

## SADC SECRETARIAT RESPONSES TO REQUESTS FOR CLARIFICATIONS

REFERENCE NUMBER: SADC/3/5/4/78(i)

CONTRACT TITLE: TECHNICAL ASSISTANCE TO SADC SECRETARIAT TO CONDUCT A WORKLOAD ANALYSIS

DATE OF ISSUE OF RESPONSES: 16<sup>th</sup> September 2020

Q No.	Question	Response provided by SADC Secretariat
1	Given the COVID 19 pandemic situation and the current lockdown restrictions, should we consider this assignment a home-based assignment or we should assume that the key personnel of the contractor will be able/permitted to travel to Botswana and conduct face-to-face interviews and data collection?	This matter is subject to the Government of Botswana opening up the borders, however I recommend even zoon links to be used or emails to seek clarifications from employees instead of face to face.
2	In the bid documents, it is mentioned that some sectoral Ministries have requested this Workload Analysis. In the Terms of Reference, there is no clear problem statement as experienced by the sector Ministries who have requested for this Workload Analysis. Are there any further information/documents we can glean to better understand the problem statement, or should we just go by the Terms of Reference as supplied in the bid documents?	The main problem is delays in delivering and completing tasks. Please work with what is provided for in the Terms of Reference.
3	In the design of our Technical Proposal, one result we should plan for is a new SADC Organizational Structure. To develop a compliant technical proposal may we please receive a copy of the current organizational structure and the current report of the status of staffing roles currently filled and those yet to be filled.	This will be provided when the bidder has awarded the tender not at this moment.
4	In the design of our Technical Proposal, another result we should plan for is to determine the utilisation rate of each staff role. To develop a compliant technical proposal may we please receive a copy of the current list of all staff roles.	The roles will also be provided after the allocation of the tender to the successful bidders, not at this moment.

5	The Size of Technical Proposal is mentioned that the Max Size of Technical Proposal not be more than 15 Pages, does these 15 pages includes CV format (which is mentioned in in pg. 27-30 of RFP Document) or we can attach CV's as an Appendix?	No, The CV can be regarded as an attachment to the proposal.
6	Does the experience of all team members should be 15+ years or only the experience of Team Leaders should be more than 15+ years?	On Page 42 of the RFP document indicate the qualification and skills for the key expert 1; which shows the General professional experience of a minimum of 15 years of general professional experience, this is what will be evaluated.
7	Total number of employees subject to the exercise	The Terms of Reference attached to the RFP specify total number of employees for this assignment. This assignment will require 1 key experts, all other employee are non-key experts. +/-270
8	Total number of jobs subject to the exercise	Please refer to the Terms of Reference attached to the RFP for all the details. +/- 273

**End of Responses**

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