

## Responses to Questions: Request for Proposal

RFP No. 0214446.004.002-FY 18-01

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1. **Please clarify the period of performance: Is it 14 months (01 September 2018 to 30 November 2019)? Or is it 3 months (01 September 2019 to 30 November 2019)?**

*It is for **14 months**. The period is 01 September **2018** to 30 November 2019 (Component A).*

2. **Are there any activity costs that we should budget for the staff we propose to join the LTA? Or, will RTI cover all related activity costs directly between RTI and the subcontractor staff on the LTA?**

*All activity related costs will be covered by RTI. This includes per diems for travel and associated costs for workshops and other activities outside of Phnom Penh.*

*Work of the LTA team will typically take place in Phnom Penh at the RTI office. If the NGO's main office is based outside of Phnom Penh, and the proposed staff member will need to travel to Phnom Penh on a weekly basis to participate in the LTA team. If so, a budget for travel and lodging (based on the NGO's usual internal rates and policies) can be included.*

3. **Please clarify the period of performance: Is it 14.5 months (15 August 2018 to 30 November 2019)? Or is it 3.5 months (15 August 2019 to 30 November 2019)?**

*It is 15 August **2018** to 30 November 2019 (Component B).*

4. **Exactly what costs will RTI cover for the Master Trainers (MTs) provided by the contractor? Will RTI cover any salary? Will RTI cover the directly associated costs of travel, per diem, etc.? What costs is the NGO expected to cover for the Master Trainers (ie. salary, benefits, etc.)?**

*Staff salary (and any associated direct benefits) will be covered by RTI. The expectation is that subcontractors would propose a 'daily' rate. The budget should specify the breakdown of the daily rate (cost of salary, benefits, other costs). If the daily rate varies between candidates, this is to be specified in the budget.*

*All travel, workshop and per diem related costs will be covered by RTI – provided directly to the individual at the time of training.*

5. **We found the table outlining MTT commitments a little hard to understand. Can you please clarify the number of days that an NGO Master Trainer would: (1) be trained, and (2) deliver training?**

*The MT would receive training for **12 days** (School Director ToT-3 days; Grade 1 Tot-9 days) as per the green **cells** below. These are the days marked as "participant" in the column with the title of "role".*

*The MT would be required to deliver training for a minimum of **24 days**. This consists of:*

- *School Directors- 3 days of training content will be delivered two times (i.e. 10 training classes will be trained at once, in "Group A", then 10 different classes will be trained in "Group B" in the Annex 2. draft training schedule;*
- *Grade 1 Teachers- 9 days of training content will be delivered two times). A total of 24 days.*

*These are the yellow cells below.*

The delivery of training to coaches requires fewer master trainers, therefore these are marked as optional and will be allocated based on need (the blue cell below).

Type of Training	Role	Total number of <u>content</u> days	Total number of training <u>delivery</u> days (based on groupings)	Monthly Days- Sept 18	Monthly Days- Oct 18	Monthly Days- Nov 18	Monthly Days-Dec 18	Monthly Days- April/May 19	Optional or required
ToT (Grade 1 EGR) for Master Trainers	Participant	9	9	4			3	2	Required
ToT (School Director) for Master Trainers	Participant	3	3	2			1		Required
<b>TOTAL Days required to 'BE trained'</b>			<b>12 days</b>						
Grade 1 Teacher Training	Trainer	9	18 (2 consecutive groups)		2 x 5 days		2 x 3 days	2 x 2 days	Required
School Director Training	Trainer	3	6 (2 consecutive groups)	2 x 2 days			2 x 1 day		Required
<b>TOTAL Days required to DELIVER training</b>			<b>24 days</b>						
Coach Training	Trainer	5	5	1 x 5					Optional
<b>TOTAL Number of Commitment Days</b>			<b>Up to 41 days of training delivery (PLUS additional days for preparation and meetings)</b>						
			<b>Minimum commitment: 36 days for the 'required' days over the 2018-2019 SY</b>						
*Ideally, Master Trainers would form part of the core team and be available for all days. However, for the coach training, fewer trainers are needed so individuals available for 36 days would be considered.									

6. How many "additional days for preparation and meetings" would be required? It is important to know this as we may need to fill the gap left in field work if the NGO Master Trainer is away for too long a period of time; and that has budget implications.

