innovator including Annexes.</li> </ul> <p>Following are the contents of report structure</p> <ul style="list-style-type: none"> <li>● EXECUTIVE SUMMARY</li> <li>● Innovator Business Model and Relationship with Innovation End-Users</li> <li>● Innovator Indicators and Impact Targets</li> <li>● Methodology</li> <li>● End-User – Summary Statistics</li> <li>● Control-group Sample – Summary Statistics</li> <li>● Part 1: Indicator Results</li> <li>● Part 2: Comparative Analysis</li> <li>● Comparative Analysis – End-user Sample</li> <li>● Comparative Analysis – End-user vs Control Group Sample</li> <li>● Conclusion</li> <li>● Annex 1 End-User &amp; Control Group Interviews by Village/unit of Analysis</li> </ul>

	<ul style="list-style-type: none"> <li>• Annex 2 End-User Sample Demographics</li> <li>• Annex 4: List of End-User Survey Questions</li> </ul>
We are assuming for Indonesia we will be working with 3 innovators as listed. One of them is Yayasan Rumah Energy which has 2 working areas. Should we cover them both or can we just take one?	The offeror must cover both areas in your sampling approach to gain a better understanding of end-users situations. If there are significant cost implications, then add that to the proposal for suggesting otherwise.
We notice the sample is 60, would you please confirm whether 60 is the total for all 3 innovators? Or 60 from each innovator, so the total sample will be 180?	Sample size is 60 for each innovator. If the offeror covers 3 innovators, the total will be 180 splits across control and treatment groups.
For the B2C target group, we are assuming that we will be looking for them by ourselves. Please confirm if this is correct.	No, WE4F will provide you with a list of all end-users to select from. Geography will also be considered from this list.
While for the B2B target group, is there any list that we can use for recruiting the respondents? Or do we have to look for them by ourselves as well?	Yes, same as B2C, the full list of potential interviewees will be shared by WE4F. The offeror will have to shortlist based on the sampling approach outlined and required by WE4F.
Length of the questionnaires for end-users and control group.	The duration of the questionnaire will be determined by the innovator's business model, with each interview lasting no more than 45 minutes for both end-users and the control group.
Besides, it is also mentioned "Clean and analyze data and qualitative insights", so I am wondering whether there is any OE qualitative component in the survey. According to the ToR, it is recommended to sample 40 end-users and 20 control groups per innovator for the survey. Can we also add qualitative components to understand qualitative insights, or can we add more OE under the survey part?	The questionnaire already includes both quantitative and qualitative components. WE4F will provide survey guidance and a standard questionnaire. As the standard questionnaire is expected to be followed as written and per WE4F direction, the offeror may suggest limited modifications to the questionnaire based on the innovator's business model and only with the approval of the RIH MEL Specialist, RIH Manager and WE4F Secretariat.
Could you please clarify whether we need to conduct interviews with all 30 innovators, or only those located in our organization's operating country?	The offeror will have to survey the innovators for the country you bid for. Please note you can bid for more than one country too based on your operations.

<p>Is the survey qualitative or quantitative? What is the expected average duration of each survey?</p>	<p>The survey has both qualitative and quantitative. The duration of each survey will be 30 –45 minutes.</p>
<p><b>Period of Performance and Timeline</b></p>	
<p>In case we cover a maximum number of innovators in a country, how long can Phase 3 and Phase 4 be extended to (Specifically considering the India region where the number of interviews will be over 650+ while covering a large geographical area)?</p>	<p>The timeline will vary by the number of innovators in the country and the service provider can cover that in the proposal.</p>
<p>Would it be possible to exceed the tentative 13-week timeline within our proposed timeline?</p>	<p>Yes, you may propose a timeline based on the surveys and LoE.</p>
<p>Any flexibility in terms of the submission deadline? If possible, we would request a week’s extension of the submission deadline.</p>	<p>Depending on the number of surveys and innovators, revised timelines can be considered.</p>