WATER and ENERGY for FOOD

WE4F SOUTH AND SOUTHEAST ASIA
REGIONAL INNOVATION HUB

EXPRESSION OF INTEREST (EOI) FOR SERVICE PROVIDERS

Q & A SUMMARY



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Prepared on September 1, 2022

South and Southeast Asia Regional Innovation Hub

1. OVERVIEW

This document captures prominent questions posed by the potential Service Providers prior and during the WE4F S/SEA RIH Call for Expressions of Interest (EOI) from the Service Providers Q&A Webinar on September 1, 2022. All questions and answers will be made public and available through our WE4F website. For further clarifications, feel free to contact the WE4F S/SEA RIH Hub team at WE4fAsiaRIH@tetratech.com.

2. EOI SUBMISSION AND TIMELINE

Link to Submit EOI	https://www.surveymonkey.com/r/Submit_EOI_2022
Deadline for submission	September 16, 2022, at 5:00 PM GMT+7 (Bangkok time)
For more information	https://we4f.org/program-news/ssea-eoi-2022

3. Q&A SUMMARY

3.1. Eligibility

To be eligible, does a service provider need prior experience operating in the nonprofit or social sector? Furthermore, does the service provider need to have prior experience working with nonprofit organizations?	It is not required for the service provider to have experience working with nonprofits. However, the service provider must have experience working with water-energy-food innovations or sectors. Experience working with businesses and social enterprises will be helpful.
Is there a minimum eligibility threshold for service providers in terms of the number of years that they have been active?	There are no specific minimum requirements regarding the number of years a service provider should have been active. However, it is strongly preferred that a service provider has at least three years of experience in the WE4F nexus projects.
Is the current operating status in a country required? Are service providers allowed to travel outside their existing countries of operation to provide technical assistance to innovators?	The service provider is required to have its experts physically working in the target countries: 1. Bangladesh 2. Cambodia 3. India 4. Indonesia 5. Laos 6. Myanmar 7. Nepal 8. Philippines 9. Thailand 10. Vietnam

	International travel to provide services will not be allowed. However, while strongly preferred, a legally registered entity in the countries of assignment is not required.
Do we need to make one submission as a regional supplier (and specify all markets listed in EOI) or one entry per market?	Only one submission is required. You can mention all countries of operation in the application to be considered for the relevant area of expertise in the applicable countries mentioned above.
What is the meaning of nonprofit organizations? Is a nonprofit organization eligible to apply as a service provider under the Call for EOI?	A nonprofit organization is a legal entity organized for a collective, public or social benefit. The organization does not earn any profits for its owners but may reinvest the surplus. Both nonprofit and for-profit organizations are eligible to apply as service providers under the Call for EOI. The organization will sign a service contract with Tetra Tech and receive deliverable-based payments, not grants.
Does the applicant have to apply as a company or individual?	Applicants must apply as a company only.
Are empaneled service providers allowed to form consortiums? Can consortiums be formed for the empanelment process? Can two organizations/companies submit the EOI jointly?	Service providers are not allowed to form consortiums. Therefore, RIH will pre-vet only individual organizations as service providers.

3.2. Required documents

Questions	Answers
Where can we upload/submit the documents and certifications?	For complete details: Microsoft Word - 20220806_WE4F_SSEA_Call for EOI_2022_Solicitation.docx Link for submission: https://www.surveymonkey.com/r/Submit_EOI_2022

	WE4F SSEA Call for EOI website: https://we4f.org/program-news/ssea-eoi-2022 (The presentation from the Q&A Webinar is available on the website.)
Is there any certification required? Is there an official template?	The applicant is required to submit Certification that the company is not owned or controlled in total by any entity of any government. You can find the link to the template in the Solicitation or click here. In addition to that, all service providers are required to submit the following. • Proof of Incorporation • Proof of Registration (Copy of Business License) • List of key personnel in the organization (Full name with designation)
Do the service providers need to submit an Organization Conflict of Interest Certificate?	The applicant does not need to submit any Conflict of Interest Certificate.
Does each summary of a project need to be three slides long?	Yes, please provide three project examples per area of your expertise and upload a three-slide summary per project. Projects related to the WE4F nexus in the past three years are strongly preferred.
Is there a template of the project summary provided? If so, where can we find it? If there is no template, what information is required?	WE4F will not provide a template, while each three-slide project summary should include: • Name of the Project • Contract value (US$) • Funder • Location • Description of project activities and your role • TA Type (Applicants can refer to the TA Categories Slides) • Period of performance • Key Achievements and Outcomes
Besides the name and designation of key personnel who control the organization, do we need to submit a profile or CV of experts?	For key personnel, only the list of key management-level personnel is required. It includes only the name and designation of the key personnel.

