

## **2599/09/2020 – TEFOS MEL**

### **Clarification Log - Issued: 02.03.2021**

The following clarifications have been received and responded to below:

<b>Number</b>	<b>Date received</b>	<b>Clarification</b>	<b>Authority response</b>
1	27.01.2020	<p>One of my clients has been approached by a prime to join a consortium to bid for the TEFOS MEL tender which was recently published. We have registered on the portal but as they did not attend the EME, do not have access to the EME Q and A or the list of attendee organizations.</p> <p>They would like to participate but with better background information and an understanding of other partnerships options. They are particularly keen to work with regional partners. Would it be possible for you to share this information either via the portal or by e-mail?</p>	<p>We don't publish a list of those who attended the EME. We just published the EME presentation and the EME questionnaire responses. For further information, all documents are available on Delta. If you do not already possess a Delta account, your organisation will be required to register on the platform to access all of the Tender documents. This registration process is brief and not onerous. Please email our shared mailbox (<a href="mailto:internationalclimateandenergy.procurement@beis.gov.uk">internationalclimateandenergy.procurement@beis.gov.uk</a>) if you would like us to allow Delta access to another member of your organisation with a Delta account, by providing their email address. We will action this as promptly as possible.</p>

2	01.02.2021	<p><b>Responsibility for data collection</b></p> <p>We would like to understand the extent to which the MEL Supplier will be required to collect primary data (including baseline data) i.e. whether the MEL supplier will be required to conduct in-country fieldwork with its own teams. Section 3 of the Terms of Reference (TOR) sets out the Objectives and Aims of the Programme and states that, “Each DP will conduct its own monitoring, evaluation and learning” ...and that the MEL Supplier’s activities should “complement and build” and ensure that there is “no duplication of efforts” (Section 5.5). Later (Section 4, page 13), the TOR states, “Delivery partners will be responsible for collecting data to report against BEIS indicators....they are also responsible for any baseline data collection”. Later in Section 5.2, page 16, the TOR says that the MEL Supplier, “will synthesise data collected by DPs.”</p> <p>1. Will each DP have sole and exclusive responsibility for collecting primary data on the implementation of the programme which they are delivering?</p> <p>2. Other than the, “end of programme impact evaluation” described in Section 5.5, our understanding is that the MEL Supplier’s role is to be focused on monitoring, evaluation and insight based on data gathered by the Delivery Partners (as described in Section 3 paras 1 and 2) but will not require ‘in the field’ data collection by the MEL Supplier. Is this a correct understanding of the scope and responsibilities of primary data collection for the MEL Supplier?</p>	<p>Please refer to figure 5 on page 14 and 15. The last column clarifies MEL data collection responsibilities for each requirement.</p> <p>As for your questions:</p> <ol style="list-style-type: none"> <li>1. Yes, each DP will be responsible for collecting primary data on the implementation of the programme they are delivering. Some additional data collection will be required from the MEL partner for ongoing evaluation of the programme (requirement 3). This will involve interviews with in-country partners and/or beneficiaries. However, we expect this to be done virtually.</li> <li>2. Please refer to figure 5 for a full breakdown of the MEL Supplier’s data collection responsibilities. While the end of programme impact evaluation will require substantial data collection, some primary data collection will be required in earlier parts of the MEL contract.</li> </ol>
3	01.02.2021	<p><b>The selection of Delivery Partner of Pilar 3</b></p> <p>The Delivery Partner for Pilar 3 has yet to be selected.</p>	<p>We expect the MEL Supplier to produce an evidence review that will be used by BEIS to identify the most</p>

		<p>We would like to understand the link between and the order of sequence of the MEL Supplier's input and suggestions for (i) how Pilar 3's implementation will be assessed, (ii) the criteria selection and appointment of the Delivery Partner for Pilar 3.</p>	<p>promising sustainable livelihood opportunities in the TEFOS areas. The data will be used to point towards appropriate (sub)sectors, financial scale, duration, mechanism, etc and should evaluate chance of success, major risks, etc.</p> <p>The decision on which activities, implementing partners, delivery mechanisms, and geographic locations will be chosen, <b>is entirely at BEIS' discretion</b>. The MEL Supplier will have no role in the design or implementation of Pillar 3.</p> <p>The criteria, selection and appointment for the delivery partner for Pillar 3 <b>is at BEIS' discretion</b> and in line with departmental guidance.</p> <p>Once BEIS has decided on activities and mechanisms for Pillar 3, the MEL Supplier can discuss with the newly appointed delivery partner the best way to measure success, by discussing logframe indicators and assessing their data collection methodologies.</p>
4	01.02.2021	<p><b>Reporting frequency and detail</b></p> <p>We would like to understand more about the frequency and the requirements of the MEL Supplier from the management and governance monitoring committees for up-to-date analysis of the data gathered on the implementation of the programme during the project. Section 4, page 13 says that "the MEL Supplier will be expected to [...] report on programme performance at the end of each 12 month period." Will the MEL Supplier be required to give other updates and assessments of</p>	<p>Formal reporting will be limited to the annual reports. However, we expect open, transparent and regular communication, which should include (verbal) updates on progress and analysis, both in our monthly calls, and in the governance meetings, when required.</p>