*It is anticipated to be an approximate maximum of 5 days over the PoP. The submission of a 'daily' rate will serve to allow for minor fluctuations to the total and final number of days completed over the PoP. The subcontractor will be paid according to the daily rate, costs will be reimbursed based on actual number of days worked.*

7. When does "Coach Training" occur for the Master Trainer? It looks from the table like the NGO MT is expected to deliver training on "coach training" but there is no specified point at which the Master Trainer receives training on how to conduct "coach training".

*This would be delivered locally in the RTI offices and would be more of a 'preparation' day than a formal ToT. For the small number of MTs who will be needed, the number of additional days for 'preparation' would be a maximum of 2 days.*

8. Would the NGO MT be required to provide actual coaching?

*The coaches will be sourced and managed under Component C. The MT will not provide any coaching.*

9. **If the NGO MT wants to use the materials developed under the All Children Reading-Cambodia project, will those materials be provided by RTI or would the NGO be expected to pay for (re)production of those materials?**

*The materials developed under the All Children Reading-Cambodia project will be MoEYS materials and comprise part of an overall Early Grade Learning Package. The long-term goal of the All Children Reading-Cambodia project is to develop materials that are available for use across the country once they have been piloted and approved for national roll-out by MoEYS. During the pilot period, NGOs will need to discuss with MoEYS if they would like to use the materials in provinces other than Kampong Thom and Siem Reap*

*The All Children Reading-Cambodia project will pay for production of all materials for all schools in Kampong Thom. GPE funding will pay for production of all materials for all schools in Siem Reap. It is not anticipated that the project would pay for reproduction of materials in other provinces during this period.*

*For the current phase (1<sup>st</sup> three years) of the project, Battambang has been selected as the control province for the evaluation of the interventions in Kampong Thom and Siem Reap. In addition to seeking MoEYS permission for use of the package, it is requested that NGOs communicate with RTI International prior using the Grade 1 Khmer package in Battambang so we can ensure the validity of the evaluation.*

10. **It is noted on page 8 that “Proposals should exclude the provision of any payments related to government personnel, including teachers.” However, on page 10 it states that “The subcontractor will issue payments to POE and DOE for travel allowances for school visits in all 8 districts.” These two statements are contradictory; can you please clarify this? Will the subcontractor or RTI be responsible for payments to government officials and teachers?**

***School visits** - RTI will provide all payments for government personnel visiting schools, based on actual numbers of school visits. However, logistical and administrative support may be requested to **issue these payments** to POE and DOEs for school visits. This may include ensuring that per diems and travel allowance are signed for, and match school visit records. The number of payments will be very small in 6 districts. In two districts, it is expected that 15 senior mentors will need to be reimbursed for approximately 20 days. However, this activity and details are yet to be confirmed by MoEYS.*

***Workshops** - For per diems and allowances for ToTs, teacher and school director training workshops, it is expected that RTI will make these payments directly.*

11. **If the subcontractor is responsible for the government payments, but it is finalized post contract finalization, how and when will this amount be added to the fixed price subcontract amount?**

*No budget is required for any government payments. It is anticipated that the proposed staffing structure would likely already include general logistical and administrative support. It is expected that payments to POE and DOEs for school visits would be included in these functions.*

12. **How will the subcontractor invoice for payment for Component C as a fixed price subcontract? Will payments be deliverable based, and if so what are the deliverables?**

*The payments will be based on deliverables to be documented in a monthly report as follows:*

- Evidence of twice monthly coaching visits (during the school year, ie when schools are open) to each teacher. Each coach will have a tablet which will include an electronic monitoring form which will provide evidence of visits. Each monthly report should include the percentage of the visits that were achieved. In any situation when 100% of expected visits do not take place, reasons for this must be documented. Subcontractor must also detail actions to be taken to reduce the risk of failing to meet the required number of visits in subsequent months. A system and process will be negotiated as part of the subcontracting agreement for reduced payments in any month/s that the 100% of the target visits are not achieved.
- The monthly report will include a short narrative component, highlighting achievements, challenges and strategies to overcome these and technical support required. This report will also summarise data from the lesson observations. Formats for this will be agreed with RTI.
- During the months where coordination and logistic support for training delivery is to be provided, evidence of activities completed (attendance sheets, invitation letters, venue and refreshment) are to be included in the monthly report.

