



QUESTIONS & ANSWERS

Request For Applications For Belize Quality Education Project Design Support

No.	Question/Clarification	Answer
1	For this consultancy, do you need to be a registered entity in Belize	<i>No, being a registered entity in Belize to participate in bids is not necessary.</i>
2	Given the delay in receiving the solicitation, we would like to kindly request an extension of the submission deadline.	<i>Due to several requests the deadline has been extended from 4:00 PM, June 15, 2023 to 4:00 PM, June 22, 2023, Belize Time (GMT-6).</i>
3	Will the successful applicant still be eligible to compete for future procurements related to the implementation of programming?	<i>Please consult section 5.7 and 5.8 of the Instruction to Consultants included in the RFP. The consultant would be expected to have a conflict of interest with respect to competing in subsequent procurements where they participated in preparing the Terms of Reference or other information related to that procurement.</i>
4	Are the University of Belize and the Belize Board of Teacher Education considered direct and/or indirect beneficiaries of the project?	<i>Kindly consult section 2.3 (the Concept Note) and section 3 (Objectives) of the Terms of Reference to see beneficiaries of the consultancy. Any findings will be at the disposal of Ministry of Education and Culture and may be shared with educational institutions to enhance courses directed to achieve the stated objectives.</i>
5	Is the Consultant allowed to propose public officials as short-term professional staff?	<i>There are conditions for employment of Government Employees. Please consult section 5.10 (c) & (d) of the Instructions to Consultants (ITC) to note the relevant conditions applicable.</i>

<p>6</p>	<p>Is the project’s Team Leader expected to have “10 years of professional experience in project design and 10 years of professional experience in project management”, or “10 years in project design and/or project management”?</p>	<p><i>Please refer to the Terms of Reference at section 6, paragraph 2</i> <i>“At least 10 years of professional experience in <u>design and management</u> of education reform projects, of which at least 5 years must be in secondary education.”</i></p> <p><i>The 10 years of experience should include both design and management of policy reforms but the ten years of experience may be composed of some assignments that were only design or only management.</i></p>
<p>7</p>	<p>Is there a page limit for the CVs?</p>	<p><i>Please refer to Section Form TECH-11. There is no page limit.</i></p>
<p>8</p>	<p>Is the Consultant expected to further develop and include within the proposed workplan the optional Work Stream Three, while not including it in the price bid?</p>	<p><i>Further developing Work Stream Three is optional and the cost should not be included in the price quoted for base services. However, if BCDT wishes to engage the successful bidder to provide the Work Stream Three services, the price to provide these services would be billed separately using the labor rates agreed/approved at ANNEX E, FIN- IV.</i></p> <p><i>For ease of reference Section 4.3 of the Scope of Services is reproduced below:</i> <i>“Note that these services are optional services and should not be included in price bid for the base services. If BCDT wishes to engage the Consultant to perform these optional services, [support draft Terms of Reference] BCDT and the Consultant will agree on the required level of effort to complete the optional services and use the labor rates in Annex E of the Contract to agree to a fee for the additional services.”</i></p>
<p>9</p>	<p>Please confirm or clarify that the work assignment should be completed in one year – from approximately 9/15/23 – 9/14/24.</p>	<p>Yes, the base services under this contract are expected to be completed in approximately one year.</p>
<p>10</p>	<p>Please confirm Offerors are not required to complete Tech-2A, Financial Requirement.</p>	<p>Form Tech-2A is not required.</p>

	The Proposal Data Sheet (page 42) says it is not required, but several sections included in Table 3.7 Qualification Table (page 52) suggest Tech-2A is the document required to confirm eligibility.	
11	Please confirm the consultant that wins this opportunity will be ineligible to participate in any opportunity funded by MCC related to the Belize Education Project.	See question 3. Please consult section 5.7 and 5.8 of the Instruction to Consultants (ITC) included in the RFP. The consultant would be expected to have a conflict of interest with respect to competing in subsequent procurements where they participated in preparing the Terms of Reference or other information related to that procurement.
12	The submission dropbox seems to be the same for all offerors, should offerors create offeror-specific folders or is there a naming convention for files to ensure easy identification you recommend?	The submission is the link for all offers. Dropbox separates these by the names of those who submit. Offerors should NOT create specific folders, (1) because Dropbox would not let you do this in Dropbox, and so then (2) the only way would be to create these folders outside Dropbox and submit them as zipped folders, which we request that bidders do NOT do because zipped folders have integrity problems.
13	Please confirm that by school leaders you are referring to school principals.	School leaders refer primarily to principals but may include vice-principals and school managers as well.
14	Please confirm that, unless otherwise noted, for data collection involving teachers and principals, we should consider secondary schools only.	Both primary and secondary school teachers and principals should be considered unless otherwise specified.
15	Is the expectation of the funder that all data collection is conducted in English, or should local languages be considered, and if so, which ones?	The data collection/reporting will be conducted in English. There may be some limited instances; however, where questions may need to be asked in a language other than English (Spanish, Maya, Garifuna, etc.) and then translated/reported in English.
16	Is it anticipated that parental consent will be required for school-based data collection with children?	Any data collection from students who are below the age of 18 will require parental consent.

