OLYMPIC SOLIDARITY MONITORING, EVALUATION AND LEARNING STRATEGY AND SYSTEM DEVELOPMENT - QUESTIONS FROM INTERESTED PARTIES

Round 1: Questions submitted by 2 March

1) **Will there be an extension of time for submission of the RFP?**
The deadline for submitting bids has been extended from 9 March to 23 March and the deadline for submitting questions has been extended from 2 March to 15 March.

2) **How are the questions and responses communicated to all RFP participants – are we registered on an email communication list?**
Questions and answers will be made available in this very document, with a link to be sent to all parties that have shown interest. The document will be accessible [here](#).

3) **Will the key stakeholders and NOCs travel to Lausanne for the theory of change or the bidder is expected to organise several workshops in different continents?**
We are open to suggestions from the consultants that will be chosen to work with us. However, at the moment, we do not foresee workshops with NOCs requiring their physical presence. The service provider will be expected to come to Lausanne to work with the Olympic Solidarity team and it will be possible to consult NOCs using digital communication tools.

Round 2: Questions submitted by 15 March

1) **What is the end to end timeframe for this project and the support to be offered- is it May 2020 to December 2024 – i.e. support provided under objective 5 for a 4 year period, but the majority of the work is from May 2020 to February 2021?**
The mission for which this RFP was developed will end in July 2020 and there is no need at this stage to include costs and services beyond this date in your bid. That being said, the corona pandemic might oblige us to revisit the dates provided in the timeframe of the RFP. Final dates for the provision of services and deliverables will be agreed upon prior to the awarding of any contract(s) in response to this RFP.

2) **In relation to the Theory of Change exercise what do you mean by portfolio level? Can all the information about programme numbers, scope and size be found within the supporting documents provided?**
The essence is to develop a strategy and system encompassing all Olympic Solidarity’s programmes. We prefer to keep the exact methodology open to give manoeuvre room for the service provider. The programme descriptions in our 2017-2020 plan and the figures in our Olympic Solidarity annual reports provide all necessary information about programme numbers, scope etc.

3) There is information about 21 projects led by 5 units working globally, continentally and nationally (via IOC subsidies). Has a mapping exercise of these project been done and available? Is there anywhere we can get further detail?

You will find more information about the world programmes in the 2017-2020 Olympic Solidarity plan and in our Olympic Solidarity annual reports. We have no further information to provide at this stage. More data will be made available to the entity that will be awarded the project.

4) The IOC commitments are listed on p9 of the Olympic Solidarity Plan 2017-2020. Will these change / be updated? Or will they change as a result of our inception report?

The IOC commitments listed on page 9 of the 2017-2020 plan can evolve moving in to the 2021-2024 period and Olympic Solidarity and the service provider need to ensure integration of Olympic Solidarity programmes with global IOC strategy. The inception report will in principle not impact global IOC strategy.

5) Is it anticipated that your evaluation work would be carried out internally or through external support? Is there an expectation within the scope of this project to support evaluation of programmes?

The service provider is not expected to support evaluation of programmes within the scope of this RFP. No decision will be made relating to whether potential future evaluations will be conducted internally or externally until a proposal for the MEL system is approved.

6) In general, what level of capacity/ skills in relation to monitoring and evaluation do the NOC’s currently possess, especially in relation to outcome M&E?

The level of development of NOCs in these areas varies, with some having no background and others using advanced systems. Most NOCs have little pre-existing capacity.

7) What are the current capabilities of the NOC technical and financial reporting system?

The technical reporting system can be improved in terms of MEL, whereas there is a robust financial reporting system in place with regular control exercises by independent auditors.

8) Do you need a cost benefit analysis approach incorporating as a part of the approach?

We leave this at the discretion of each service provider to include in their respective bids.

9) What does the NOC survey currently capture?
It captures information about the NOCs in a wide array of areas, from a gender breakdown of members of their general assembly and executive board to advanced questions in terms of sustainability strategy, etc.

