



WATER and ENERGY for FOOD

WE4F S/C AFRICA RIH

Expression of Interest (EOI) for Service Providers

Q&A Summary



Prepared on November 12, 2021

Southern and Central Africa Regional Innovation Hub

1 OVERVIEW

This document captures popular questions that were posed by Service Providers (Tier 2 vendors) who participated in previous WE4F Expressions of Interest (EOIs) from our sister hubs in S/SE Asia as well as the MENA regions.

The Southern and Central Africa Regional Innovation Hub will update these questions to include any new questions that will be received from potential Tier 2 vendors during our Expressions of Interest (EOIs) call that will be published on **15th November 2021**.

All questions will be made public and available through our WE4F website.

For any further clarifications, feel free to get in touch with the Southern and Central Africa Regional Innovation Hub team at WE4fAfricaRIH@tetrattech.com

2 Q&A SUMMARY

Are we eligible to submit an EOI as a non-registered company or legal registration is required?	You must be a legally registered entity (Company) to be eligible for participation in the EOI call.
What is the meaning of Non-Profit Organizations?	<p>A non-profit organization is a legal entity that is organized for a collective, public, or social benefit. The organization does not earn any profits for its owners. Instead, the organization the organization donates the money to fund its objectives and goals.</p> <p>Both non-profit and for profit are eligible to apply to as a service provider to this EOI.</p>
Are SAMS and DUNS numbers required? Will the service provider not be considered if SAMS or DUNS are not available?	SAMS Registration and DUNS number are optional. Nevertheless, we strongly encourage you to apply for these.
Are all documents listed under "Others" in the EOI questionnaire mandatory? Is it essential to provide the documents listed here at the time of application?	<p>Yes, applicants must submit the following documents at the time of application:</p> <ul style="list-style-type: none">• Proof of Incorporation Proof of Registration (Copy of Business License)

	<ul style="list-style-type: none"> • Certification that company is not owned or controlled by an entity of any government (Certification Template)
Are service providers required to individually submit EOIs, or can we form a consortia or other joint bidding arrangements (without any joint and several liability obligations)?	Service providers are not allowed to form consortiums. Due to the scope of assignments, WE4F will only pre-vet individual organizations.
How do we report on “Number of management-level employees” and “Women”? Is this a self-declaration by an authorized company representative?	Yes, it is a self-declaration by company.
In case of a subsequent RFP and/ or RFQ, what would be the name of the contracting authority?	The contract will be between your organization and Tetra Tech ES, Inc. — the prime contractor of WE4F S/C Africa Regional Innovation Hub.
If a contract is signed with each country office, does each country office have to submit their own proposal?	Contract will be signed with each country office who will submit the proposal separately.
The proposed service timeline is mentioned to be from 2022 to 2025. Do the service providers have a right to exit, after being empaneled? Or, can they choose to not participate in any RFP/RFQ?	Yes, the service providers can exit, even after being empaneled. Service providers can stay in the pool but choose not to respond to RFPs/RFQs. The service provider can also notify WE4F S/C Africa Regional Innovation Hub at any time that it is no longer interested to be part of the pool and not participating in future RFPs/RFQs.
What kind of support will be provided, by WE4F, to consulting firms while applying for the program(s)?	While no support will be provided during Call for EOIs, WE4F S/C Africa Regional Innovation Hub will help finalize the Scope of Work with the innovators prior to circulating RFP/RFQ to the pool of pre-vetted service providers.

