**RFP12112017 – Micro fund for Women (MFW) – Green Energy-Phase 2**

***Questions & Answers***

1. **Question #1:** Where is the targeted geographical areas to implement phase 2? is it in Amman governorate? or others?

**Answer:** MFW has 60 branches covering all over Jordan. Developed services should address all geographical areas in all branches of MFW unless agreed otherwise.

Based on the Review of the findings (Task 1), the idea identification (Task 2) and the design of the product prototype (Task 3), the parties might identify target areas and branches with the highest potential.

During the pilot phase (Task 11. Pilot launch/Execution and Task 12. Pilot Evaluation) it will be convenient to focus on pre-selected areas and branches, before a full roll out in all the branches (Task 17 and Task 18).

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1. **Question #2:** Based on our understanding, the Jordan Energy Efficiency and Renewable Energy Fund (JREEF) has developed a nearby financing scheme for residential sector. is it possible to integrate similar products with different financing models / schemes and to benefit from their experience?

**Answer**: MFW is interested in building future corporation with JREEF. It is possible to benefit from their experience however MFW wants to consider and start an innovative idea in the green energy sector.

1. **Question #3:** Page 5 (item 2) mentioned that capacity building and training for MFW and its beneficiaries is part of this assignment. We agree that training and capacity building should be developed for MFW staff, but would you please define who are the beneficiaries and what is the needed training for them especially that they will be from different locations, different education level, different interests? how many training sessions should be carried out? are they in Amman or other locations in Jordan?

**Answer**: The beneficiaries are MFW' clients who will receive the developed services. These beneficiaries need awareness session in green energy. Type and size of trainings to be identified by implementer and MFW according to the developed services. MFW has a Learning Academy with 7 training centers in Jordan and a pool of internal trainers (for staff and clients). It would be ideal for the implementer to design the contents of modules, provide ToT sessions to MFW staff/MFW Learning Academy trainers (Task 9, Deliverable B, Task 10, Deliverable A, B and C) and monitor MFW training to a sample of beneficiaries in pre-selected locations.

1. **Question #4:** It looks like the time span of implementation needs more than the allocated time, would you please revise the implementation time span and confirm if 7 months is reasonable to deliver 17 deliverables?

**Answer**: 7 months is the available time for the implementation. The Implementer is invited to present a proposal with a specific methodology to accommodate the available time. The implementer can revise tasks and the deliverables accordingly.

1. **Question #5:** Deliverable report number 11 mentioned that the successful bidder shall develop a marketing plan while the list of sub-deliverables in this task mentioned the development of the marketing plan followed by implementation (lunching the marketing campaign) and finally to monitor and evaluate the campaign. May you please confirm if the implementation of the marketing plan is required within the scope of this phase? we believe that this is not doable due to the short time span of the assignment which will not allow to monitor and evaluate the marketing campaign.

**Answer:** Implementers are requested to develop a comprehensive marketing plan and strategy including an M&E framework. Implementers will also be responsible in launching it with the support of MFW marketing department within the agreed time frame. The Implementer can present a proposal with revised methodology, tasks and deliverables to accommodate the available time.

1. **Question #6:** Deliverable report number 7 mentioned that a testing of MFW’s MIS system is needed to verify the data capturing and tracking. can you please elaborate on this testing of the management information system and who is responsible of doing the test?

**Answer:** The testing needed for the MIS system will be planned and implemented by the contracted entity through MFW' IT department.

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1. **Question #7:** Page 16 – Part (B) of the RFP stated that the cost proposal shall be based on individual’s annual salary divided by 260 excluding the fringe benefits, overtime, incentives and bonus. we understand this policy, but would you please clarify how other corporate overheads such as (office rent, cost of admin and back office staff) and company profit could be added to the daily rate? it is unreasonable to establish the cost proposal based on employee annual salary divided by 260 as companies has many other overheads that should be financially covered in addition to allow for profit, otherwise a loss will be accumulated to the bidder.

