Date: 1 June 2020

Request for Proposals (RFP)
Clarification 4 - RFP/2020/003


To All Invited Bidders.

With reference to the above captioned RFP, we have received the following request for clarification from a potential bidder.

Specific points questions – in red text.

We seek clarify the following points:

- **Interviews with key stakeholders before Inception Report**: In the RFP it is stated that the Evaluation team will gather information of the MTS 2018-2022 through the document “Assessment of the Work Programme and Budget for 2018-2019” and the information exchanged in the kick-off meeting. Would it be possible to have, additionally, meetings with key IRENA's stakeholders (3-5 interviews, between internal and external) to understand which are the key issues for IRENA, before defining the Inception Report? We consider that these meetings could support the preparation of the survey and interviews.

  Before developing the Inception Report, could we have meetings with IRENA staff to discuss and understand the current strategy and develop the survey and interview questions accordingly?

  **Response**: IRENA will be actively engaged in the process, with keeping sufficient distance so as to preserve impartiality of the process. The kick off meeting will be with the Planning Programme Support (PPS) unit in the Executive Office of the DG, where PPS will provide guidance on the major issues to be addressed in the evaluation. This would include a review of and feedback on the survey and interview questions.

- **Definition of stakeholder’s meetings list**: In the RFP it is stated that IRENA will provide a list of recommended stakeholders. Is it possible that the Evaluation team supports IRENA in defining that list by tapping into our global network or only IRENA will provide the stakeholders contacts?

  Will IRENA provide us with the list of stakeholders to survey and interview? Or will there be a joint decision between IRENA and Evaluation team to derive the list?

  **Response**: IRENA would welcome the evaluation team’s additional input to the list of stakeholders to be included in the survey and interviews.
• **Interaction between Evaluation team and IRENA:** In the RFP, it is stated that "The evaluation team will be independent in its analysis of the findings. The substantial content of the evaluation, as well as the selection of interviewees and focus groups, will be undertaken in close collaboration with IRENA to ensure relevance and comprehensiveness".

Does IRENA intend to participate in the interviews with key stakeholders or should the Evaluation Team conduct the interviews alone?

**Response:** The evaluation team will conduct interviews alone.

**Please Note:**

Due to the current pandemic / crisis and remote working conditions; the proposal must be submitted electronically as per the Data Sheet (DS) page 15/41 to Email Address: **Bids@IRENA.Org**

As noted – two separate electronic files labeled as (i) Technical Proposal and (ii) Final Proposal are to be submitted in the email with firm's Name and RFP reference number. The technical proposal shall not contain any financial information. The inclusion of such information may lead to the disqualification of the entire submission.

The **bid closing / bid receipt** deadline of 6 June 2020; Time: 14.00H GST

The **bid opening deadline** will be 6 June 2020, 1600 H GST,

Please do not hesitate to contact me should you require any additional clarification.

Rgds

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