



The Commonwealth

**Tender Name: Consultancy Services for the Evaluation of Commonwealth Secretariat's
Support to Small States
Tender Reference No: 531-2020**

Clarification Questions/Answers

Q 1:

Can we use our own word document/format and follow the points or is there a specific format from the commonwealth we should use?

A 1:

Yes you can use your own word document / format, please follow the instructions in the tender and respond to the questions therein

Q 2:

The second evaluation question under Effectiveness is “What programmatic and strategic outcomes can be evidenced?” Could you please clarify whether the evaluation will be expected to identify the outcomes (e.g. through outcome harvesting or a similar qualitative methodology) or rather validate outcomes already capture through the Secretariat’s/projects’ M&E processes?

A 2:

The Evaluation will be expected to first validate outcomes already captured through our reporting processes.

The data collection process may generate other unintended outcomes which the evaluation would also report.

Q 3:

Could you please provide an indication of the size of the portfolio supported by the Secretariat (i.e. number of projects / initiatives) and/or number of Secretary Staff managing them? Also, are projects typically contributing to one, multiple or all outcome areas?

A 3:

Please see the portfolio of projects and size (according to budget) as follows:

Project Title	2013/14 - 2016/17	2017/18 - 2020/21
Strengthened Resilience of Small States	£1,017,838	£725,271
Small States Centre of Excellence		£100,000
Commonwealth Small States Offices	£6,292,172	
Coordinated Action to Enhance Climate Change		£64,971



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Strengthening Evidence Based Climate Action		£175,804
Improved Access to Climate Finance	£1,100,875	£4,879,548
<p>Projects are typically contributing to one intermediate outcome area under the Small States Strategic Outcome.</p>		
<p>Q 4: Page four of the terms of reference indicates that the evaluation team is expected to conduct two case studies per region. Based on annex 1 of the ToR, the Secretariat is providing support to five regions, which would mean that the evaluation is expected to deliver 10 case studies in total. Could you please confirm that this assumption is correct?</p>		
<p>A 4: Yes, the evaluation would target the development of 10 case studies in the context of available information.</p>		
<p>Q 5: Is there a page/word limit in responding to the technical questionnaire? On page 20 of the ITT, the description says that bidders should provide three references but only provides space for two. Could you please clarify if bidders need to submit two or three references</p>		
<p>A 5: There is no page / word limit however it is expected that bidders will keep their responses as concise as possible. Bidders are to submit three references.</p>		
<p>Q 6: Do you expect bidders to submit CVs for proposed team members? If so, in which section of the tender submission document should they be included?</p>		
<p>A 6: Yes, CVs are expected to be included for proposed team members. It can be included at the end of your written response to the Terms of Reference.</p>		
<p>Q 7: Could you please share the tender submission document in a Word document format?</p>		
<p>A 7 : We do not advertise/share tenders documents in a word format.</p>		
<p>Q 8: On page 7 of the ToR it says the following: “Should the current travel restrictions be lifted, allowing for safe travel and in person engagements, consultants are asked to retain flexibility to undertake such activities as may add value to the evaluation.” Based on this, are you expecting bidders to submit two versions of pricing and methodology,</p>		



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one with and one without travel? Or should the response just assume no travel at this stage?

A 8:

Bidders should assume no travel at this stage.

The Commonwealth Secretariat will cover travel costs separately if undertaken and will be based on our Travel Policy which covers Economy Class Travel and the most cost-effective quotation.

Q 9:

On page 2 of the ToR it says that there will be four other concurrent evaluations. When do you expect these to deliver findings? Will they deliver findings in time for this evaluation to draw on them? Also, what level of coordination do you expect between the five evaluations?

A 9:

The four concurrent evaluations are:

1. Strategic Plan Evaluation, 2020
2. Evaluation of Consensus Building, 2020
3. Evaluation of the Economic Development Programme, 2020
4. Evaluation of the Commonwealth Climate Finance Access Hub, 2020.

No 1 & 2, will be in the early stages, delivery of findings is expected Mid-2021. The findings for these evaluations will not be delivered in time for the Small States Evaluation to draw from them.

There will be no direct coordination between the remaining two concurrent evaluations, however all efforts will be made to share relevant findings, evidence and extra information which may be useful to the Small States Evaluation.

No. 3 & 4, are near completion, the findings of this evaluation will be shared with the successful bidder.

Q 10:

Is there a template for the pricing proposal/schedule that bidders should follow?

A 10:

Please provide breakdown of pricing based on the terms of reference