

RESPONSE TO RFP/TOR CLARIFICATION QUERIES

Digitising Humanitarian & Social Assistance in NE Nigeria

No.	Question	Responses
1.	Will FSDA provide a list of stakeholders for our research team to interview and can you provide any support with organising these meetings? Or is the task of identifying key stakeholders and setting up these meetings expected to be part of our work in this project?	The consultant will be responsible for identifying and setting up meetings with key stakeholders who would provide useful input to the assignment. FSDA and its partners can provide introductions where necessary and possible.
2.	There seems to be some confusion as to whether this ToR is focused i) only on North-East Nigeria (where most humanitarian cash transfers take place), or ii) whether there is an expectation that this scoping study would cover all of Nigeria (which would be a substantially larger and more complex task). Can you please clarify this?	The scoping study should focus on all of Nigeria with regards to humanitarian and social assistance payments (excl. for example, salary and pension payments). However, specific guidance is provided on page 5 of the TORs where focus on NE Nigeria is needed. The consultant will be expected to provide an example approach in their proposal to demonstrate how they would go about conducting the research in a comprehensive manner given the scope of the research (i.e. including all of Nigeria with a specific focus on NE Nigeria).
3.	Do you expect any need for our team to include staff who can speak Hausa or any other local languages? It seems that most of this work can be done via a desk review, but we feel that there might be a need for e.g. Hausa language skills if our team needs to organise interviews (see Q1 above) and/or conduct interviews with stakeholders who do not speak good English. Can you please clarify this for us?	As above, the consultant should propose a list of stakeholders to be interviewed that represents a good understanding of the TORs. This list will determine the staff and language skills that the consultant will draw upon to complete this assignment.
4.	The ToR state that the project is expected to commence in July 2020 and end in October 2020, but the bidding consultant/firm should propose a timeline. Could you confirm that it is a three months project once the firm is selected?	The timelines presented were just an estimate for purposes of the RFP. The consultant should propose a timeline and methodology that demonstrates a strong understanding of the TORs.
5.	Could you kindly provide an estimate of the number of man-days expected for the project?	FSDA invites the Consultant(s) to suggest a comprehensive workplan and budget that supports the response to the TORs
6.	For the international research partners are there any specific qualifying rules other than the details mentioned in the Project Terms of Reference?	No. All proposals will be evaluated against the criteria listed in the TORs

7.	Is it fine for the research partner to do the complete study from any of their global office locations?	The Consultant is invited to respond to the TORs in a manner that best reflects value for money and in accordance with their value proposition.
8.	Do international research partners mandatory to have a local researcher/partner for this project?	There is no mandatory requirement for partnerships. FSDA invites the Consultant(s) to suggest a solution they deem appropriate based on their understanding of the TORs.
9.	If it is yes for point no 3, - Is there any specific Fulfillment criteria for that researcher/partner other than the points mentioned in the Project Terms of Reference?	FSDA has no specific criteria for this. The consultant should make their own decision on which kind of partnerships would best help them deliver on the assignment.
10.	In the COVID 19 situation, if travel to location is not allowed, is it fine for the research partner to do the stakeholder interview through the secure digital applications?	The consultant is invited to suggest an appropriate method to conduct stakeholder interviews that is in line with their proposed methodology and budget
11.	The notice expresses a 10-page limit excluding annexures. Are CV's viewed as addendums that could be placed in the annexures or are CV's part of the 10 pages?	CVs form part of the annexures and will not be counted as part of the 10-page limit.
12.	We note that the third task requires the consultant to "Analyse feasibility of building digital economies around humanitarian transfers and government-to-person payments in Nigeria". In this regard, it would be great to get a view on your expectation of the feasibility analysis, i.e. Is this a feasibility study in the strict sense? We believe that defining this parameter is crucial to not misinterpret your intended focus.	This would not be a feasibility study in the strictest sense, but a 'light touch' feasibility concerning improving digital payments access and use in Nigeria. As outlined in point 3, page 4 of the ToR, the consultant would be expected to outline what parameters would need to be considered to understand the points of consideration outlined, as well as suggest other parameters that would need to be considered (e.g. regulatory landscape in Nigeria).
13.	Will you be able to provide introduction to some key stakeholders, esp. at the Government level?	Yes, one of the partners of this project - EFINA- is based in Lagos and will be able to make any necessary introductions to government officials where possible.
14.	Should the use cases focus on Nigeria or do you want case studies from other emerging countries (prioritizing SSA)?	The focus of this assignment is Nigeria. However, if there are case studies that you think would be useful to the Nigerian context and therefore appropriate, feel free to include.
15.	"Roadmap should include timings, costs and division of labour as part of this work (20% payment)." Does this mean financial modeling and a cost-based analysis?	A comprehensive financial model and CBA is not required at this stage. The consultant should provide an estimate of, for example, implementation timelines, suggested costs and division of labour (where possible and appropriate) that is based on evidence gathered from the scoping study.

16.	Budget: Does FSD Africa and its partners have a specific budget in mind (or perhaps a range) for this scope of work?	FSDA invites the Consultant(s) to suggest a comprehensive workplan and budget that supports the response to the TORs
17.	Contracting: Would this be contracted out of Kenya with FSD Africa or out of Nigeria with one of the partner entities? (Assuming the former based on ToR note on applicable taxes)	This work can be contracted out of Kenya or Nigeria, whichever location provides a simpler and quicker contracting process for both parties.
18.	Local presence in Nigeria: Given potential challenges around COVID-19, are you requiring that the selected consultant have a local contact in Nigeria to facilitate interviews or is this scope of work something that can be conducted by a fully remote team working closely with EFinA stakeholders and other partners?	FSDA invites the Consultant(s) to suggest a solution they deem appropriate and adequate for the scope of the assignment based on their understanding of the TORs