		<p>implementation data other than the annual report during the year and if so at what frequency and to which governance bodies/ points of contact? For example, will up-to-date data analysis this be a requirement of the other meetings and interactions that are mentioned in the TOR e.g.</p> <ol style="list-style-type: none"> <li>1. the weekly/ monthly calls between the BEIS Project Manager and the MEL Supplier point of contact in the initial stages mentioned in Section 4, page 12).</li> <li>2. The meetings listed in Annex B of the TOR</li> </ol>	
5	01.02.2021	<p><b>Proportion of the budget and alignment to project work</b></p> <p>We would like to understand BEIS's intended link between the work and the suggested maximum and minimum budget for phases described in Figure 7, page 29 of the TOR. Is it BEIS's preference that the effort and resource deployed by the MEL Supplier at each phase should reflect the amounts invoiced. For example, should the indicative schedule on page 29 suggesting a minimum of 45% of the budget be allocated to Req 5 / impact evaluation by the MEL Supplier, suggest that BEIS is expecting the MEL Supplier to devote at least 45% of its resources and focus over the lifetime of the project to the impact evaluation?</p>	<p>Yes, the indicative budgets are there to showcase where we think the majority of effort should be focused. However, these are indicative, and we are open to your suggestions, as long as these are backed by evidence and the arguments clearly explain why the proposed budget allocation is more adequate and provides better value for money.</p>
6	01.02.2021	<p><b>KPIs and MEL assessment</b></p> <p>If KPIs have not been met, due to measures and</p>	<p>If KPIs have not been met due to measures/activities outside the MEL Supplier's control (i.e. pandemic,</p>

		activities outside the MEL Supplier's control (see page 27), will invoice penalties and corrective measures still be imposed on the MEL Supplier?	escalation of conflict, etc), invoice penalties and corrective measures will not be imposed on the MEL Supplier.
7	01.02.2021	If a penalty is imposed on the MEL Supplier as a result of an amber 'score' or red 'score', will the MEP Supplier be able to at least make up the difference through reward for achieving green 'scores' in other KPIs?	No, the KPIs will be monitored individually and will not be able to make up the difference by achieving green 'scores' in other KPIs.
8	01.02.2021	Section 20, page 27 says that "KPIs will need be monitored on a regular basis by BEIS Performance...." (sic). Annex G, page 47, sets out further details. Please could you expand on the frequency and detail of that monitoring (and any input required from MEL Supplier specifically for BEIS's monitoring process) as part of that on-going monitoring activity of KPIs?	KPIs will be monitored on a regular basis based on our weekly/monthly discussions with the MEL Supplier. In these meetings we will discuss progress, analysis, risks and other issues. This transparent communication will allow us to monitor MEL performance. Furthermore, most KPIs will be measured by reports being on time and of good quality (not requiring more than 3 substantial reviews from BEIS). These scores can be discussed whenever requested by the MEL Supplier. Ongoing feedback will be shared with the MEL Supplier to ensure that any issues are remedied and that our expectations are clear.
9	01.02.2021	<b>Termination and variation</b> <ul style="list-style-type: none"> <li>• Please confirm that that the contract can be varied unilaterally by BEIS to increase, modify or decrease the activities of (i) the MEL Supplier and (ii) each or all of the DPs, and that any related KPIs could also therefore be changed by BEIS unilaterally? What notice would be given for any such change?</li> </ul>	All changes will go through our change control progress where we would agree the change and implement it via a contract variation that is signed by both parties.
10	01.02.2021	Please confirm that the contract could be confirmed by BEIS at any time in the duration. What notice period would be given for that termination? Would any fees apply to either the MEL Supplier or to BEIS in the event of termination?	Please refer to Annex F (Terms and Conditions), Clause 21.