**13. Will the subcontractor be required to report on the organizational resources it contributes? If so, how?**

*It is anticipated that the resources that are contributed would directly contribute to the All Children Reading-Cambodia project. Thus, these would be included in the monthly reports but excluded from the payment system. For example, if the subcontractor were to propose 'x number of nil cost coaches', then the monthly report would still include the school visits for those coaches. Another example might be if the subcontractor proposes to share the costs of training, this should be documented in the relevant monthly report. For direct financial contributions (for example, proposed financial support to printing teaching and learning materials) please indicate these explicitly in budget submissions.*

**14. Can you please provide clear details on which costs RTI will cover for all three components? For example, will the travel and per diem costs for Master Trainers be paid directly by RTI or the subcontractor? Also, will the training costs for TOTs be covered by RTI or the sub-contractor for Component C?**

*All travel and per diem costs for government staff will be covered by RTI under all three components. Per diems for Master Trainers and LTA team members will be paid directly by RTI for any work outside of the individuals' regular place of work.*

*The ToT training and all related costs will be coordinated and paid by RTI. This will include the venue and other logistics.*

*The travel costs for coaches and all other subcontractor staff under Component C should be budgeted for by the subcontractor.*

**15. Can applicants provide three separate cost proposals, one for each component, or are we required to submit one consolidated cost proposal?**

*The expectation is that applicants provide three separate cost proposals.*

**16. Similarly, can applicants provide one overall capabilities statement/technical approach for all three components?**

*It is expected that applicants provide a separate capability statement for each component, with reference to the evaluation criteria outlined in the Scope of Work document.*

- 17. In attachment A the period of performance for Component A should it read 01 September 2018 to 30 November 2019, correct?**

*This is correct. 01 September 2018 to 30 November 2019.*

- 18. It is not clear in the description for Component B if the Master Trainers will provide training to the preschool teachers in Kampong Thom. Can you please clarify who will provide this training, and when the training will be conducted? If the Master Trainers are responsible, can the table on page six of the RFP be revised to reflect this?**

*Component B Master Trainers will NOT be engaged for any training related to preschool teachers. Refer to the response on Component C which provides more information on preschool training.*

- 19. Will the Master Trainers also provide training to the six Technical Officers and Field Manager/Technical Lead? If so, when will this training take place, and for how many days, and can the table on page six of the RFP be revised to reflect this? If not, how will the Technical Officers and Field Manager/Technical Lead learn about the content etc.?**

*The staff under Component C will be trained directly by All Children Reading-Cambodia/RTI team. They will also participate in the same ToT as the MTs and join all teacher and school director training. The MT will not be required to provide any additional training to the staff recruited under Component C.*

- 20. The last training mentioned is in April/May 2019; however, the period of performance for this activity is 30 November 2019. Can you please clarify if there will be any activities or responsibilities for the Master Trainers beyond the trainings listed in the RFP? Why does the period of performance end several months after the last training?**

*A prolonged PoP will allow for the option to have the Masters Training deliver additional training in response to the project's needs. At this stage, there is no requirement for the subcontractor to 'commit' to these possible additional days. However, the longer PoP and submission based on a 'daily rate' allows for this flexibility (on both sides).*

- 21. Where will the TOTs take place?**

*RTI will be responsible for all payments related to the ToT workshops. The specific location is yet to be determined and will be coordinated by RTI. It is likely that ToTs will be delivered outside of Phnom Penh but RTI will be responsible for all per diem and travel payments. Please exclude any related payments from the budget submissions.*

- 22. As noted above, it isn't clear who is providing training to the preschool teachers. Will the subcontractor for Component C be responsible for the coordination and logistics costs for these trainings?**

*The preschool training will NOT require the MTs who will be sourced under Component B. **However**, the coordination and logistics (venue, refreshments and attendance records) for preschool training*

should be budgeted for under Component C. The budget for venues and refreshments should be based on the following:

For Logistics and Coordination Planning (under Component C)						
Type of Training	Total <u>content</u> days	Days-Sept 18	Days-Oct 18	Days-Nov 18	Days-Dec 18	Days-April/May 19
<b>Preschool Teacher Training (284)</b>	5	0	0	2 groups (A and B) for 2 days per group  Group A-5 concurrent classes/rooms with 28 teachers in each.  Group B-5 concurrent classes/rooms with 28 teachers in each.  (It is expected that these would take place at the provincial level. Ideally subcontractors would negotiate no / low-cost venues with the POE/PTTC. However, if needed, include any venue costs. Please also budget for refreshments. Travel and per diems will be provided by RTI)  <b>Trainers will be provided by RTI.</b>	10 concurrent classes x 1 day (28 in each class) <b>Thursday 06 Dec 18</b>  10 concurrent classes x 1 day (28 in each class) <b>Thursday 27 Dec 18</b>  (It is expected that these would take place at the district level in schools and therefore please only budget for refreshments for these days. Travel and per diems will be provided by RTI)	1 x 1 day (TBD) 10 concurrent classes x 1 day (28 in each class)  (It is expected that these would take place at the district level in schools and therefore please only budget for refreshments for these days. Travel and per diems will be provided by RTI)

**23. On page 9, Section 3.3 mentions government and community sensitization workshops. What is RTI's expectation about the frequency, attendance, and outcomes of these workshops? Will RTI provide materials, content, parameters etc. for these, or is it expected that the subcontractor will design them?**

*It is anticipated that these be small scale activities. Some meetings with POE and DOE will be required in order to ensure their understanding of project activities and secure their collaboration. These should not require additional costs. Any other meetings and /or workshops would be integrated into existing government mechanisms e.g. the Monthly Thursday Technical Meetings. The coaches may also support some community level activities, but again the goal would be to integrate into existing school activities and therefore, at this stage, please exclude from the budget.*

**24. It's mentioned on Page 9 that coaches will utilize tablets to complete their required observations. How many tablets will be required for this? Will these tablets be provided by RTI or the subcontractor? If the subcontractor, does RTI have any requirements for the specifications of these tablets?**

*RTI is responsible for the procurement of all tablets and all related software.*

**25. Will RTI provide the necessary software for the tablet-based data collection, or will the subcontractor have to identify and purchase this software?**

*RTI will be responsible for all software related to the tablet-based data collection.*

**26. It states in the evaluation criteria for this component that training will be provided on how to utilize tablets and/or other technologies– who will provide this training? Will RTI provide the necessary training on how to utilize the tablets for data collection, or will the subcontractor?**

*RTI will provide all training related to the tablets and software. No budget is required for this.*

**27. Please clarify in which districts the inclusive education component will be implemented, and to what extent it is envisaged the subcontractor will work with RTI Inclusive Education Officers.**

*The districts currently planned for additional IE activities are Stung Sen and Kampong Svay. It is anticipated that there will be collaboration and regular communication between inclusive education (IE) activities and other subcontractor staff. These activities are expected to be at nil cost. Any additional activities and related costs will be covered by RTI (e.g. some additional training for IE officers may be provided). No additional funds relating to IE are necessary in budget submissions.*

**28. There have been discussions with RTI and USAID about utilizing government staff and teachers as coaches and technical officers; however, we are not aware of the resolution of this issue. Will the subcontractor be allowed to recruit government staff and teachers, who will take a leave of absence from their posts, for this activity?**

*The subcontractor will need to comply with USAID regulations regarding payments of government staff. If needed, the subcontractor would negotiate with MoEYS directly on leaves of absence.*

**29. Can you please provide details on specific M&E activities required in this component? For example, will baseline and mid-line EGRA data need to be collected, and if so, in how many schools?**

*The subcontractor will support **monitoring** of visits. The monthly reports of the subcontractor will include a consolidated list of classroom observation reports. All evaluation activities will be managed by RTI but some very limited logistical support might be requested during periods of data collection, e.g. liaising with POE / DOE.*

**30. Is the data collection for the two districts that will not receive regular coaching support any different from the six other districts? If so, how?**

*This activity and details are yet to be confirmed by MoEYS. However, some communication and coordination with government assigned senior mentors will be required, as well as the administration of payments as noted above and collection of evidence that visits have occurred. Simple paper-based forms will be provided by RTI for the senior mentors to complete. The Monitoring and Evaluation Officer would be expected to support with collating this data and that of the other 6 districts (which would be collected electronically).*