10) **Section 4. of Appendix A Specification of Services indicates a range of documents to be used as background information. While some are linked to the pdf files, we were not able to access the «Olympic Solidarity Financial Reporting Plan», «all programme guidelines and applications / report forms for 2017-2020 » and the «Results of Olympic Solidarity’s own 2017 to 2020 evaluation». Can this documents be accessed for the preparation of the proposal?**

These are internal documents and they will not be shared as part of the RFP-process.

11) **Under what circumstances would you negotiate with / award the contract to more than one supplier?**

The IOC reserves the right to negotiate commercial terms with any and all shortlisted RFP participants.

It is the IOC's intention to award a contract for the entirety of the project to a single entity. This may include a single entity bid or a single entity acting as the prime contractor with certain objectives or roles assigned to sub-contractors. All bidders who wish to sub-contract specific roles must clearly state their bid structure within their response including the provision of full details of all sub-contracted Parties.

Under exceptional circumstances the IOC may decide to award certain objectives to separate entities. This will only be done should the IOC believe that no single proposal can offer the best solution in response to the requirements detailed within the RFP documents.

12) **In case of involving other parties in the proposal, how and when should we inform the IOC?**

Any proposals whereby the prime contractor proposes the use of third Party or sub-contracted Parties must clearly inform the IOC of any such arrangements by detailing the bid structure within their main response (Appendix B) and also within the Request for Information file (Appendix D).

In all cases the Prime Contracting entity will bear full responsibility for any and all services performed by third Party or sub-contracted service providers in relation to the provision of services in response to the criteria listed within the RFP documents.

13) **Other than the criteria in section 10.2 of the RFP, how will proposals be evaluated and in particular what will be the weighting for quality versus price?**

At this stage each objective listed within the RFP documents has not been assigned a specific weighting. Once the IOC evaluation team has received all proposals they will evaluate each proposal in isolation against pre-defined criteria which will include quality of response to each objective, proposed implementation timelines and cost.
14) If contract discussions are expected to last until 14/5/20 with contract award to follow, is it feasible to provide an inception report and draft ToC by the end of May (section 5, Specification)?

As the deadline for applications was extended by two weeks, we will knock down the dates for key deliverables by two weeks as well. Hence, we would expect the inception report by mid-June. Final dates for the provision of services and deliverables will be agreed upon prior to the awarding of any contract(s) in response to this RFP.

15) Section 2, item 5 (and also objective 5): How many OS staff are likely to require training and mentoring?

Around 30 people, including staff as well as senior management.

16) Section 3 – Objective 1: is the number of key stakeholders participating to the ToC workshop already defined?

No, it’s something we will define together with the service provider.

17) Section 3: How many programmes are in the OS portfolio? How many of these (if any) would already have indicators, baselines and targets?

We currently have 21 world programmes, though this number is likely to be slightly modified going into 2021-2024. All of them have KPIs for outputs, but we need to work on all the programmes in terms of establishing target outcomes with accompanying indicators and baselines.

18) Section 4: Does “Implement it within its own means” mean with no additional budget / resources?

In principle yes, it means that Olympic Solidarity staff should understand and be able to implement the strategy and system autonomously, noting that this does not mean with zero budget. NOCs have different degrees of budget that they are able to allocate to this MEL. Any budget-related decisions will be based on the proposals received.

19) Section 4: Should interviews with NOCs be necessary, should these be done in loco or can they be done remotely?

They can be done remotely.

20) Section 5: Is the requirement to deliver two workshops for OS and continental offices staff in Lausanne, one in September 2020 and one in February 2021?

Exact dates need to be determined, but yes – the idea is to host two separate workshops.
21) **Section 5: does the theory of change workshop requested as Objective 1 fall within the first key deliverable “Inception report and presentation to the Steering Group”?**

This was our presumption, but it is open for discussion.

22) **Can workshops planned to be organised before end of May be done remotely as the current Covid19 measures may prevent them to be held physically?**

The health of our staff and of the service provider is always first priority and we will adapt accordingly.