



Date: 9 July 2010

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Subject: Addendum 2 to the "SIG RAMSI People's Survey" of 12 June 2010.

Tenderers are advised of the following:

Amendments to the RFT:

1. Insert the following **Clause 2A** at Section 1, Part 1, Project Specific Conditions:

"2A ALTERNATIVE TENDERS

AusAID reserves the right to accept and consider alternative Tenders providing they:

- (a) are submitted with a conforming Tender;
- (b) clearly identify the differences and improvements offered in the alternative Tender;
- (c) are fully costed; and
- (d) are clearly marked with the name of the Project and the words "Alternative Tender".

2A.1 Alternative Tenders will be considered only after completion of the technical assessment of conforming Tenders.

2A.2 Only the alternative Tender of the preferred tenderer (following TAP assessment of conforming Tenders) will be assessed.

2A.3 Alternative Tenders will be technically assessed against the selection criteria contained in this RFT."

2. Section 2 Part 5, Clause 19.2 clause reference is to (Clause 5, Part 1) instead of the referenced (Clause 7, Part 1).
3. Point 2 of Addendum 1, 21 June 2010, 6: Report of Independent Review of the People's Survey (2008), will be released to prospective tenderers upon request to the Tender contact email address: ramsipeoplesurvey@ausaid.gov.au

Questions raised by interested tenderers:

4. *"Can tenderers propose an alternative composition for the team and the inputs from individual members provided they can indicate how all the requirements indicated are met (including the inputs to be made in the Solomon Islands) and that the alternative arrangements will not increase overall costs unnecessarily?"*

Answer: Refer to **Clauses 2A** “Alternative Tenders” in Point 1 above.

5. *“The tender document, specifically the Short Term Personnel section, is quite specific. What potential is there, in terms of proposing a different team configuration?”*

Answer: During contract negotiations other elements are considered, in terms of alternative bids, as long as that does not impact financials or the outcome. Refer to **Clause 2A** “Alternative Tenders” in Point 1 above for more information.

6. *“Would our tender be deemed ‘non-compliant’ if we suggested a different configuration?”*

Answer: The requirements of the tender documents will need to be addressed firstly. Refer to **Clause 2A** “Alternative Tenders” in Point 1 above for more information.

7. *“In the Scope of Services, it points to the estimated inputs for personnel; in terms of the tender document, is it possible to vary the inputs slightly? How flexible are the inputs given that it says ‘estimated inputs’?”*

Answer: Respond to the RFT requirements in the first instance, and review **Clause 2A** “Alternative Tenders” in Point 1 above for more information.

8. *“In relation to Admin Survey staff for the purpose of the proposal, what degree of confirmation is required?”*

Answer: As most admin survey staff will be Solomon Islands locals, confirmation is not required in the tender.

9. *“If members of the team have nominated date rates in other existing contractual agreements with AusAID are we confined to those rates even if these were established some years ago and no longer correspond to actual daily rates being charged for their services?”*

Answer: No, this is a new “Request for Tender”.

10. *“What is expected in terms of the Admin process?”*

Answer: We would expect information on how you would recruit those staff members, through a work plan or a mobilisation plan. The work plan must specify timeframes for each activity in the admin process. Refer to **Annex 2** and **Annex 5** of the tender for more information. (See Clause 4.3, Section 1, Part 1 of the RFT).

11. *“If an arrangement with a Honiara company could be considered, would you expect contract arrangements in place already?”*

Answer: No, just a detailed work plan, including details on the recruitment process.

12. *"Is the National Statistics Office already involved?"*

Answer: The National Statistics Office (NSO) has been involved in the design process and is being provided with progress updates. The Contractor will be expected to work in partnership with the SIG (NSO) and RAMSI (PCU).

13. *"In terms of office accommodation, is there an identified office location or space in Honiara?"*

Answer: No, the Contractor will need to arrange this.

14. *"After the program is completed, who will we hand over our Intellectual Property (i.e. data collected, systems etc.) out to? And in terms of Procurement, who would own the systems?"*

Answer: As there will be close partnership between RAMSI, NSO and the Contractor, all three (3) stakeholders should access/possess relevant intellectual property by the time the contract is completed. Intellectual property handover will be with RAMSI and AusAID owns the documents surrounding the Procurement process.

15. *"In relation to the budget, the Procurement Plan on AusTender says \$1.5M over three years. Is there a specific budget for the submissions?"*

Answer: The only information AusAID is able to provide is as per the Annual Procurement Plan.

