



BID CLARIFICATION MATRIX NO.1

FOR

MONITORING, EVALUATION, AND LEARNING (MEL) PARTNER FOR THE WOMEN AND YOUTH ECONOMIC EMPOWERMENT IN FISHERIES THROUGH INCLUSIVE MARKET ACCESS PROGRAM

TENDER NUMBER: PRQ20241248

28TH MARCH 2025

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TENDER TITLE: MONITORING, EVALUATION, AND LEARNING (MEL) PARTNER FOR THE WOMEN AND YOUTH ECONOMIC EMPOWERMENT IN FISHERIES THROUGH INCLUSIVE MARKET ACCESS PROGRAM

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This clarification matrix forms an integral part of the tender document and therefore, *must be considered* carefully considered by service providers in preparation and submission of bids.

It is divided into two sections: -

1. Section 1 contains the clarifications to queries raised and requested through the official bidding clarification email address (that is procurement@trademarkafrica.com).
2. Section 2 contains general tips on how to prepare and submit a competitive bid.

All communications must be directed to the procuring entity, Trademark Africa through procurement@trademarkafrica.com as provided for in the tender document.

SECTION 1: QUERIES AND RESPONSES

These clarifications are for those queries sought by bidders in line with the RFP of the tender document:

S/No.	Query	Response	Status (closed/ open/ pending)
1.	Clarify the following – on page 17 of the RFP it states, ‘the lead firm should be based in Rwanda or be ready to relocate for the period of the assignment’. Can you confirm if this is correct? We note in the scoring criteria this is not mentioned but instead it states, ‘The firm should be legally registered and operating in at least three of the countries covered by the project’.	This an oversight as clarified during the pre-bid meeting; the requirement is that: The firm should be legally registered and operated in at least three of the countries covered by the project (2 marks).	Closed
2.	In the technical evaluation table (p8 and 9 of the RFP) there is no scoring criteria allocated to the technical approach and/or methodology proposed. Can TMA confirm is this is an oversight and if so, what is the updated scoring criteria for the technical proposal?	<ul style="list-style-type: none">• Relevant experience: At least 5 Years of experience in supporting MEL for complex trade, Private sector business-related interventions, in addition to public sector interventions especially in areas of trade facilitation, SPS and standards. Specific Experience: demonstrated	Closed

		<p>experience of undertaking two (2) similar assignments within the last five years. (Share completion certificates, a summary report (20 pages max) showing methodology used, scope of work and other relevant aspects demonstrating specific experience . (10 marks).</p> <ul style="list-style-type: none"> • Leveraging on experience of similar experience as provided in the summary reports (requested above), demonstrate methodology/approaches to be used for this assignment (8marks) • Regional experience: Experience of working in the Region conducting at MEL assignments in East Africa and/or West Africa, on trade facilitation, SPS and standards and business development issues in the last 5 years (5 Marks) - Firms are encouraged to create partnerships/ joint ventures that cut across geographic regions. • Multidisciplinary approach: 5 Years’ experience working with multidisciplinary teams and cross-cutting issues like gender, inclusion, and climate change (5 Marks). • The firm should be legally registered and operating in at least three of the countries covered by the project (2 marks) 	
3.	The RFP states on page 8 that the firm should be legally registered and operating in at least three of the countries covered by the project. However, the TOR on page 17 specifies that the lead firm should be based in Rwanda or be prepared to relocate there for the duration of the assignment. Could you please confirm the requirement for a presence in Rwanda?	The firm should be legally registered and operated in at least three of the countries covered by the project (2 marks)	Closed
4.	Would we still be eligible if we are registered in Kenya and able to operate in all the target countries?	Yes. The tender is open to all organizations from all nations, it is an Open International Tender.	Closed
5.	Would the registration of our partners also be considered, or is this requirement solely for the lead organization?	The tender is open to all organizations from all nations, it is an Open International Tender.	Closed
6.	Would an organization headquartered in the US, with a branch office in Kenya and fulfilling all the tax requirements in Kenya, be eligible?	Yes. The tender is open to all organizations from all nations, it is an Open International Tender.	Closed

