

FREQUENTLY ASKED QUESTIONS –REQUEST FOR PROPOSALS (RFP) FOR THE CAMEROON NEWBORN DIB INDEPENDENT VERIFICATION AGENT (IVA)

Reminder: The deadline for proposals is 5pm EDT on Monday 14 May

1. How much detail should we include on the potential work for Phase 2 in the following sections?

- **Project workplan:** Work plans should focus on setting out how and when you plan to accomplish the scope of work for Phase 1. As Phase 1 aims to refine the verification framework and hence scope of work for Phase 2, we expect candidates to demonstrate an understanding of the potential issues that they might face in Phase 2 and how they would mitigate them.
- **Technical expertise, local knowledge, sector experience:** As Phase 1 and 2 are closely linked in terms of the types of expertise, experience and knowledge required, we would expect the content included in these three sections of your proposal to demonstrate your capacity in carrying out both Phase 1 and 2.
- **Team and capacity:** As described in the RfP, this section should set out the skills of your team and your ability to support **both** Phase 1 and 2, bearing in mind that the work in Phase 2 is very likely to require visits to each of the live DIB hospitals on a regular basis (possibly once every 6 months), and that when the DIB starts the number of hospitals will be small but will increase over time (as illustrated in Appendix C of the RfP).
- **Budget:** Please prepare a detailed budget for Phase 1. You do not need to prepare a detailed budget for the work in Phase 2, but please provide a high level cost estimate for Phase 2 with some supporting explanations.

2. Where should we include thoughts on the verification methodology?

We would welcome any thoughts on the methodology for either Phase 1 or Phase 2 to be included in the Technical Expertise section of your proposal, to demonstrate your organisation's ability to help shape the Outcomes Verification Framework and perform the role of the Independent Verification Agent.

3. What is the maximum number of pages we can submit for the proposal?

The maximum number of pages for each proposal (including the budget and appendices) is 20.

4. Is there any flexibility on the 10 working days estimated for Phase 1 in the RfP?

The 10 working days are suggested as a guideline, and we will still consider proposals for more than 10 days of work. However, given our limited budget for Phase 1, we would encourage candidates to keep to the 10 day estimate as far as possible. If you plan on suggesting more than 10 days of work, please indicate in your proposal which pieces of work you see as essential to be completed within the 10 days we have estimated, and which pieces would be additional/'nice to have' on top of that.

5. How much detail should we include on our references?

Please include your references' names, positions, telephone numbers, addresses (**email and postal**) and details on your previous work with them. As mentioned in the RfP, we may contact your references during our selection process to discuss their experience of



working with your organisation, so please let them know in advance that we may be in touch with them to ask for a phone call.