

Questions and Answers for RFP-MEKONG ARCC-13-02

1. Are only Vietnamese organizations eligible to submit proposals, or can organizations from other countries submit proposals as well?

There is no requirement that only organizations from Vietnam are eligible to submit proposals or receive awards. Any organization which is able to demonstrate they meet the criteria detailed in the RfP is eligible. These criteria are:

1. **Be incorporated or legally organized under the laws of the United States, or under laws of one or more of the Lower Mekong Basin countries (Thailand, Lao PDR, Vietnam and Cambodia).**
 2. **Operate as a going concern in Vietnam, and**
 - a. **Be managed by a governing body, the majority of whom are citizens or lawful permanent residents of Vietnam; or,**
 - b. **Legally employ citizens or lawful permanent residents of Vietnam in more than half its permanent full-time positions and more than half of its principal management positions.**
2. Can a consortium of organizations submit a proposal, as long as one member of the consortium qualifies as an implementing partner?

Any partner organizations who will receive funding must also meet eligibility requirements and complete appropriate documentation for review by the Evaluation Committee. If partnering firms or consortiums receive an award, only one subcontract will be issued to a prime/lead organization representing that partnership or consortium.

Be advised that DAI's preferred approach is not to include sub-awards under any contract issued as a result of this solicitation. However, if the offeror believes that a consortium or partnership may provide unique benefits to the activity such partnership must be fully explained and justified in the technical proposal. Furthermore, all consortium members must complete [Attachment E](#), "Bidder's Organization Information".

3. Is an implementing partner able to employ a contractor to carry out part of the activities that may require specialist skills, for example baseline surveys?

Yes. If the contractor is identified in the proposal then they must also meet eligibility requirements and complete appropriate documentation for review by the Evaluation Committee. If it is intended for the contractor to be identified after an award is made, the implementing partner must demonstrate that appropriate procurement procedures will be followed, and will be required to obtain approval from Mekong ARCC prior to issuing any such subcontract.

In the case that the contractor is an individual to be hired after award, a CV, SOW and EBD (salary history) must be provided to DAI for approval prior to the contractor starting work.

4. According to the call, the budget size is 200,000 maximum per site, how should we understand the word 'site'? If we select more than one commune or district in Kien Giang for the proposed project, does it mean we can multiply the sites and the budget?

As per the RfP, "community" is defined "a population of at least 1,000 people who share a common geographic area and are connected through a shared political system and officially recognized boundary." "Site" is used to refer the physical location where the targeted/proposed community is located. The maximum budget for each site is \$200,000.

If an offeror would like to propose more than one site, they must demonstrate clear differences in the communities and areas proposed that make them distinct as per the definitions above. The budget submitted would need to clarify how funds would be allocated per site.

5. Is it required to have an office in Kien Giang if our proposal is selected? We currently have offices in neighboring provinces and worked in Kien Giang before. Our license to operate in Kien Giang was valid until 2012. In that regard, can we partner with another organization that is operational in the province?

It is not required to have an office in Kien Giang. However, offerors should be able to explain in their proposal a management plan that is sufficient to ensure activities are implemented efficiently and effectively.

6. One of the criteria is having undertaken livelihood support activities with proposed communities in one or more of the following sectors: agriculture, animal husbandry, wild or cultured fisheries, and non timber forest products – we had a project on natural resource management in Kien Giang a couple of years ago and currently have several projects on climate resilient agriculture and non-agriculture livelihoods in nearby provinces – is this strong experience sufficient for this call?

Yes, this would be acceptable if the offeror is able to demonstrate that a positive enabling environment with the targeted/proposed communities and local government is still in place or can be rapidly revived so that Adaptation Initiatives can be completed and deliverables met within the project timeframe.

7. Could you advise us whether a research centre of a university is eligible to apply to this fund?

Yes.

8. If we link to other research institutions in Australia or other countries, will be it appropriate for the application?

The offeror may submit a proposal if they meet the incorporation/organization requirements and are registered in any of the four Lower Mekong Basin countries identified in the RFP. Any partner organizations who will receive funding must also meet eligibility requirements and complete appropriate documentation for review by the Evaluation Committee. If firms are partnering or forming consortiums, we will be issuing one award to a prime/lead organization representing that partnership or consortium.

