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| **Tender No:** **HQ494** |
| **Tender Name: Consultancy Service to Conduct a Scoping Study of German and Swiss Donors** | **Date Issued: 06 December 2023** |

This provides answers to queries raised by bidders about the above subject tender. The responses are posted on website for access by all prospective bidders and does not disclose the source.

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| No. | **Question**  | **Response**  |
| **1** | How long can this assignment be extended (40 days spread across how many months)? | **2 months** |
| **2** | Is travel permitted in this bid? | **If necessary and can be justified based on your methodology but certainly not essential.** |
| **3** | Could you please share a template for the service contract for us to review? The one in the RFP is an actual contract with a supplier. |  |
| **4** | We read in the documents that the contract will be with Mercy Corps Netherlands. However, the RFP is coming from Mercy Corps USA. Could you clarify? | **Mercy Corps is one global organization with shared support services. The contract will be managed through a team based in Europe.**  |
| **5** | In the supplier information form it says that you wish to know the “avg value of stock on hand”. Can you confirm that this question is not relevant to this RFP and that N/A can be filled in there? | **N/A** |
| **6** | Content:* The ToR puts a real emphasis on the policy influence opportunities:
	+ Do you want practical examples of the type of opportunities you are looking for?
	+ How should policy influence opportunities be prioritized compared to funding of Mercy Corps work on the ground (e.g. for emergency response)?
	+ Are you looking for opportunities to influence policy in the geographies where Mercy Corps is already present or also potentially to be conducted directly in Germany and Switzerland?
* The policy and advocacy priorities (climate resilience in fragile states, food security, peace & governance, humanitarian response) seem to be slightly different from the four outcomes areas (economic opportunity, food security, water security and peace and good governance): which categories do you consider the most important for this assignment?
* Do you have the same expectations for the level of effort and granularity of the analysis for both Germany and Switzerland? Or should we make a suggestion in our proposal?
 | 1. **Yes, practical examples of thematic areas or specific influence opportunities, forums, groups, teams, departments would be welcomed.**
2. **Access to funding should be prioritized.**
3. **Yes, influencing donors in Germany and Switzerland who fund activities in Mercy Corps countries of operation.**

**The policy and advocacy priorities should be considered most important.** **No expectations – please make a suggestion in your proposal based on your experience.** |
| **7** | Practicalities* Can you confirm that you need a single report for both Germany and Switzerland?
* Can the final report be in PPT format? This could help to make it more visually appealing.
* Can you confirm we would be able to tell that the research is for Mercy Corps when will reach to relevant individuals for Key Informant Interviews?
* The Evaluation of Proposals section states that points for each question will range from 0-25 while each of the core evaluation criteria (Adhérence to the RFP Requirements, Technical Criteria, Management Criteria and Cost Criteria) appear to have different weights. Can you please confirm we should consider the weight per evaluation criteria?
 | * **Yes, a single report.**
* **A ppt and a written report are requested.**
* **Yes, you can tell interviewees that Mercy Corps is the client.**

**Yes, you should consider the weighting.**  |
| **8** | Budget* Is there a specific format you would like us to follow for the budget?
* Should the budget be in USD? Should it include VAT?
* Is there a budget ceiling for the project?
 | * **No budget format.**
* **Budget can be presented in USD, EUR or GBP depending on your preference.**
* **No budget ceiling.**
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All other terms and conditions in the tender remain unchanged.

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