



**Caribbean Biodiversity Fund
Ecosystem-based Adaptation (EbA) Facility**

**Mid Term Evaluation (MTE) of EbA Facility 1CfP Projects
Consultancy**

Questions and Answers

As per the tender documents for the CBF EbA Mid-Term Evaluation (MTE) Specialist Consultancy, bidders could submit questions until Friday April 1st, 2022. This post includes answers to all questions received up to 1 April 2022. The CBF Secretariat pooled analogous questions and edited them for clarity.

Q1: Could you clarify the extent of the assessment in tasks 2 and 3?

A1: Task 2 is expected to be an assessment of each of the 11 projects under implementation, while Task 3 is a final summary report of the overall 1CfP Mid Term Evaluation.

Q2: Could you specify how many days out of the 80 need to be done in the field, and in which country?

A2: While the schedule provided in the ToR is a guide to the expected effort, our expectation is that the MTE consultant's technical proposal will outline a workplan for completion of the assignment, including field visits. We envisage some visits to be conducted in parallel by different members of the team. The scope of work identifies eight countries to be covered by in-country engagements during the consultancy: Antigua, Dominica, Dominican Republic, Grenada, Haiti, Jamaica, Saint Lucia, and Saint Vincent & the Grenadines.

Q3: Is there a budget ceiling for completing this exercise, including travel expenses?

A3: No specific budget can be shared for this consultancy. The tender is a competitive process seeking the most cost-effective bid. We only provide an estimated effort in number of days to complete the assignment. CBF will assess the financial proposal of tenderers with a minimum score of 75% on their technical proposal.

Q4: Do you confirm that we can submit a firm proposal with a limited team of experts, or is this strictly an individual application with one expert?

A4: Yes. Qualified individuals or consortia of individuals or companies are eligible. Given the scope and timeline of the consultancy, we expect to receive bids that involve a team of experts.

Q5: Would it be possible to extend the project timeline beyond 80 days?

A5: No. The estimated time allotted for completion of the assignment is 80 days. Technical proposals should present a work plan aligned to this schedule and duration with an projected start date of Monday, May 16th, 2022, and completion date of Friday, August 26th, 2022. It is expected that some consultancy tasks i.e., meetings, site visits, etc. would be conducted in parallel.

Q6: Do the consultants need to visit all of the eleven projects currently funded in every one of the project countries? Or would it be possible to conduct the stakeholder interviews and consultations on a virtual basis only?

A6: All 11 projects in eight countries must be visited to ground-proof reported progress and interview key personnel, either via in-country expert team members and/or travel by external experts. However, the proposed work plan of the bidders may include a hybrid of virtual meetings and in-country assessments.

Q7: Is it acceptable for us to budget international travel for site visits to the eight countries where the 11 projects are located?

A7: Site visits in-country are mandatory to observe grantee reported progress. We expect the financial proposal of the consultant to cover costs related to these site visits, including international travel, if applicable. We envisage the most cost-effective bids to make extensive use of in-country experts.

Q8: Do you require detailed travel costings at this stage, or can we give estimates to be further discussed and fine-tuned? Do you have any stated policies about expenses reimbursement and what you will or will not cover including COVID-related costs?

A8: The financial proposal should include all costs relevant for completion of the assignment, including any travel related costs, where necessary. All expenditure necessary for completion will be borne by the consultant.

Q9: Could you kindly describe to us any measures (health, sanitary, social, etc.) which, as of today, we should be taking into account and plan accordingly?

A9: Travel regulations, especially public health protocols related to the management of COVID-19, vary across project territories. Consultants are expected to plan how these constraints can be managed.

Q10: Various development entities have Evaluation Guidelines that consultants are advised to use in undertaking Mid-term and Terminal evaluations of their projects. Does the CBF have a similar set of guidelines that they would want the consultants to follow, and if so, can you share that with us at this stage?

A10: Consultants are free to define the concept and approach to completing the Mid-Term Evaluation. Our initial guidance, as stated in the ToRs, would be alignment with relevant assessment criteria and frameworks such as: OECD DAC evaluation criteria, FEBA/GIZ EbA criteria, and IIED guidance for assessing EbA effectiveness.

Q11: Will all questions and responses regarding this consulting assignment be posted on the website, or will the responses go only to the individuals who asked the questions?

A11: The questions and answers published here correspond to all questions received relating to the Tender Document for Mid Term Evaluation (MTE) of EbA Facility 1CfP Projects. The CBF Secretariat summarized, edited, and pooled analogous questions.