Be advised that DAI's preferred approach is not to include sub-awards under any contract issued as a result of this solicitation. However, if the offeror believes that a consortium or partnership may provide unique benefits to the activity such partnership must be fully explained and justified in the technical proposal. Furthermore, all consortium members must complete [Attachment E](#), "Bidder's Organization Information".

9. The provided budget template includes the following note:
“ * The subcontractor should budget for Expenses marked with * (other travel, local office expenses and equipment, workshops, trainings, training materials, other, etc.) only as per DAI's request. Otherwise all these expenses if applicable will be covered and estimated under DAI's overall budget.”

Should offerors budget for up to \$200,000 per site excluding the costs cited above? Or should offerors reduce their proposed budgets by the amount estimated for these costs?

Offerors should budget for “Project Activity” costs, as well as other travel, local office expenses and equipment, workshops, trainings, training materials, other, etc. as reasonable to deliver proposed activities ordered under the anticipated award(s). Expenses related directly to the implementation of an offeror’s proposed core activities will not be covered by DAI’s overall budget.

Exceptions may be made for technical services requested by the community that were not previously anticipated by the offeror but are determined by DAI to be critical in meeting Mekong ARCC project objectives, and are within acceptable technical and cost parameters. Requests for such assistance would be made post award, should be limited, and will be reviewed by DAI on a case by case basis.

10. In the USAID form, do the following fields refer to the current position of the employee or to the proposed position with DAI? “Contractor’s Name”, “Contract Number”, Position Under Contract,” “Proposed Salary” and “Duration of Assignment”?

This information is in relation to the proposed position for subcontract with DAI. Please complete all fields except “Contract Number” as that would be assigned at the time of award.

11. What are the maximum allowed per diem rates under Mekong ARCC?

Mekong ARCC has set project per diem rates as per the following:

	Rates for Mekong ARCC STTA and LTTA	
	Lodging (USD)	M&IE (USD)
THAILAND		
Bangkok	103	54
Chiangmai	100	55
Other	76	30
VIETNAM		
Hanoi	100	50
Ho Chi Minh City	100	50
Others	100	36
CAMBODIA		
Phnom Penh	118	50
Siem Reap	80	35
Provinces	55	30
LAO PDR		
Vientiane	90	50
Luang Prabang	90	30
Outside Provincial Capital	50	30

Offerors are encouraged to propose rates that are sufficient to provide adequate lodging and per diem requirements for their proposed sites; payment of lodging expenses will be made as reimbursement of actual costs incurred or rates proposed by offeror, whichever is less. Per diem is not considered a “salary bump” by Mekong ARCC. Rates proposed above those established for the project will not be accepted.

12. Is it possible to receive the proposal documents (attachments C-I) in Word format?

Yes. A [Word version](#) is now available on the Mekong ARCC website.

13. Could Mekong ARCC provide more detailed information and documentation about the comfort zones and species threshold concepts (in addition to the Mekong ARCC Synthesis Report)?

Any information pertaining to comfort zones and the species threshold concepts is currently provided to the public on the [Mekong ARCC website](#). You are encouraged to undertake a search of the site for further information. There is no additional information to share at this time.

14. Is it correct that the IPs need to budget an estimated amount for the adaptation activities within the project budget of \$200,000?

Yes.

15. Could you explain more in detail what Mekong ARCC expects under “Sustainability plan” for each adaptation activity?

Considering the timeframe of the Mekong ARCC Adaptation Initiatives when viewed against climate change time horizons, sustainability plans should be developed to demonstrate that proposed implementation activities with communities possess the potential to be continued subsequent the completion of the Mekong ARCC project. Assessing the input requirements for implementation activities (e.g. labor, materials, technical and monitoring requirements, maintenance costs, etc) and understanding potential means for these to be met within and after the project period will be important to assessing the feasibility of proposed initiatives.

Additionally, sustainability plans are important to understanding and monitoring the costs and benefits associated with specific adaptation activities. Such an understanding is often a necessary component in tapping multi-lateral climate adaptation funding mechanisms that can help generate longer term sustainability of ecosystem and community based adaptation strengthening projects and activities. Identification of community initiatives with potential to access adaptation climate funding is an expected output of the larger Mekong ARCC project.