(EOI PDF mentions: Three CVs of your experts for each area of the selected service categories).	The CVs are required for the experts you are proposing. This is to demonstrate the technical competence of your staff and organization to deliver on the mentioned area of expertise.
Who should be included and counted as the relevant technical experts?	Technical experts include full-time professionals in your organization who will deliver the projects you demonstrate your expertise in for this EOI. Please include only full-time employees in the organization.
Should we submit them as PPTs or PDFs?	PDF only and must be uploaded as one file. Please note that PPTs can also be saved as PDFs, if that is your preferred format for sharing information.
Can we upload additional documents in addition to what is enlisted in the Call for EOI?	Yes, the applicant can upload additional documents. However, the required documents enlisted in the WE4F Call for EOIs are sufficient to evaluate the service providers.

3.3. Technical Assistance (TA) category selection

Questions	Answers
Which assistance category would identify the target market come under? For example, would it come under Market Research, Marketing and Sales, or Business Development?	The scope of activities to ascertain the target market will define what it falls under various categories. For instance, if the scope includes a primary survey of farmers, then it will classify under market research. On the other hand, if the scope consists of a marketing strategy to reach the farmers, it could be marketing or business development if it is for a business model strategy with financial aspects. For the EOI application, you can select all relevant areas or one of your organization's more common areas of strength.
Could you please clarify further on what is meant by gender lens investment readiness and climate lens investment readiness?	These are investment documentation and process support to prepare innovators for raising investments from gender or climate lens investors. Gender lens investors focus on women-led/women-centric companies in the energy and climate space. At the same time, climate lens investors focus on climate impact companies that could also be gender equitable.
Could you please clarify further what is meant by smallholder marketing and outreach?	Smallholder farmers are our primary focus for impact in the program. All our innovators focus on supporting smallholder farmers as their clients/customers. Therefore, technical assistance assignments for marketing may include reaching farmers and promoting products and services.
For communication assignments, do we need to reach out to potential Investors to help innovators?	The Hub's Brokering Unit is usually leading the investor outreach. However, if any additional assistance is required beyond what our brokering unit is working on, we will have a procurement for that specific task.
The EOI states that the service providers will be issued separate RFPs for the 'respective TA category.' Do the service providers have a limit on the service category they can choose?	In this pre-vetting process, service providers can choose up to 3 service categories most relevant to their area of expertise.

	However, if service providers have more than three areas of expertise, please send the additional service categories and past project examples to WE4FAsiaBids@tetratech.com for case-by-case consideration.
Do service providers need a service for all contents under the selected TA category? For example, if service providers choose "Investment Facilitation" as their TA category, do they need to provide workshop training for all three contents under it?	By selecting one category, service providers do not have to provide support for all the contents under that category. They can apply for RFPs relating to any relevant sub-activity. Service providers can select up to 3 categories and mention which sub-category under each category is most relevant to their expertise.
Is a change of TA category allowed after the pre-vetting process, basis the nature of RFPs that come in subsequent years?	Pre-vetted service providers can change the TA category based on the team of experts or country of operations change. You can email the update to WE4FAsiaBids@tetratech.com

3.4. RFP/RFQ and contract management

Questions	Answers
After being pre-vetted, when will we receive the RFPs/RFQs?	The RFPs/RFQs will be designed and shared with a specific group of pre-vetted vendors whose experiences align with the innovator's needs. The Hub will contact and share RFPs/RFQs with each vendor on a case-by-case basis. With more innovators recently onboarded, we expect to issue more RFPs/RFQs in the last quarter of 2022.
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, as USAID's prime contractor of WE4F SSEA RIH.
Do the service providers have a right to exit, after being empaneled? Can they choose to not participate in any RFP/RFQ?	Service providers can choose not to respond to RFP/RFQs but still stay in the pre-vetted pool. The service providers can also notify WE4F at any time that they are no longer interested in being part of the pool.
How does the payment milestones are mapped of a project?	Each RFP assignment is divided into assigned deliverables and your payments will be mapped against those deliverables. When you submit your budget, you will define the payment amount for each deliverable. Depending on the scope, the number of deliverables and tranches varies across assignments. For submission to this EOI, no budgets are needed. We will request budgets during RFP submission only.
Can the service provider subsidize products to farmers from the assigned budget?	No, the service provider cannot use the assigned budget to subsidize products for farmers. This is specifically intended to support innovators address a business challenge through advisory or partnership support.
If several companies are vetted for the same assignment(s), will the competition be between the proponents based on their technical and financial proposals?	Yes, WE4F procurements are competitive procurements. RFP/RFQ will be shared with all the pre-vetted vendors for a specific service category. The competition will be among the vendors who submit their bid/proposals.

