

Questions		Response / clarification IUCN
1	The “annual turnover for each of the past 3 years” is requested as part of the submission. Is there any minimum requirement in this regard to determine eligibility of the consultancy firm?	There is no set minimum requirement, but your organisation’s annual turnover should show that it has the capacity to handle a contract of this size.”
2	The ToR mention that “The work will consist of the collection of information by national and regional expert teams. They will focus on:…”, followed by a specification of technical activities. Could you elaborate on these expert teams? Are they hired by IUCN in parallel to this assignment? Are they related to the JTC somehow? Or should these experts be part of the consortium bidding for the assignment?	The work will consist of the collection and analysis of information by the consultant team. JTC members will be engaged by IUCN and will not form part of the consultant team; they will advise the team as needed.
3	What is place of work?	In the provinces of Thanh Hoa and Nghe An in VN and in the provinces of Xiengkhouang and Houaphan in Lao PDR, with central government and development partner consultations in Hanoi and Vientiane.
4	Who are the counterpart government agencies in Vietnam and Laos?	Primary: <u>VN</u> Department of Water Resource Management (DWRM) and provincial DONREs of the Ministry for Natural Resources and Environment (MONRE) <u>Lao PDR</u> Department of Water Resources (DWR) and provincial PONREs of MONRE Secondary: <u>VN</u> Ministry of Agriculture and Rural Development (MARD) and provincial DARDs <u>Lao PDR</u> Ministry of Agriculture and Forestry (MAF) and provincial PAFs
5	Will government agencies/IUCN provide office accommodation for consultant’s staff?	No. IUCN office meeting rooms in Hanoi and Vientiane can only be used for consultant meeting with IUCN. In Lao and VN, meetings with government will take place in government offices.
6	Will government agencies or IUCN provide counterpart staff for assistance with data compilation, identification of stakeholders etc. ?	The consultant team will work closely with IUCN but the consultant team will be responsible for completion of all deliverables.
7	Are there any requirements for training of counterpart staff/capacity building?	Yes, the assignment includes organising and execution of training workshops for government counterparts at central and provincial levels.

8	What is the envisage role of Joint Technical Committee (JTC) and envisaged frequency of meetings?	See above.
9	What is the envisaged input (in terms of person months) of national and international staff?	This is up to the consultant to specify in the proposal.
10	The RFP clearly depicts the tasks and outputs to be carried out in the assignment. The contractual deliverables are however not specified. Could you clarify the list of contractual deliverables?	There should be well defined deliverables for all the tasks and outputs.
11	Despite the IUCN procurement web portal has an indication of the contract duration (15 months), the anticipated duration of the assignment is not specified / confirmed in the RFP. In addition, timeline of the task implementation for each output is not specified. Could you kindly specify the overall assignment duration and the output/delivrable timeline?	The consultant should propose a clear timetable for the assignment implementation, milestones, etc. within a maximum 15 months.
12	Would IUCN have recommendations in terms of level of effort for each output/deliverable?	This is up to the consultant to specify in the proposal.
13	Section 4.4 (p2) of the RFP indicates that 20% of the technical points will be attributed to the Team Leader. The RFP does not describe the expected profile of the Team Leader. Given the importance of this profile in the evaluation, could you specify the expected profile and criteria of evaluation of the Team Leader ? (background, years of experience, etc)	The profile of the Team Leader should match the character and technical scope of the assignment. Prior experience working in VN and Lao PDR on similar issues is highly advantageous.
14	Would you have any recommendations about the composition team of experts, level of effort, and the thematic expertise to be covered?	This is up to the consultant to specify in the proposal but should be in line with the tasks of the assignment.
15	The ToR clearly state that the TDA development process will involve the development of modelling methods and tools. The FAO set of tools (MASSCOT, MASSMUT, MOSAIC) is referred. Is IUCN open to alternative or complementary tools to support the TDA process?	Yes, the consultant may propose alternative methods and tools.
16	Workshops will be organized. The Consultant will cover the participation costs of its team of expert. Could kindly confirm that IUCN will cover the organization costs (room renting, coffee break, interpreters, etc) and the stakeholder participation costs?	Consultant team participation in workshops in VN and Lao PDR will have to be covered by the consultant. Since the participation of government officials requires following government regulation (per diem, travel, venue, etc.), their costs will be covered by IUCN.
17	Can you confirm that the development of the Strategic Action Plan is out of the scope of the present RFP?	The SAP development is outside the scope of this assignment.
18	Asked for an extension of the deadline.	An extension of the deadline has been published; the new deadline is now 8/02/2024.
19	When is the Joint Technical Committee expected to be established?	The JTC will be established by the time the assignment starts.
20	Are the FAO tools and methodology mentioned in the TOR mandatory to be applied, or are they recommended but not mandatory?	See above.
21	The study duration is 15 months, while the TOR stated: "The project will aim to complete TDA early in the project, preferably by end of year 1 and at least by mid-term of the project to allow digestion of its	See above. A timeframe of 12 months is realistic.