**31. How many schools are in the six districts that will receive the coaching support?**

*As per the Annex below, there are 395 schools in the non-coaching districts.*

**32. Is the subcontractor responsible for procuring tablets for the coaches?**

*RTI will be responsible for procuring the tablets for the coaches.*

**33. Is there any overlap in the trainings for preschool teachers, grade 1 teachers, and school directors or should these all be planned as fully separate events?**

*There are different dates allocated for the training of the different groups. The training should be planned as separate events. Please refer to the below tentative schedule for Sep 2018 to Nov 2018 for training dates. Other tentative dates are included above in the details of Component B.*

**34. Can you confirm if the subcontractor should budget for community engagement activities and/or sensitization workshops for provincial and district level government staff, communities, and parents?**

*It is anticipated that these be small scale activities. Some meetings with POE and DOE will be required in order to ensure their understanding of project activities and secure their collaboration. These should not require additional costs. Any other meetings and /or workshops would be integrated into existing government mechanisms e.g. the Monthly Thursday Technical Meetings. The coaches may also support some community level activities, but again the goal would be to integrate into existing school activities and therefore, at this stage, please exclude from the budget.*

**35. Can you provide more details about your expectations for the detailed payment plan for reimbursing coaches, and for the risk management plan?**

*Coaches will need to be reimbursed for their travel costs. The rates, frequency and processes for reimbursement will need to be detailed in the budget and budget narrative.*

*To ensure that coaches meet their daily and weekly performance requirements, the subcontractor is expected to have a monitoring plan in place to ensure that scheduled visits occur, and travel reimbursements are based on actual visits and the provision of evidence that these took place.*

*In the context of remote management (the coaches will travel independently most days), it will be important to identify any risks to non-achievement of the visit schedule (illness, family issues, heavy rains, motivation), and specify the mitigation measures.*

**Appendix 1-Data with additional information**

NO	Kampong Thom			
		No of schools	Preschool teachers	Grade 1 teachers
1	Baray	88	40	127
2	Santuk	68	28	64
3	Krong Steung Sen	28	56	44
4	Kampong Svay	74	38	82
5	Stong	80	43	87
6	Sandan	57	35	63
<b>Totals for Coaching Districts</b>		<b>395</b>	<b>240</b>	<b>467</b>
7	<b>Prasat Balang (Intervention B-no coaching)</b>	44	17	50
8	<b>Prasat Sambo (Intervention B-no coaching)</b>	42	27	45
<b>Total 8 districts</b>		<b>481</b>	<b>284</b>	<b>562</b>

### Tentative Training Calendar for Quarter 1, 2018 (September-November)

SUN	MON	TUES	WEDS	THURS	FRI	SAT
<b>SEPTEMBER</b> 9 <sup>th</sup>	10	11	12	13	14	15
	Coach Training	Coach Training	Coach Training	Coach Training	Coach Training	
16	17	18	19	20	21	22
	ToT School Director	ToT School Director				
23	Holiday 24- Constitution Day	25	26	27	28	29
		School Director Group A	School Director Group A	School Director Group B	School Director Group B	
<b>OCTOBER</b>	1 <sup>st</sup>	2	3	4	5	6
	ToT G1	ToT G1	ToT G1	ToT G1		
7	8 Pchum Ben	9 Pchum Ben	10 Pchum Ben	11	12	13
	na	na	na	na	na	na
14	15 Commemoration of Late King Father	16	17	18	19	20
	na	<i>Prep G1</i>	<i>Prep G1</i>	<i>Prep G1</i>	<i>Prep G1</i>	
		IE Training	IE Training	IE Training	IE Training	
21	22	23 Paris Peace Agreement Day	24	25	26	27
	Gr1 Teacher Training (Group A)	Gr1 Teacher Training (Group A)	Gr1 Teacher Training (Group A)	Gr1 Teacher Training (Group A)		
28	29-King Norodom Coronation Day	30	31	01 NOV Schools Open	02	03
Gr1 Teacher Training (B)	Gr1 Teacher Training (B)	Gr1 Teacher Training (B)	Gr1 Teacher Training (B)	Preschool TOT	Preschool TOT	
<b>November</b> 04	05	06	07	08	09-Independence Day	10
				Preschool Teacher Training (A)	Preschool Teacher Training (A)	Preschool Teacher Training (B)
11	12	13	14	15	16	17
Preschool Teacher Training (B)						