<p>Is there a timeframe for the completion of each evaluation of applications?</p>	<p>The EOI submission deadline is 14th December 2021. The evaluation will then be completed prior to the announcement on 30th December 2021.</p>
<p>For country of operation, does it require a legal entity in one of these countries? Or, having a team on the ground and regularly do projects in those countries is sufficient?</p>	<p>Service providers must have a team of technical experts physically working in the country of TA. While not required, a legal entity in the country of TA is strongly preferred.</p>
<p>Can a service provider who operates in only one of the 12 WE4F S/C Africa Regional Innovation Hub target countries be eligible to apply for other countries as well, if empaneled?</p>	<p>Service provider is required to have its experts physically working in all countries that they submit the EOIs. However, if the service providers later expand into the other countries, that information can be updated later.</p>
<p>Will service providers be allowed to travel outside their existing countries of operation to provide technical assistance to innovators?</p>	<p>WE4F requires the presence of technical experts in the country where the TA is provided. International travel will not be permitted. However, regional travel within the country may be allowed in future after COVID restrictions are lifted.</p>
<p>Are there any specific geographies in each country that WE4F S/C Africa Regional Innovation Hub targets to roll out the program?</p>	<p>WE4F S/C Africa Regional Innovation Hub does not have any specific geographic focus within any country. The geographies and working areas depend on where the innovators are currently working and their expansion plan.</p>
<p>Will the selected service provider cover all twelve targeted countries which are set out by the WE4F S/C Africa Regional Innovation Hub Or, on the twelve targeted countries but limited to specific theme? Or only in the country of origin of the service provider?</p>	<p>It is not necessary for the service provider to perform only in its country of origin. The selected service providers may be working in any of the twelve WE4F S/C Africa Regional Innovation Hub targeted countries on a specific theme. It is up to the service provider whether it has the capacity and ability to cover a few of or all targeted countries, taking into account the local government regulations, timeline to mobilize required resources, travel restrictions, and cost implication</p>

<p>Would the RFPs and RFQs issued to pre-vetted service providers imply a mandate limited to a specific country or would they imply a mandate across jurisdictions?</p>	<p>It will be limited to a specific country which the service provider indicates as their operating country.</p>
<p>Can incubators based in one country support all the start-ups in that country?</p>	<p>All RFPs will be circulated to all qualified pre-vetted service providers in the country. However, it is important to note that WE4F S/C Africa Regional Innovation Hub is looking for an individually tailored service for each TA for innovator, not in the form of "batch" support.</p>
<p>Please clarify if it is mandatory for a service provider to have its operation in more than one country.</p>	<p>No, it is not mandatory to have operations in more than one country. Bidders will only be evaluated based on their country of operations which can be only one country</p>
<p>Does each summary of a project need to be 3 slides long? Do we submit them as Power Points or PDFs?</p>	<p>No, you can provide at least 1, but no more than 3 slides per each project. However, you should provide 3 project examples per each area of your expertise.</p> <p>For example, if you have 2 areas of expertise and decide to submit 3 slides per project, you will submit 18 slides in total.</p> <ul style="list-style-type: none"> • 2 Areas of expertise • (X) 3 example projects per each area of expertise • (X) 3 slides per each project <p>Projects related to WE4F nexus in the past 3 years are strongly preferred. These may be in Microsoft PowerPoint or PDF format and must be uploaded as one file.</p>

<p>Is there a template or specific desired content that should be included in the 3- slide project summaries as referenced in the EOI questionnaire?</p>	<p>WE4F Will not provide a template. However, key information may include the following:</p> <ul style="list-style-type: none"> • Name of the Project • Contract Value (USS) • Funder • Location • Description Of project activities • TA Type • Period Of performance • Key achievements and outcomes
<p>If the same project for past performance covers more than one TA area, does the applicant need to upload that project's 3- slide summary multiple times (for each relevant TA area)?</p>	<p>NO. While preparing the summary, please mention which TA categories the project falls under at the beginning.</p>
<p>Can we upload additional documents in addition to what is enlisted in the Call for EOI?</p>	<p>Yes, the applicant can upload additional documents. However, the required documents enlisted in the call for EOI are sufficient for the evaluation of the service provider.</p>
<p>Do service providers need to provide services for all contents under the selected TA category or can a service provider apply for only one or two services under one TA category?</p>	<p>By selecting one category, service providers do not have to provide support for all the contents under that category.</p>
<p>Is TA category selection limited to only up to 3 categories? Can a service provider select only one TA category?</p>	<p>Service providers must select at least 1 and can select up-to 3 categories in the online application form. However, if any service providers have more than 3 areas of expertise, they can select the most relevant 3 areas of expertise in the online application and send the additional service categories and past project examples to WE4FAfricaRIH@tetrattech.com for case by case</p>