	content and then serve as the base for consultations and agreement on the Strategic Action Program (SAP)". Please confirm whether the TDA is expected to be delivered by mid-term (Month 8) or by end of year 1 (Month 12).	
22	We are curious to know the roles of the Lao Government and the Vietnamese Government (specifically MARD and MONRE in Vietnam, and MAF and MONRE in Laos) in this project. Are they only consulting on TAD or will they also approve and influence the outcome of the project? It would be helpful if you could share more information regarding the roles of relevant parties.	See above. DWRM and DWR will review and approve draft and final versions of the TDA.
23	Our potential work will include stakeholder identification and evaluation, as well as engagement. To what extent have relevant stakeholders already been identified and contacted? a. VN and Lao water authorities? b. Lao and VN 'science community'? c. Sectoral leadership/representative bodies?	Since the project has just started, very little stakeholder engagement has taken place outside of DWR and DWRM. The consultant team will therefore engage relevant stakeholders as an integral part of the assignment.
24	Will the GEF IW Focal Area be involved, be supporting, and if so, how?	The GEF IW Focal Area will not actively participate in the assignment.
25	TDA training, participation, and consultation: A wide range of stakeholders will be involved in the consultation but what is the scope of stakeholders targeted for TDA training (beyond water authority teams)? i.e. key figures in the science communities and leaders/representatives of the major economic sectors?	TDA training and stakeholder engagement should cover the essential concepts and issues that come to the fore in the analysis to a level that will enable stakeholders to provide meaningful input to the TDA.
26	The RfP recommends that the project utilises various FAO tools, such as MOSAICC. Not all of these appear to be open access and may incur significant costs. Is FAO already engaged in this project in some way? Will it be our responsibility to bring them in to access some of their tools of necessary? Do we need to include those license/access costs?	FAO is involved in the project, and in principle only open access tools are recommended to be used. The consultant may also propose alternatives. Use of FAO tools is not obligatory.
27	The final stage of the TDA is to identify potential solutions and actions, and explore & analyse them. What level of detail is this analysis expected to go to (e.g. high level assessment of feasibility, or detailed level of CBA?)?	The level of detail is indicative, not detailed.
28	Page 11 of the RfP says that "(the TDA process) will be led by the JTC and conducted according to the methodology developed for the IW Focal Area". However, it is not clear who will lead/conduct the training workshop on TDA. It is assumed that the consultant team will provide the inputs generated from the previous Outputs, but JTC/IUCN/FAO would bring an international expert on TDA to lead the training. Can IUCN confirm and clarify?	The consultant will lead the TDA. FAO tools are for reference only. The consultant will be the lead for the various training workshops under the TDA. IUCN will share all relevant information with the consultant.
29	Page 11 of the RfP mentions about a "TDA team". Understanding that JTC is the lead on the TDA process, can IUCN clarify to which team this is referred to?	The TDA team referred to is the consultant team. The JTC has a purely advisory role.
30	Page 12 of the RfP refers to initial PIF consultations (relevant for comparing drought risks). What consultations is this referring to and are the relevant outputs available?	Upon start of the assignment IUCN will make available to the consultant these earlier outputs, including the PIF, but there will not be much more than what is

		already mentioned in the RfP.
31	However, this project is also listed as only being 15 months duration. We assume that means the TDA will be completed by the end of this scope of this consultancy. Can IUCN confirm and also confirm that the steps regarding agreeing on actions and developing plans is outside of this 15-month scope?	Upon start of the assignment IUCN will make available to the consultant these earlier outputs, including the PIF, but there will not be much more than what is already mentioned in the RfP.
32	Is it assumed that this consultancy will only supplement existing data with satellite data, or is there an expectation that it will undertake primary data collection (albeit over a very short timeframe)?	Yes, if it is considered necessary to collect some primary data as part of the assignment; IUCN will assist with this.
33	Costs eligibility: The contract template only mentions about consultants' honorariums (days and rate) and travel costs. We understand this consultancy would maybe require of other costs as mentioned below. Are those other costs to be covered under this consultancy, or separately by IUCN or by local/national governments?:	<p>Please study the RfP carefully as there will be other costs of activities and possible data needs that need to be covered by the consultant.</p> <p>Since the participation of trainees, government representatives and other attendees requires the following of government regulation for this (per diem, travel, venue, etc.), these other costs will be covered by IUCN.</p>
34	Scoring: Is the "Experts" evaluation done for all required experts, or only for the Key Experts (excluding from the evaluation the non-Key Experts)?	The scoring is only done for key experts
35	For the interviews on 19th to 21st, are those planned to be in-person or online? How many and who is expected to participate from the proposal teams?	Online.
36	Is there an IUCN standard template that we can follow for the Technical proposal, including CV or references' template? If not, can we use a standard template that our company uses for International Financing Institutions and Multilateral Development Banks?	IUCN will not make available a standard template for your proposal. Please follow the given max. page limit.
37	Is it possible to consider an extension of the deadline, in order to allow us to collect all administrative documents but also to focus on the methodological part? We would like to kindly request an extension of the deadline to February 8 th , if possible.	An extension of the deadline has been published; the new deadline is now 8/02/2024.
38	Is the Pre-Qualification Criteria document to be submitted before the submission of the technical proposal? What would be the deadline?	No, all documents requested in this RfP are under the same deadline.
39	Is there a page limit for the methodology?	The RfP states: Methodology and workplan (max. 10 pages).
40	Could you please indicate an indicative number of in-person events to be organized and the number of potential attendants to such events?	<p>The number of in-person events is up to the consultant to propose (should cover at least the number of key stages in the TDA).</p> <p>The number of participants is limited to 40 maximum at each event.</p>