11	08.02.2021	Please confirm whether the World Bank and UNODC have already commenced work, and if so how the implementation will be rolled out i.e. whether the work is phased or in one go.	The World Bank has already received the first disbursement and is commencing work. We are finalising negotiations with UNODC. The programme is phased, pillar 1 started in 2020, pillar 2 starts this year and pillar 3 starts next year.
12	08.02.2021	To what extent have the DPs planned their baseline data collection, or even already started collecting baseline data?	We are currently reviewing data collection methodologies and baseline expectations on impact and outcome level indicators with the delivery partner. Data collection has not yet started on this. The Delivery Partner has planned their baseline data collection for Pillar 1 and has started collecting some of the output data. This has not yet started for Pillar 2, although we expect this to happen over the next 6 months.
13	08.02.2021	Please clarify whether we are expected to produce 5 or 6 annual reports from 2021-2027	We need an annual report to support each annual review, meaning we would need 6 annual reports inclusive of 2027.
14	08.02.2021	We have noted an error in the Pricing Schedule template. In sheet 'staff rates', the formula in Column J 'Cost £' is (F10+H10)xI10 which captures Days for years 1 and 2 + Days for years 3-6 x Total # days. We believe the correct formula should be D10xI10 which is Expert Daily Fee Rate (£) x Total # Days. Please confirm if you will reissue the template.	Apologies for this mistake. Yes, we will re-issue the template. It has been labelled Annex A NEW Pricing Schedule.
15	08.02.2021	5. Please clarify whether deliverables and knowledge products should be delivered in English and/ or Spanish. If so, please confirm which reports are expected in which language	Deliverables and knowledge products should be delivered in English and Spanish where possible
16	10.02.2021	Can offerors provide an executive summary outside of the indicative page limits within each one of the Technical Criteria?	No

17	10.02.2021	Can offerors provide a stand-alone cover letter?	No
18	10.02.2021	Can BEIS confirm that Pillar 3 will occur only in municipalities that are receiving Pillar 1 (and potentially Pillar 2) services and not outside of the 23 municipalities mentioned in the ToR?	Yes, Pillar 3 will occur in municipalities where Pillar 1 and Pillar 2 are being delivered and not outside of the 23 municipalities mentioned in the ToR.
19	10.02.2021	Does BEIS have pre-determined criteria for determining Pillar 3 municipalities, or will this be an anticipated result of the evidence review?	The selected municipalities will coincide with the ones in Pillar 1 to ensure additionality. Municipalities from this list will be selected through further evidence review.
20	10.02.2021	Will beneficiaries of Pillar 3 support be concentrated in specific areas within municipalities or does BEIS anticipate having beneficiaries across the whole municipality?	This depends on the activities selected and the results of the evidence review.
21	10.02.2021	The ToR states that in addition to the benefits captured through the KPIs listed, " the programme will deliver other benefits including improvement of livelihoods, protection of biodiversity and improved water security." Can BEIS kindly clarify if the delivery partners will be tasked with monitoring the progress of these benefits through the indicators outlined in the TEFOS logframe (page 32).	Delivery partners will be required to report on the KPIs listed and will not be reporting on these additional benefits, as these refer to a broader statement of the programme's impact rather than specific activities.
22	10.02.2021	Under Requirement 1, on page 15, the ToR states that the inception report should "Propose methodology and criteria for case studies selection for the end of programme impact evaluation to ensure that relevant data is collected throughout the programme." However there is no further guidance on what is meant by the case studies selection. Can BEIS kindly clarify what is meant by the case studies selection?	Case studies are optional for the final impact evaluation depending on whether the MEL partner wishes to collect this kind of data. If the MEL partner decides that case study data will be valuable in the assessment process then they should set out how this will be collected throughout and from which municipalities.
23	10.02.2021	Under requirement 5, on page 20, the ToR mentions that BEIS expects the MEL Supplier to review the DPs	Delivery partners will have their own evaluations to complete, the MEL Supplier will need to discuss evaluation plans with them to ensure that they don't duplicate

		evaluations plans to ensure there is no duplication of efforts. Can BEIS kindly explain what these evaluation plans typically entail?	efforts. We expect the MEL work to focus on programme results (i.e. impact and outcomes - reduced deforestation), whereas the delivery partner evaluations will likely focus on specific outcomes of each pillar (i.e. outputs - cadastre roll out). The World Bank has two evaluations planned i) mid-term (2022) and ii) final (2024) evaluation, the details of which are still tbc. UNODC will have a mid-term and final external independent evaluation.
24	10.02.2021	Under the TEFOS logframe, Impact indicator 3 is described as "reduction in deforestation rate at national level in Colombia". Can BEIS kindly confirm that the indicator is at the national and not at the municipal level?	Yes, the Impact indicator measures deforestation reduction at a national level because we expect our work to have a demonstration effect and so influence neighbouring municipalities.
25	10.02.2021	Under the TEFOS logframe, Impact indicator 4 regarding sustainable livelihoods is stated as " # of households adopting sustainable production in non-programme municipalities in deforestation hotspots." Can BEIS kindly confirm that the indicator is for non-programme municipalities and not for programme municipalities?	Yes, the Impact indicator measures sustainable livelihoods being adopted in non-programme municipalities because we expect our work to have a demonstration effect and so influence neighbouring municipalities.
26	10.02.2021	The ToR states that the "Contract will commence with a 5-month inception phase, which will culminate in the production of an inception report. The inception report will set out a detailed delivery plan for TEFOS MEL over the next two years (September 2021 - October 2023) as well as indicative plans for the years after". Given that the anticipated start date for the MEL supplier is June 1, 2021 should offerors assume the inception report will be due Nov 2021, and the delivery plan should also be pushed back accordingly?	Yes, the inception report will be due 5 months after contract signature. The anticipated date may vary depending on whether or not we need the selected Supplier to undergo a delivery partner review (which can take up to 12 weeks). A delivery partner review will be necessary if the Supplier has not worked with BEIS before.