7.	Given that the MEL partner is responsible for conducting baseline studies, mid-term evaluations, and end-line evaluations, what specific ethical approvals, if any, are required beyond Institutional Review Board (IRB) approval?	All the MEL related activities will be collaborative process where TMA and the Foundation will be involved – we have no reason to believe any firm does not act ethically.	Closed
8.	Are there any specific proposal format requirements or stipulations that bidders should adhere to?	Yes, kindly refer to the Tender Instructions Pages 2 – 12 and the Annexes 2 to 7 of the Tender Document.	Closed
9.	For consortiums and joint ventures, what specific documentation is required as proof of partnership? Should bidders provide a formal agreement, letters of intent, or any other supporting documents?	Please refer to Tender Instruction 6 on page 3 of the Tender Document.	Closed
10.	Are there any penalties or consequences outlined for delays in deliverables or tasks? If so, could you provide details on the applicable terms and conditions?	Not as such, other factors may trigger the delays and such circumstances are justifiable – otherwise routine/habitual delays may occasion re-discussion of contract including termination on account of poor performance	Closed
11.	Could you clarify the specific deliverables expected from the MEL partner across the five-year program duration?	Refer to section 4.4→ Deliverables under MEL support	Closed
12.	Will the MEL partner be responsible for capacity-building activities related to monitoring and evaluation for implementing partners?	Yes. Regular MEL support including MP reviews, training, such and including training on data collection tools. See section 4.4 for details	Closed
13.	What level of engagement is expected with local government agencies and regional bodies like the AfCFTA Secretariat?	Not as much- but in even certain approvals or introduction letter is required to facilitate aspects like data collection, TMA will facilitate .	Closed
14.	Given the program's coverage in multiple countries, will the MEL partner be required to have a physical presence in each of these locations, or can activities be coordinated remotely?	No. Physical presence is not a requirement for each country.	Closed
15.	Will the program provide logistical support for field visits and stakeholder consultations?	No. Budget is all inclusive .	Closed
16.	Are there specific digital tools or platforms that the MEL partner will be expected to integrate into the monitoring process?	No. Specific tools – but there are those generally used. The firm should articulate what they propose to use in the response to RFP	Closed
17.	Could you please clarify if: all team members working on this project should be based in Rwanda for the period of the assignment or can they be remote, with ability to access Rwanda	No. Rwanda issue was an oversight	Closed

18.	My first concern- I as the Team Leader with all the geographical and landscape geopolitics has no degree plus one of the three Research assistants- Would that be workable to TMA ?	Will evaluate technical proposal on the basis of criteria provided in the RFP	Closed
19.	The TOR states that the Women and Youth Economic Empowerment in Fisheries through Inclusive Market Access program will be implemented in at least seven countries across East, Southern, and West Africa. Could you clarify the exact number of participating countries? Additionally, how will the program be implemented in these countries – will it be through local implementing partners, or will there be dedicated program teams in each country? Furthermore, what are the expectations for the MEL partner regarding their presence in the project implementation countries?	This program will be implemented in Kenya, Uganda, Tanzania (including Zanzibar), the Democratic Republic of Congo (DRC), Zambia, Nigeria Implementing partners (Kilimo Trust, Lattice, Micro Save)	Closed
20.	The MEL team will be responsible for conducting baseline, mid-term, and endline assessments, which will require travel. How does the project anticipate these travels will be arranged? What are the specific expectations regarding travel logistics and frequency?	The budget provided will take care of logistics – such consideration was put in to account in the determination of budget	Closed

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SECTION 2: TIPS ON HOW TO PREPARE AND SUBMIT A COMPETITIVE BID

1. Administrative: -

- 1.1 Correct language (with translation/s where different language is used);
- 1.2 Timelines complied with;
- 1.3 Full response to tender requirements;
- 1.4 Attachment of required documents as per the bid instructions such as:
 - 1.4.1 Registration certificate/s;
 - 1.4.2 Tax compliance/ registration;
 - 1.4.3 Professional registrations such as that for engineers, architects, environmentalists, accountants, supply chain experts, etc;
 - 1.4.4 Power of attorney; and
 - 1.4.5 Audited accounts for the years requested.
- 1.5 Accurate sealing/ naming of bids envelopes; and
- 1.6 Timely submissions (no last minute rush!).

2. Technical: -

- 2.1 Very good methodology:
 - 2.1.1 Good work-plan.
 - 2.1.2 Understanding of TORs.
- 2.2 Evidenced based experience;
- 2.3 Excellent proposed team of experts/ personnel;
- 2.4 Compliant structure of bid;
- 2.5 Signed CVs of proposed experts/ personnel alongside declaration by individual of her/ his CV not being used by any other firm within the same bid especially where cross-bidding is barred;
- 2.6 Keen attention on high/ important technical requirements/ qualifications areas & scoring more;
- 2.7 Quality assurance of the bid;
- 2.8 Well arranged, titled and easy to read proposal;
- 2.9 Defined jargon where used;
- 2.10 Demonstrated creativity and uniqueness of the technical bid;

3. Financial: -

- 3.1 Inclusion of taxes when advised to.
- 3.2 Fair pricing.
- 3.3 Signed submission form/s.

4. Post-award: -

- 4.1 Positive due diligence.
- 4.2 Accurate bid information.
- 4.3 Good performance (quality, cost, quantity, etc.) on award of contract.

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