

FAQ RESPONSE

The following document outlines APLMA's responses to the questions received during the questions submission period for the Terms of Reference: Sustainability Assessment for Lao PDR, published on 12 March 2024.

1. Deadline

- a) The given two-week deadline for submission is tight. Will APLMA consider an extension?
In response to multiple requests for additional time to prepare the required documents, we have now extended the deadline by one week to 5 April 2024.

2. Application

- a) Can you please provide instructions or guidelines of the proposal?

Yes. To apply, please send the below documents to admin@aplma.org by the deadline with "Sustainability Assessment for Lao PDR" in the subject of the email:

- **Proposal**
- **Sample interview transcript (completed without external inputs) from any past project**
- **Sample report (completed without external inputs) from any past project**
- **A credentials document highlighting relevant past projects, cover letter, and an itemized quotation or daily rate**

3. Proposal evaluation

- a) How will proposal submissions be evaluated?
Submissions will be evaluated through both a technical assessment (80%) as well as financial assessment (20%).

4. Contract

- a) Some additional information about contract obligations and conditions would be very helpful. Would it be possible to describe or share any contractual obligations and conditions for the award organization (i.e., reporting requirements, financial requirements, repay/refund etc.)?
On the reporting requirements, the applicant is to propose documentation (as scheduled) of deliverables, which may include but are not limited to minutes of meetings and progress reports. The applicant should propose a payment schedule, subject to agreement by APLMA.

On the invoicing requirements, the applicant shall submit an invoice and support documentation of deliverables and financial acquittal (except where there are no applicable expenses) to APLMA.

The applicant is required to ensure budgetary control and to track the status of funds from APLMA. Any funds paid in excess, or paid in advance of the billing period, but unused or otherwise uncommitted due to early termination or other reasons, shall be returned to APLMA.

5. Budget/Costing

- a) Is there any budget indication/ceiling you would like proposals to follow?
We are not able to disclose the planned budget indication/ceiling. The applicants should provide the most economical budget estimate based on their proposal.
- b) Will the applicant be allowed to propose ICR (indirect cost rate)? If yes, at what rate?
ICR rates should not exceed 9% and will be taken into consideration under the Financial Assessment component of the evaluation process.
- c) Any budget threshold requirements for HR/Staff?
There is no specific threshold for HR/Staff.

d) Any specific requirement for the number of technical staff?

There are no specific requirements for the number of technical staff, but the proposal should describe the technical team that will be part of this work.

6. Timeline

a) When is the anticipated start date for the implementation of this tender?

We anticipate a kick-off meeting in late April/May to onboard the selected partner, and a completion date of December 2024.

7. Contact

a) I have further questions regarding this project. Who should I reach out to?

Please feel free to email any additional questions to ychen@aplma.org.