

# Questions and Answers on the Request for Quotations and Terms of Reference

## Evaluation of IOM's Data Migration Strategy

Last update: 31 May 2022

**Question:** Do you have a specific budget in mind for this evaluation? Do the 55 days allocated to the project include time for a case study visit? Or would the country visit have potential to expand working days?

**Answer:** We don't have a pre-defined budget figure for the evaluation. You can suggest a different number of days. If your proposal includes travel, please ensure that travel costs are distinctly itemized from consultant fees within the budget.

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**Question::** Are the 55 working days mentioned in the ToR to be intended as a global effort of the whole team or per consultant? Is it a binding ceiling or, due to the complexity of the assignment, can we propose a different (larger) effort?

**Answer:** The number of working days is an indicative figure of the total days required to conduct the evaluation, regardless of the number of persons involved. The assessment committee will choose the most advantageous solution from both technical and economic points of view. We may request further clarifications on the submitted proposal to determine if it can be considered for shortlisting.

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**Question:** Shall the activity be conducted on site in Geneva?

**Answer:** The answer will depend on the proposed evaluation methodology. For instance, the interviews can be done online.

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**Question:** Is subcontracting allowed?

**Answer:** Yes

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**Question:** When the RFQ says "5th of June, Midnight" does it refer to: a) The midnight between the 4th and the 5th of June (00:00 at the start of the 5th of June), or b) The midnight between the 5th and the 6th of June (00:00 at the end of the 5th of June).

**Answer:** The midnight between the 5th and the 6th of June (00:00 at the end of the 5th of June).

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**Question:** Could you please clarify about the overall time frame within which the evaluation is expected to take place?

**Answer:** similar evaluations typically take between 6 and 10 months, with some cases extending even longer.

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**Question:** Could you please clarify about the overall time frame within which the evaluation is expected to take place? / I wanted to confirm that the milestones presented in "Section 9 Time Schedule" are not linked to any deadlines. Do you have an intended deadline for project completion in mind?

**Answer:** The milestones in “Section 9 Time Schedule” are not linked to specific deadlines. Similar evaluations take between 6 and 10 months. In some cases, even more.

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**Question:** Are field missions also foreseen, such as for visiting specific initiatives or conducting the mentioned workshops with the staff?

**Answer:** The evaluation can involve visiting one or more countries. To facilitate the analysis, it is recommended that the costs be itemized, separating working days from travel-related costs. Case studies will be selected during the inception phase.

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**Question:** In the Technical Proposal rating method (Annex 1), “the sample of written work provided demonstrates strong writing and analytic skills” is mentioned as a criterion. Could you please specify if such samples refer to those produced by the Company, the Team Leader, or both?

**Answer:** The evaluation of proposals will mainly focus on the evaluations conducted by the proposed evaluation team.

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**Question:** We would like to inquire whether the RFQ should be submitted through this email address, as no other submission email has been indicated on the document.

**Answer:** Correct. The proposals should be submitted to [eva@iom.int](mailto:eva@iom.int)

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**Question:** (Our company) is already involved on several assignments at IOM...Should we be awarded the Evaluation mandate, I just want to ensure this would not prevent (our company) from continuing other current / future assignments with IOM, including on data topics.

**Answer:** From the evaluation perspective, conflicts of interest can be prevented by ensuring independence and impartiality. If the identified conflicts cannot be avoided when conducting the evaluation, they should be taken into account, for instance, by not evaluating areas in which you have recently worked or expect to work in the near future. This seems to be the case for your company regarding your current work, including on data and in case your company decides to apply for this RFQ, it would be important for us to be aware of the potential conflicts in more detail, how they might affect the evaluation, and how PwC suggests dealing with them.

Please note that conducting an evaluation for IOM does not affect your eligibility for other procurement opportunities.

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For more questions, please contact [eva@iom.int](mailto:eva@iom.int)