**Answer:**

USAID LENS will allow company fees under this project, provided that they must be budgeted as a percentage under a separate line item in the budget template. The company fee should be thoroughly justified in the budget narrative, reasonable and comparable to current market rates.

Payment method and time of the company fees will be under the discretion of USAID LENS.

Regarding “overhead” or “indirect” costs, these are not allowed. bidders need to directly allocate all proposed expenses. For example, a pro-rated rent amount, pro-rated amounts for support staff, etc.

1. **Question #8:** In P.4, point 1, there are two points:

Development of a financial product and a service following a comprehensive agile methodology.

Development of the financial product and service accompanied with a detailed plan for non-financial services (i.e. Awareness, renewable energy capacity building/training, or EE kit, etc.).

How do the two points differ other than point 2 requires the development of a detailed plain for non-financial services?

**Answer:** First point is addressing the development of the financial product; the other one is addressing the development of non-financial services related to this specific product (usually financial products are offered with a set of non-financial services) that will be discussed and selected during the initial phase of the intervention (Task1, 2 and 3).

Regarding point number 1 on P4, the non-financial services provided includes awareness sessions. regarding the green energy sector.

Point number 2 refers to trainings to be conducted on the GE product being developed, and could refer to trainings on the proper disposal of photovoltaic batteries, maintenance of GE equipment, best practices to save energy, etc.

1. **Question #9:** Under Scope of Work/Tasks; in Page 5, point 1, it is mentioned that in addition to developing and deploying a Green Energy Financial Product(s) (credit) and Non-Financial Services, there will be a training for MFW’s existing and potentially new clients/beneficiaries, MFW’s staff and the green energy vendor(s) involved in the credit product.

How does this training differ from Point 2, Page 5 (same page as the point above): Capacity Building of MFW and its beneficiaries in Green Energy and the developed product and service?

**Answer:** In point number 1, non-financial services in MFW includes trainings and other services like maintenance, consultation, etc. dedicated only to MFW’s beneficiaries(clients). While point number 2 requires various types of trainings for MFW staff and its beneficiaries in different topics regarding green energy sector.

1. **Question #10:** Under Deliverables page 6, the point “Analyze MFW’s institutional capacity to undertake green energy product development” is repeated in No. 1 and No.2. Under which Task do you wish to have this deliverable?

**Answer**: The analysis of MFW institutional capacity should be conducted in both phases, the first one is general detailed study, while the second one is specifically for an identified green energy product.

1. **Question #11:** Task 10: Conducting Training to MFW staff is mentioned in the Tasks and Deliverables table on page 9 of the RFP, however it is not incorporated in the anticipated reports and deliverables on page 12. Could you kindly advise on whether training manuals and sustainability plan should be shared with the client before and after implementation or not?

**Answer:** Yes, training manuals and sustainability plan should be developed and shared.

1. **Question #12:** In the deliverables section (p.12), deliverable 5 states “M&E Pilot Plan”, whereas under page 7, point No. 6, it is mentioned to develop an M&E Framework plan. Is the M&E plan to be developed for the pilot phase or do you mean that the deliverable 5 is the full M&E plan as per page 13? Kindly clarify.

**Answer:** Deliverable 5 includes all M&E framework plan.

1. **Question #13:** On page 9, point 10: The purpose of the training to MFW staff is not clear. It is a phase between pilot alignment and pilot launch/execution; is it training staff on the pilot execution? Or is it a capacity building plan and training on “the value of Green Energy, promote/sell the green product by understanding of electricity savings attained, lowering energy consumption through smart/efficient technology, etc.“as mentioned in point 2 page 5 of the RFP. It is also worth noting that training of MFW staff has been mentioned in several tasks throughout the SOW.

**Answer:**

Three types of trainings are requested for MFW staff:

* Product knowledge
* GE awareness
* How to sell a GE product