16. *"The work plan indicates that the Survey each year occurs between July and October, and mobilisation is at the end of September or October 1. How do you think this will impact on the Survey at the end of 2010 and the interim activities?"*

Answer: RAMSI has begun some activity using an interim contractor. The preferred tenderer will take over from whatever point the interim activity is at the time. Questions will already be developed for this first Survey so the preferred tenderer would commence with a handover from the interim contractor, and then implement the questions.

The interim contractor will produce a finished questionnaire (approximately 60 questions) in English and Pidgin to be asked in 2010, as well as a list of topics to be discussed in the 2010 focus groups. There will be a one week period for handover and the interim contractor will be available if required.

17. *"What would the impact of that be on the financial proposal? Would the preferred supplier not be required to go through that process for the first year?"*

Answer: The successful tenderer will not be required to create the questions for the 2010 questionnaire or develop the focus group discussion questions. The successful tenderer will, however, be

responsible for the production of any hardcopy survey material required to conduct the survey etc. For more information, see previous response to Point 14 above.

18. *"If you are taking out that first step, if questions and topics have already been determined, how will that impact on the people running the survey? Can you clarify?"*

Answer: The Contractor is expected to accept the questions/survey topics developed by the interim contractor as these would have been reviewed and approved by AusAID to date. The one-week handover period should be used to clear any doubts relating to the process, and any assumptions and expectations relating to the survey questions/topics.

19. *"Given that by the time the Contractor will start working on the project at the end of 2010, will the activity slip into 2011?"*

Answer: The development of the survey is already underway. We will let you know how that will affect bidders, in terms of costing, as some activities will be removed. The initial consultations and the workshops have been completed and by mid August the questions/discussion topics should be finalised and ready for the Contractor to implement the survey. The expectation is that the successful Contractor will not let the survey slip into 2011.

20. *"Is it the initial workshops that are already underway?"*

Answer: Yes, for the 2010 survey only.

21. *"You said that the development of the Survey is already underway and that the entity conducting those activities will provide the successful bidder with a full handover of their work. Could you please describe how you plan to ensure a smooth transition, given that, for example, the survey design currently being developed may not align with the data capture (phase 2) method proposed by the winning Contractor?"*

Answer: The interim work only addresses Phase 1 for 2010 of the project cycle. It consists only of the questions to be asked in the questionnaire and topics to be discussed in the focus group discussions and does not propose any data capture method. These two processes (questionnaire and focus group discussions) are required to be used as part of Phase 2. There is an expectation that the Contractor must implement the 2010 survey based on the current interim work because the survey report will feed into other RAMSI reporting systems and processes. In terms of aligning the survey design with the Contractor's method of data capture, this can be discussed/agreed with the interim contractor in the handover period and with SIG and RAMSI early when the Contractor is determined/mobilised.

22. *"How quickly does AusAID want to see the new elements implemented in terms of the partnership agreement, and having the Survey aligned with partnership framework etc.? How quickly is AusAID expecting a change from previous Surveys?"*

Answer: The expectation for the survey is immediate. Alignment with the partnership framework will commence in the 2010 survey (and has already begun with the process of engagement with SIG and RAMSI partners for the development of the 2010 questions by the interim contractor) and the Contractor will continue to ensure that it is further strengthened with each future survey.

23. *"In relation to the upcoming election in the Solomon Islands, does AusAID see any impact of the election results?"*

Answer: No.

24. *"The project Budget for 2009 compared to 2010 has really jumped - is this coming out of the RAMSI budget?"*

Answer: Yes.

25. *"Will we need to get Police clearances? Are there children involved?"*

Answer: Yes, all Administrative Survey Staff will need to obtain Police clearances in accordance with Section 2, Part 5, Clause 19.2 of the RFT.

All personnel working on the project are deemed to be "working with children" (Table 4, Clause 5, Schedule 2, Part 4). No children under the age of eighteen (18) will be interviewed or employed as part of the "People's Survey".

26. *"Will the basic services questions that are embarrassing to the Government be deleted? (i.e. those in relation to education, health etc.) These are the questions referred to in page 7 of the Design Document, under Point 25. If we knew they were going to be deleted, then that's a few less questions to work on".*

Answer: The basic services questions will be deleted where necessary in consultation with SIG and RAMSI. The process is not yet complete.

27. *"Do you have on hand a performance matrix completed in 2009?"*

Answer: No.

28. *"Now that the NSO, and more money, has been brought in to the People Survey, has there been any talk about doing the whole country each year?"*

Answer: No.

