

Thank you for seeking clarification on the Request for Proposal (RFP) and Request Expression of Interest (REOI) processes related to the available roles for the roster of specialized consultants with the Lives and Livelihoods Fund. We appreciate your interest in contributing to the enhancement of our team, addressing technical capacity gaps in beneficiary countries, particularly in project design, implementation, and M&E.

Please find below responses to general enquiries:

Request for Proposals (for firms)

Clarity on RFP Purpose:

- This RFP serves as a prequalification mechanism using an RFP to establish a roster of qualified consultancy firms with the aim of signing framework agreements. Inclusion in the roster does not guarantee the award of services upon signing the Framework Agreement.

Lack of Detailed Scope of Work in RFP:

- The primary objective of this RFP is to prequalify consultants for a roster. The scope of the consultant's work and the specific tasks and activities required will vary based on the needs of individual projects within member countries. Detailed and specific TORs for each assignment will be defined as candidate projects are identified for the Lives and Livelihoods Fund pipeline.

Selection Method - QBS or QCBS:

- The method of selection is Quality-Based Selection (QBS), emphasizing technical quality over price. There is no weighting for the technical and financial proposals under the QBS method.

Submission Method:

- Technical and financial proposals should be submitted electronically via email; hard copies are not required. Please refer to the latest documents for updated information on the designated email address to which proposals should be submitted electronically.

Data Sheet:

- This data sheet is intended for internal reference only and should not be completed by applicants. The essential information for proposal submission is available in the Letter of Invitation.

Lack of Assignment Details:

- Specifics such as staffing, locations, durations, and maximum budgets are determined during the subsequent call-off stage. Consultant firms selected will be part of a consulting roster, enabling their expertise to be available at any stage of project design or implementation. Example project design or implementation work has been included as a broad reference of the work required. The location of work will depend on the nature of the assignment and could include remote and/or in-country presence.

Target Countries for Assignment:

- The IsDB policy targets consultants from member countries as well as international firms, provided they meet eligibility conditions. International firms are encouraged to apply, and they should not be discouraged if they meet the eligibility requirements.

Team Composition:

- Consultancy firms are expected to provide information on their expert team composition and the corresponding fee rates.

Estimating Costs in the Financial Proposal:

- Firms should provide individual fee rates for named experts. For unnamed consultants, firms may present a cost proposal through a clear categorization approach, based on consultant levels of expertise, and assign corresponding rates for each category. Ensure that these rates are consistent with those of named consultants.

Multiple Sector Applications:

- Firms meeting the eligibility requirements are welcome to apply for multiple open roles. If your firm possesses the expertise, capacity, and meets the requirements of multiple sectors within these RFPs, you may submit separate proposals for each sector. It is crucial to maintain a consistent approach across all submitted proposals. Please ensure you have completed 'Form TECH-2 Proposal Submission' for each RFP you have submitted to indicate the multiple sectors your firm has applied for.

IsDB Consultant Portal Registration:

- Firms must register on the IsDB portal when submitting proposals; no explicit approval of their registration will be received at this preliminary stage.

Proposal Submission Deadline:

- Kindly ensure the timely submission of your proposal by the specified deadline. Further steps will be communicated upon shortlisting.

Request Expression of Interest (for individuals)

Proposal Submission and Registration:

- Kindly submit your proposal by the deadline. If selected and shortlisted, additional information will be communicated in due course.

Applying as a Firm - REOI or RFP:

- Firms meeting eligibility requirements are advised to complete the Request for Proposal (RFP), while eligible individual consultants should engage with the Request Expression of Interest (REOI).

The deadline for proposal submission has been extended to **31st March 2024**. Please check the documents for updated mailboxes for submitting proposals. All application links can be found on our website [here](#).