



## **Request for Proposals: Ethiopia 101, Organizational Development Activity**

### **Answers to Submitted Questions**

Proposals due April 25, 2022

1. How many weeks/months are required to cover the 40 hrs?
  - The 40 hours of the course are expected to take place over several months. The exact timeline will be agreed upon between SI and the contractor, based on the contractor's proposed methodology and Work Plan.
2. Would it be possible to consider weekends for the face-to-face sessions?
  - The Ethiopia 101 course is meant to be as convenient as possible schedule-wise for USAID staff, with the idea being that they do not have to go out of their ways or change their schedules to attend a session but rather can accommodate it into the workday, for example. As such, SI does not see weekend sessions as an option at this time.
3. Will contractors be expected to provide a location and event logistics (i.e. table and equipment setup) for in-person training, or will Social Impact provide event coordination services?
  - SI will lead all event coordination services, included venue and equipment rental where necessary. One possibility is that the sessions would be held within the embassy compound in a room, where everything is set up.
4. **Section I:** How many discussion sessions are expected?
  - SI is flexible on the number of discussion sessions held, based on the contractor's proposal. Ideally, at least one discussion session per topic.
5. **Section I:** Please confirm that contractors are not expected to provide refreshments for the brown bag discussion sessions.
  - Confirmed that contractors are not expected to provide refreshments for the discussion sessions.
6. **Section II:** When does Social Impact intend to make an award?
  - Social Impact intends to make an award no later than the second week of May.
7. **Section II:** Is there a certain percentage of activities and sessions that Social Impact expects to be held remotely vs. in-person?
  - Exact percentages will depend on personnel proposed for each topic and their physical locations; however, the preference would be for sessions being largely in-person, with the option of joining virtually.
8. **Section II:** The provided Annex A, Budget Template requires Offerors to include the number of days for each Team Member. Will the training day be billable under the contract? If so, would Social Impact prefer that vendors provide these hours as separate line items to distinguish them as a 'one-time' labor cost?
  - Yes, the training day is considered to be a billable cost under the contract. Offerors can simply include the total number of days per team member in the budget template and provide further explanation of the breakdown of this LOE in the budget narrative.
9. **Section II:** The provided Annex A, Budget Template requires Offerors to include the number of days for each Team Member. Please confirm that the pilot course iteration day(s) is/are billable under the contract, and clarify how Social impact would like vendors to price the pilot course on the Budget template.

- Yes, the pilot course iteration days are considered to be a billable cost under the contract. Offerors can simply include the total number of days per team member in the budget template and provide further explanation of the breakdown of this LOE in the budget narrative.
10. **Section II:** Will contractors be expected to host both prerequisite sessions and discussion sessions for the pilot iteration of the course?
- Yes, contractors should run the pilot session as if it were a complete, regular iteration of the session, including prerequisite sessions and discussion sessions.
11. **Section II:** How many sessions are expected to be hosted for the pilot iteration of the course?
- The exact number of sessions for the pilot iteration of the course will be determined jointly by SI and the Contractor, with input from USAID. The pilot would be a test on a few selected topics, including the corresponding prerequisite and discussion sessions for the topics selected.
12. **Section VII:** In order to provide a comprehensive response to all five (5) topics requested under the Technical Proposal (Section IV. Scoring Criteria), would Social Impact please increase the Technical Approach page limit to 10 pages?
- Yes, the RFP has been revised to include the increase page limit.
13. **Section VII:** Please clarify that resume for the team lead is not included in the page count.
- Confirmed, the resume is not included in the page count. Please see revised RFP.
14. **Section I:** Is this a one off course? If not, with what frequency does Social Impact intend for this course to be taught over the two year funding period?
- The frequency of the course will be defined by SI and USAID in consultation with the Contractor. However, an initial estimate is that the course would run at least two sessions per year.
15. **Section VII:** The page allotment for the Personnel section allows for only 3 pages total for resumes for all key personnel. Would Social Impact please increase the key personnel resume page limit to 2 pages maximum per resume?
- Yes, the RFP has been revised to include the increase page limit.
16. **Section II:** Please confirm that any changes to course length, course materials, instructors, or platform (in person vs. remote) from those that were accepted as part of the accepted course plan submitted with this proposal may lead to modified pricing based on vendor's pricing narrative.
- Modifications to pricing, as a result of a change to the scope of the course as detailed in this RFP and outside of the contractor's control, will be considered in line with the pricing as detailed in the contractor's agreed upon proposal and pricing narrative, with prior consent from Social Impact.
17. **Annex A-Budget Template:** What ground transportation is the vendor expected to cover for in person sessions?
- This is expected to cover travel costs (bus, taxi reimbursement or similar cost) for subject matter experts to travel to in-person sessions. This assumes personnel are based in Addis Ababa or surrounding areas.