29. *"In relation to the Alliance of Universities of the South Pacific, how much capacity is there and are they expecting it? In terms of office space etc. Or is it going to take some time to make those connections and set up the office? And in terms of the engagement of local people, apparently previous lists will be provided; is there any expectation from past enumerators that they will be engaged again? Is that a simple process?"*

Answer: There is limited capacity and the Alliance of Universities of the South Pacific is not expecting it. The Contractor will have to make the connections with limited support from Post. There is some level of expectation from past enumerators that they will be engaged again, but no legal obligation to engage them. The process should be simple.

30. *"With the enumerators in the past, are they fluent in Pidgin and English?"*

Answer: Fluent in Pidgin and good in English.

31. *"With security issues, when travelling between islands, how real is the issue of hijacking and is that a real figure in the budget, or should we be putting in a bit more?"*

Answer: AusAID is not aware of any hijacking in the Solomon Islands. Tenderers need to make their own assessments regarding security.

32. *"In relation to the involvement of the Solomon Islands Government and RAMSI staff, do they like a lot of involvement?"*

Answer: Only during the process of finalising the survey questions/discussion topics and when finalising the survey report. During implementation RAMSI is not involved unless there is any potential issue that might compromise the delivery of the survey in terms of timeframe, budget, etc. SIG and RAMSI staff will want to be meaningfully engaged for the dissemination of survey results.

33. *"With additional questions, how many will be additional?"*

Answer: This will depend on the workshops and finalisation of the questions by the interim contractor in consultation with SIG and RAMSI. The current expectation is that there will be a total of approximately sixty (60) questions on the survey, being a combination of questions carried over from past surveys and newly developed questions. There will also be a mix of questions with multiple choice answers only and questions with open ended answers.

34. *"With the upcoming elections, if that slips beyond 4 August, what impact will that have on the project?"*

Answer: The Governor General of Solomon Islands has declared the election date as 4 August 2010, and there is no evidence to show that it will slip beyond this. The interviews will be conducted with the public and there is no expectation that these interviews would be affected by the date of the election. The focus group discussions with public servants should

also not be affected. Members of relevant ministries are already well aware of the Project's timeframe from the interim activity.

35. *"Cyclone season is in the October to December period, things tend to close down in December, has it been considered that the project could slip into 2011?"*

Answer: Interim activities have been started to ensure slippage does not occur.

36. *"Clause 3.19 of Scope of Services: the second 'class of respondents' indicates that these are people who are 'closely involved in SIG-RAMSI activities and service delivery including ...public servants '. It also indicates that some other groups may be nominated by SIG-RAMSI. Does this imply that the project design should focus on 'public servants' as the core group with the possibility that others may be included. Or should it be designed to be more broadly based with the detail of the actual composition to be confirmed with SIG-RAMSI ?"*

Answer: The second group will focus on public servants (males and females) as the core group and in addition SIG and RAMSI may nominate some other groups (e.g. business people) to be included.

37. *"With past Peoples' Surveys, the provinces where data was to be collected was set by Post. Will that happen this time too?"*

Answer: Yes, it will be made jointly with RAMSI and SIG (NSO) for all three (3) years and the Contractor will implement accordingly.

38. *"Clause 3.22 of Scope of Services: indicates that the number of provincial locations is indicative and may be varied year to year with the approval of AusAID. The table in the clause indicates that the survey will be conducted in 'most provinces'. Is there any additional guidance on the expected minimum coverage or maximum coverage in terms of provinces?"*

Answer: The four (4) main provinces plus Honiara will be in all surveys. The other small provinces will be included on a rotational routine. The categories and numbers will be determined/finalised in consultation with SIG and RAMSI.

39. *"Clause 8.7 'Scope of Services' indicates that the Contractor must comply with the SI Statistics Act and other relevant SIG legislation. Which other legislation does AusAID consider to be the most relevant?"*

Answer: Tenderers should seek their own legal advice on what legal requirements are needed to operate in the Solomon Islands. The preferred Contractor must comply with any legislation relevant to its presence in the Solomon Islands (for example, but not limited to, compliance with all laws about immigration requirements, labour laws etc.).

40. *"Clause 14.1(f) 'Scope of Services': in what form will the primary data be delivered to the National Statistical Office? It might be most helpful to know how NSO intends to use the primary data as this is likely to determine the most useful format?"*

Answer: The Contractor will discuss and confirm this with the NSO at Honiara Post.

41. *"In the RFT on page 15, it asks us to include a list of all current tender opportunities we are pursuing. Is this all of them or just AusAID?"*

Answer: Just AusAID.

42. *"Can we use AusAID as a Referee?"*

Answer: No. (Section 2, Part 5, Clause 7.16c).

Attached documents are presentations from Industry Briefing held on 30 June 2010.

All other information as set out in the RFT dated 12 June 2010 and Addendum 1 dated 21 June 2010 remains unchanged.