	consideration.
Can a service provider propose other services which are not listed in the TA service categories?	No. The selected TA service categories must be from the TA categories listed in the EOI solicitation document
Will the scores be given based on number of areas of expertise? For example, if an organization with 3 areas of expertise will have a higher score than the another with 1 area of expertise.	No. Service providers will be evaluated based on the relevant and past performances demonstrated in each of the selected working areas/TA categories. Service providers with more categories selected will not receive higher scores based on the selection of multiple categories.
Is a change of TA category allowed after the pre-vetting process, based on the nature of RFPs that come in subsequent years?	Yes. Service providers can change TA category based on the change in the team of experts or country of operations after the pre-vetting process.
Is there any potential for the scope of work to be expanded beyond the currently listed content areas during the collaboration? For instance, from 'Media Training' to also include other areas of Public Relations and Publicity.	Yes. The scope of service categories will reflect the needs of the innovators in our cohort. If there are additional needs from the innovators in the future we will circulate them within the pre-vetted pool of service providers.
Would you expect personalized support per entrepreneur or a hybrid acceleration format with a common program and dedicated support to all innovators or in a 'batch'?	Each assignment for service providers will be designed to support an innovator with a specific problem statement WE4F S/C Africa Regional Innovation Hub is therefore expecting personalized support for each innovator.
Will service providers only provide technical assistance for the innovator or also be involved in facilitating the program implementation and technical processes on-site?	The service provider will only provide specific TA to the innovator while WE4F S/C Africa Regional Innovation Hub will facilitate the overall implementation processes. However, on-site support, especially on the assigned TA, will be required — if needed
What is the role and responsibility between the service provider and innovator regarding	The innovator and WE4F S/C Africa Regional Innovation Hub will agree on a Scope of Work

technical assistance?	(SOW) prior to circulating it within the pre—vetted service provider pool. Once the deliverable is completed, the service provider must have the innovator's approval prior to submitting it to WE4F S/C Africa Regional Innovation Hub for the final approval.
How many innovators for Tier 2 TA?	There is no limit on the number of Tier 2 support interventions for the innovators. Based on the needs of innovators. WE4F S/C Africa Regional Innovation Hub will decide whether to provide the TA through its internal team of experts or solicit proposals from the pre-vetted service providers.
When is Tier-2 TA? How long does it take for Tier-1 TA?	The duration of TAs (both Tiers 1 and 2) varies depending on the nature of the assignment. WE4F S/C Africa Regional Innovation Hub has already started its Tier 1 TA and aims to start Tier-2 TA in early 2022. For both Tier 1 and Tier 2 assignments, the average duration is 12—14 weeks.
What will be the way forward in case TA experts are changed between EOI submission and RFP rollouts?	During the RFP phase, service providers can propose new experts who have more relevant experiences to each assignment.
Will the TA contract not be released at once since it depends on the needs of the startups and that they might vary?	Yes. The request for proposals will be released to the pre-vetted pool of service providers as and when the need for technical assistance is identified. This will be on an ongoing process.
How many shortlisted TA providers per TA service area?	There is no pre—determined number of service providers to be selected per category.
What is the indicative approximate budget outlay for TA support per startup? Are all TA heads having an equal budget?	All TA interventions will not have the same budget. It will be determined on a case by-case basis and compared against the peer and market rate.
Why does WE4F weightage in pre-qualification given to past performance? Will this result in	The main objectives of this vetting process are

<p>eliminating a new company and allows only large established players?</p>	<p>1. To ensure procurement transparency, and</p> <p>2. To assess competency of the companies that will provide services to WE4F S/C Africa Regional Innovation Hub innovators.</p> <p>As a result, all qualified companies with proven record of successes will be vetted, regardless of the size of the company.</p>
<p>Where can we find more information about WE4F and call for EOIs process?</p>	<p>Please visit https://we4f.org for more information about WE4F programs and the Southern and Central Africa Regional Innovation Hub</p> <p>The announcement will also be published on this website.</p> <p>Please find the recorded Q&A webinar on the WE4F website after 30th November 2021.</p>

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