27	10.02.2021	Given the 5 month inception period starting in June 2021, does BEIS still anticipate the baselining reports for Pillar 1& 2 be due in Q3 of 2021 as indicated on page 14?	Yes, we expect the baselining to be done as soon as possible in order to ensure the relevant information to produce an impact evaluation.
28	11.02.2021	Please clarify whether the set page limits for sections T1-T5 are inclusive or exclusive of diagrams.	The page limits are inclusive of diagrams.
29	17.02.2021	We have noted KPIs 9 and 10 in Annex G of the ToR are direct repetition of KPIs 6 and 7. Please therefore confirm if the total number of KPIs is 11 or 13, and whether a revised annex will be shared.	We confirm that this was a mistake. There are in total a number of 11 KPIs, not 13. KPIs 9 and 10 are a direct repetition of 6 and 7.
30	18.02.2021	Can BEIS clarify the guidance on section 1, question 1.2 of Declaration 4, the Standard Selection questionnaire. If offerors are proposing to use subcontractors, but without forming a legal entity, do they have to specify this under 1.2(b) - (i) (Are you or, if applicable, the group of economic operators proposing to use sub-contractors) and then provide information about the subcontractors under 1.2(b) - (ii)? Or does this need to be specified under 1.2(a) - (i) Are you bidding as the lead contact for a group of economic operators?	Please include subcontractors in the area which specifies information about subcontractors and not a group of economic operators.
31	18.02.2021	Can BEIS confirm that section 5 of Declaration 4, the Standard Selection questionnaire is addressed to potential economic operators or subcontractors to the lead offeror and should be answered only if the economic operator/subcontractor is a subsidiary to a parent company. If the subcontractor is a wholly owned company, then these questions will not apply.	Please list all potential economic operators or subcontractors even if the subcontractor is a wholly owned company.
32	18.02.2021	Can you clarify the final anticipated indicator for the adoption of the cadastral system? The current phrasing seems to imply that the programme will collect data	We will measure both programme and non-programme municipalities that are adopting cadastral systems. This is because we expect our work to have a demonstration

		from both programme and non-programme municipalities adopting cadastral systems. Can BEIS kindly confirm what if DPs will be collecting cadastral system information from both programme and non programme municipalities?	effect and so influence neighbouring municipalities. We are currently finalising the exact indicators to be used with the delivery partner.
33	22.02.2021	We note that there is an incomplete footnote on p21 of the ToR as follows: "The MEL Supplier will be required to support the DP with baseline data collection for Pillar 1 during the inception phase, but". Please clarify the end of that footnote and whether baseline data collection for pillar 1 has already been started by the DPs.	Thanks for pointing this out. The foot note should not be there, that was a mistake. All output indicators for Pillar 1 have a baseline of 0 and will therefore not require any baseline data collection exercises. Please note that baseline data collection for output indicators will be the responsibility of the DPs. However, the MEL Supplier will be required to advise and review this data and the methodologies used to ensure it is adequate for the impact evaluation. For outcome and impact indicators, the MEL Supplier will discuss with DPs how to gather the data (for example through their contacts in the Government of Colombia), and will use this data to create baselines.
34	23.02.2021	Can BEIS clarify whether proposed subcontractors have to complete or sign any of the Declarations included in the ToR?	The declarations are for the delivery partner to complete and sign.
35	23.02.2021	Can offerors submit a list of Acronyms and References outside of the recommended page limits?	Yes, but please write out the acronyms at least once in the document.
36	23.02.2021	Page 16 of the ITT asks: A detailed delivery plan with specific reference to this project is required, including: tasks; milestones; individuals allocated to tasks, their seniority and respective numbers of days on each task. The plan should clearly describe the activities of the inception phase, activities over the next two years (April 2021-March 2023), as well as indicative plans for the years after. Can offerors provide information on the	Yes.

		number of days individuals will spend on each task as part of the project plan in the Annex?	
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