17	Can MCC advise on any cost and technical requirements with respect to MCC and local IRB approvals, research permits, and government authorizations in Belize?	<p>No local Institutional Review Board (IRB) is in place but internationally accepted standards and ethics in data collection, analysis and reporting are expected. Research on schools requires approval from the Ministry of Education. A letter of request outlining the purpose, scope and methodology of the study should be addressed to the Chief Education Officer, Ms. Yolanda Gongora (chief@moe.gov.bz; Ministry of Education, Culture, Science and Technology, 3rd Floor, West Block Building Independence Hill, Belmopan, Cayo District, Belize, C.A.</p>
18	1. Will MCC require that collected micro-level quantitative data be released to MCC? If so, will MCC require that the data contain any personal identifiers?	<p><i>Yes, MCC would like the micro-level quantitative data to be submitted to MCC. For most datasets, MCC would not require the submission of any personal identifiers; however, it may be possible that PII would be useful for some types of analyses. MCC will work with the consultant, MoECST, and the BCDT on putting data protections in place if any PII is submitted. For MCC’s guidance on this topic, please see the MCC Guidelines for Transparent, Reproducible, and Ethical Data and Documentation (TREDD) on MCC’s website here:</i></p> <p>https://www.mcc.gov/resources/doc/guidance-mcc-guidelines-tredd.</p> <p><u>In particular, it’s important that MCC agree with the informed consent statement provided to any survey respondent so that the future use of the data is clear for all parties involved. A template for an informed consent statement is provided as an annex to TREDD</u></p>
19	Will MCC require that transcripts from qualitative data be released to MCC? If so, will MCC require that submitted data contain any personal identifiers?	No.
20	Footnote 15 in the RFP says “[high growth potential industries] include the tourism, agriculture, agro-processing, and BPO sectors.” Please confirm these are the	The data collection activities and report must include the tourism, agriculture, agro-processing, and BPO sectors. Additionally, the Consultant is expected to flag and incorporate any additional high growth

	sectors that should be considered for the purpose of Activity Design Report #3, and the offeror does not need to validate or supplement this list.	potential industries that emerge during literature review or interviews with public and private sector organizations and companies.
21	Footnote 15 in the RFP says “[high growth potential industries] include the tourism, agriculture, agro-processing, and BPO sectors.” Please confirm these are the sectors that should be considered for the purpose of Activity Design Report #3, and the offeror does not need to validate or supplement this list.	The data collection activities and report must include the tourism, agriculture, agro-processing, and BPO sectors. Additionally, the Consultant is expected to flag and incorporate any additional high growth potential industries that emerge during literature review or interviews with public and private sector organizations and companies
22	Section I, Instructions to Consultants, Article 29, Negotiations, and ITC 29.1. May the MCA Entity confirm the consultant will have the opportunity to negotiate the contractual terms in Section VI – General Conditions of Contract? Would the negotiations of these General Conditions be conducted via email rather than video conference?	The General Conditions of Contract are established in MCC’s Standard Bidding Document for Consulting Services and are not subject to negotiation. Negotiation of the contract following the competitive proposal/selection process is limited to clarifications and minor details necessary for implementation, to include specific dates, contact details for principal representatives, commencement dates, etc., and would be documented in the Special Conditions of Contract and the annexes. We expect the negotiations to include both email exchanges and one or more video conferences.
23	Section I, Instructions to Consultants, Article 29.7 Conclusion of Negotiations. This section specifies that the MCA Entity and Consultant shall “initial the agreed contract” but Section 31 notes there is a formal “Signing of Contract.” What is the intent of initialing the contract at this stage if there is subsequent contract signature required?	The purpose of initialing the negotiated contract prior to signing is to indicate that both parties have reached agreement on the contract terms and intend to sign. The physical initialing of a draft contract is a more common practice for in-person contract negotiations. In the case of negotiations via email and video conferences, we will still want to document agreement on the text of the final contract prior to signature but this will likely be done by an email exchange of the final draft
24	Section IV A. TPF. Form TECH-2A. May the MCA Entity clarify what specific documentation it is looking for outside of financial statements for the following requirement: <i>Evidence of financing dedicated for the implementation of the consulting services as attested by an</i>	See response to Question #2

	<i>authorized representative of the Consultant.</i>	
25	Section II. Proposal Data Sheet. ITC 12.10 states that the “written confirmation of authorization to sign... shall consist of a written power of attorney.” It is not common to establish a “written power of attorney” documents for signature delegation for many U.S. organizations. May this requirement be waived and/or would the MCA entity accept a copy of the organizations policy regarding signature authority instead?	Yes, a copy of the organizations policy regarding signature authority is acceptable evidence of authority to sign the proposal.
26	Is it possible to submit in another format but with the information requested Form TECH-4. Experience of the Consultant?	No. Please use the provided format.

Except as set forth in this Amendment, the Request for Proposals is unaffected and shall continue in full force and effect in accordance with its terms.

End of Questions and Answers



Date : June 8, 2023

Anna Hoare
National Coordinator
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