41	Can you please clarify the timeline expectations? We note that the TDA is expected to be completed "preferably by the end of year 1 and at least by mid-term of the project". Is the project mentioned here the overall GEF IW project that the current RFP sits under?	See above. No, the overall GEF project has a period of 5 years.
42	Can you please clarify who will cover expenses associated with consultation workshops and other events (e.g. venue hire and catering, attendee per diems, attendees travel, attendee accommodation)? Does this cost need to be included in the proposal budget?	Consultant team participation in all the major workshops in VN and Lao PDR (training or stakeholder consultation, etc.) will have to be covered by the consultant. Since the participation of trainees, government representatives and other attendees requires the following of government regulation for this (per diem, travel, venue, etc.), this will be covered by IUCN.
43	To assist in guiding our methodology and focus, are you able to provide an approximate split of effort sought across (a) primary data collection (e.g. field work, sampling etc.), (b) technical review/analysis (desktop) and (c) stakeholder consultation and engagement?	That is up to the consultant to specify in the proposal but should obviously be in line with the tasks of the assignment, the overall duration, and budget.
44	The breadth and depth of TDAs varies widely. Are you able to provide examples of completed TDAs that align with the needs/expectations for this project?	No, that is not possible. The Consultant may explore relevant examples and refer to these, of deemed useful
45	Up to what extent of GEDSI assessment is required under Output 1.1. Is there a requirement to contract a local GEDSI expert to run focus group discussions?	The level of input should be in line with the importance of the subject in the overall TDA, so there is no explicit requirement, the consultant may decide.
46	There are likely to be gaps in existing knowledge and datasets for the focus thematic areas. Is the selected team expected to undertake primary data collection/field work to fill these gaps, if so then to what extent?	Yes, a key task is to collect and assess existing data. Some primary data collection involving field work will be needed.
47	Are you able to provide a list of known existing models/work available on water quality and water balance in Lao PDR or Viet Nam for the focus areas?	No, that is not possible at this stage (it is considered part of the assignment to investigate this).
48	This work will require strong participation from Vietnam and Lao PDR experts. At times there is a preference by government counterparts in these countries to be involved in or to approve the selection of national team members. <u>Is it IUCN's preference for us to present a full nationals (Vietnam and Lao PDR) team in the proposal (1), or to identify key areas where national experts will be identified in consultation with the government counterparts at a later date? (2)</u>	It is preferred but not required that the consultant proposes the names of Lao PDR and VN. Government counterparts who will also be involved in the proposal review, including the proposed national experts.
49	Can you confirm whether the following are to be included in the analysis: 1) isolated freshwater ecosystems (i.e. those that are not connected to rivers?; or ii) artificial/hybrid wetlands (e.g. farm dams)?	Yes, these are part of the river basin system.
50	Are coastal fisheries excluded or to be considered in relation to coastal lagoons?	Coastal includes coastal lagoons and in-shore fishing.

51	Does IUCN have a preferred Environmental Flows methodology to be applied?	No, this is up to the consultant to propose.
52	With regards to the determination of ESI, are only indicators to be identified or also reference conditions and/or grading approaches?	Also reference conditions and/or grading approaches should be clarified when this topic is addressed.
53	Under the pre-qualification section, there is a requirement for "3 relevant references of clients like IUCN." Can you clarify whether written reference letters are required to be submitted as part of the proposal, or just the contact details of referees that IUCN can contact?	Just the contact details of references.
54	Under the pre-qualification section, the bidder is required to submit "... annual turnover for each of the past 3 years." Can you clarify whether there is a minimum annual turnover criteria for eligibility ?	See 1 above.
