

Funding Opportunity Title: Public Opinion Polling Project
Funding Opportunity Number: SCAKAB-13-CA-039-SCA-08072013
RFGP Questions and Answers

Question 1. We are a local NGO in Badakhshan province and we are implementing only province wide projects, now is it possible for us to offer you a proposal? or the projects you mean are only regional (to cover many provinces)?

Answer: Any individual or organization with a base in Afghanistan and registered to do business in Afghanistan may submit a proposal. But the project asks for work across all of Afghanistan, so the proposal that is submitted must clearly show how your organization will be able to carry out the terms of the project. Applications to conduct activities in only one province or region will not be considered. Applications must address all the activities outlined in the RFGP.

Question 2. Page 5: In the last item under Data Management, it mentions P5 “post-survey focus groups.” It is not clear what this refers to, since all else in the request looks like a quantitative project. Are you interested in focus groups as well and are there any technical specifications for focus groups you are able to share?

Answer: The project does call for quantitative analysis. It also calls for a focus group after the analysis of the polling to see if a) the results from the survey are confirmed qualitatively and b) to help make sense of any numbers that are incongruous or inexplicable.

Question 3. Page: 8: The sample size is listed as n=2050, but in other areas the request is n=2500. What is your preferred sample size for the project?

Answer: The project asks for a sample size of 2500. Submitted proposals should detail how your organization will achieve that number. The number of 2050 is the minimum number of responses that will be accepted in actual polling for the terms of the project to be considered fulfilled.

Question 4. Should we write a proposal for this project with filling the SF424 form, or we should only fill this Form , with out writing proposal, and can you please kindly detail all the other information and Requirements for this project.

Answer: The SF424 alone will not constitute a complete application. The required documents are outlined in Section VII of the RFGP.

Question 5. The Application Content, Section 1 includes the SF424, which is one page, and the SF424A, which is two pages. Are these three pages part of the 22-page proposal limit?

Answer: No.

Question 6. Are graphics and charts (ie. organizational charts, schedules, timelines, tables, etc.) also required to be double-spaced and 12-pt Times New Roman font?

Answer: Any narrative should be written in 12 point Times New Roman font and double spaced. If part of the proposal includes spreadsheets, they do not have to be double spaced, but 12 point Times New Roman should still be used.

Question 7. Are the 1-page resumes to be included in the appendices of the proposal subject to the double-spaced requirement or can they be single-spaced?

Answer: Résumés and CVs may be single-spaced.

Question 8. Is a proposal cover page and table of contents desired? If so, do these count against the 22-page limit?

Answer: Applicants may include a table of contents. The table of contents will not count against the 22 page limit.

Question 9. Are we to propose the number of polls to be executed (2 or 3) in the 6-month timeframe or will the Embassy issue separate task orders for each poll desired?

Answer: The project asks for a maximum of three polls throughout the course of its term and two is the minimum. Three polls is preferable; but applicants may also propose two. The number of polls an applicant intends to carry out should be reflected in the application narrative and detailed budget.

Question 10. p. 4 of the RFGP states that “A draft of proposed survey questions must accompany the proposal” while p. 6 of the RFGP states that the Awardee will be responsible for “Translating, back-translating, formatting, and printing the questionnaire submitted by the PAS.” p. 6 also states that “The questionnaire will include up to 50 substantive questions.” Do proposals need to include a draft of 50 survey questions?” If so, do these count as part of the 22-page count? Assuming each question is only one line long, this would still take up at least 2-3 pages of the 22 page proposal.

Answer: The proposals do not need to contain 50 questions. The final questionnaire will be the result of discussions and negotiations between the awardee and the U.S. Embassy. As part of the proposal review process, the review committee needs to see the direction and wording of questions the applicant deems important. The translation and back translation will take place after the project has been awarded and the questionnaire has been prepared. The proposed questions will not count towards the 22 page limit.

Question 11. I would like to apply for RFP 19.501. However, I do not have a business license in Afghanistan. I am writing to inquire if subcontracting the survey field work to an organization would enable my eligibility.

Answer: Any individual or organization with a base in Afghanistan and registered to do business in Afghanistan may submit a proposal. If an organization needs to subcontract with another entity to successfully fulfill the terms of the project, it may propose subrecipients. The responsibilities of each entity should be clearly delineated in the proposal and should be reflected in the detailed budget.

Question 12. 1. Is there a more detailed ToR available for this project, including the expected reporting requirements? If so, can I receive this document.

Answer: No.

Question 13. What documents do you need for the proposal and application?

Answer: The required application materials are outlined in Section VII of the RFGP.

Question 14. What kind of monitoring and involvement would the Department of State have in the project?

Answer: The U.S. Embassy will be involved in the development of questions and in assuring that the undertaking of the surveys is unbiased and statistically valid.

Question 15. Is there a specific timeframe for the start and completion of each of the 3 polls?

Answer: The first poll should be undertaken as soon after the IEC announces the candidates as possible. The second should be in January and the last should take place and have results by early March.

Question 16. Are there any guidelines for the key election issues of interest?

Answer: The questions on the survey will be developed in a collaborative manner between the awardee and the Embassy. The key election issues of interest are, candidate popularity, whether a person intends to vote and why or why not. Applicants are required to submit sample questions along with their application. These questions should demonstrate an understanding of Afghanistan and key issues that are important to potential Afghan voters and candidates.

Question 17. Are there any rules or guidelines specified on how the budget should be used, spent, and tracked for project/

Answer: The proposed budget should reflect costs associated with actions proposed in response to the RFGP. Those items in the budget must be reasonable, allowable and allocable. Each expenditure proposed in the budget must directly support the actions that result in the outcomes and goals outlined in the RFGP.

Question 18. Can we add JV Agreement with our Proposal??

Answer: If an organization needs to subcontract with another entity to successfully fulfill the terms of the project, it may propose subrecipients. The responsibilities of each entity should be clearly delineated in the proposal and should be reflected in the detailed budget.

Question 19. is cover page counts in 22 pages?

Answer: No.

Question 20. Is Form 424 and 424a counts in 22 pages? I mean it is part of 22 pages?

Answer: No.

Question 21. Is Table content counts in 22 pages?

Answer: No.

Question 22. Can we propose several options in our proposal? There are several options, including doing the polling via phones calls, each with advantages and disadvantages.

Answer: The RFGP does not call for interviews by phone. They must be face to face.

Question 23. We are a local training and research organization established in 2010. Since then we have been involved several small to large scale surveys. Although we have not done any public opinion polling, we have all the required knowledge, expertise and experience to do it. Do we any chance of winning a contract if we submit a proposal independently?

Answer: We cannot comment on an organization's likelihood to win an award. All eligible entities are encouraged to apply.