For the program timeline, how long ideally should the program be taken, and starting from which month?	The RFPs are an ongoing process and will continue until December 2023. We aim to start all tier-2 procurement processes right after the announcement of the pre-vetted service providers. The length of the service will vary depending on the complexity of the assignments and the innovator's expansion plan. In the past, the average length of service was 2-6 months.
Is there any budget ceiling for each assignment?	There is no overall budget threshold. It varies by assignment. All RFPs will mention a budget ceiling based on the scope and the typical market rates for such assignments.

3.5. TA implementation after being pre-vetted

Questions	Answers
Who will receive our services?	Clients for all assignments will be WE4F innovators (link) in South and Southeast Asia. The assignment might focus on different target audiences based on the brief, e.g., smallholder farmers, women, market partners, government departments, etc.
Does WE4F S/SEA team have specific criteria in terms of targeted innovators to be supported?	All innovators in the program are selected through a call for innovation with multiple rounds of screening and interviews. WE4F SSEA has conducted two calls for innovation, and all our selected innovators can be found on the website www.we4f.org/asia Please note that this Call for EOI is for only service providers, not innovators. For the pre-vetted service providers, you will have an opportunity to submit proposals to support all innovators in the cohort based on the demand of the innovators.
Will the selected service provider cover all 8 targeted countries which are set out by the WE4F? Is it required for the service provider to	The pre-vetted service providers can submit proposals and work on a specific theme in any of the 15 WE4F-targeted countries. The service

provide service only in the origin country of the service provider?	provider doesn't need to perform only in its country of origin. It is up to the service provider whether it has the capacity and ability to cover a few or all targeted priority countries considering the local government regulations permitting your organization to operate locally, the timeline to mobilize required resources, travel restrictions, and cost implications.
Are there any specific geographies in each country that WE4F has in mind to roll out the program?	WE4F does not have any specific geographic focus within any country. Instead, the geographies and working areas depending on where the innovators are currently working and their expansion plan. WE4F SSEA innovators are currently operating in Bangladesh, Cambodia, India, Indonesia, Laos, Myanmar, Nepal, Philippines, Thailand and Vietnam.
Is the work expected to be carried out entirely by local experts? Or should we also propose international team members capable of supporting local experts to deliver the required technical assistance?	It is most preferred for the tasks to be delivered by the local experts but not required. It will also depend on the scope of work and the type of support being requested. You can propose an international team member to support the local experts.
Is the expectation that the international management/consultant team would be able to carry out the work remotely?	Earlier, most of the assignments required field knowledge and travel to the site where the innovator is based. However, depending on the type of assignment, remote service can be accepted on a case-by-case basis. For example, legal advisory, branding strategy, or investment readiness may require an understanding of local context but does not need a full-time local staff throughout the assignment.
Would you expect personalized support per entrepreneur or a hybrid acceleration format with a common program and dedicated support?	Each assignment for a service provider will be designed to support an innovator with a specific

	problem statement. WE4F is therefore expecting personalized support for each assignment. However, in some cases, similar support may be combined for 2-3 innovators.
Will we be providing the existing technologies/services of our company, or do we have to work on different technologies/services according to the needs of innovators?	Successful service providers utilize their own technologies/services to solve the problem statements of innovators. However, it is good to note that the application of your services must be adapted to fit the innovator's technologies and local demands.
In any of the specified technical assistance, would only a single service provider be chosen to support innovator(s), or could multiple service providers work in partnership to complete the tasks?	It depends on the scope of the work. Usually, one assignment is done by one service provider. However, on a case-by-case basis, If the scope has many covered aspects, we either divide it into different assignments for delivery or integrate all aspects in the scope. This selection process is repeated for all scopes of work. Therefore, service providers are encouraged to submit your proposal and apply it to all the scopes that are relevant to you.

3.6. Service provider roles and responsibilities

Questions	Answers
For Tier 1 support, would it be possible to elaborate on the context in further detail?	Tier 1 support does not apply to service providers. These are advisory support that is provided by the Hub's internal staff based on our expertise areas.
Will the service providers only provide technical assistance for the innovator or also be involved in facilitating the program implementation and technical processes on-site? What is the role and responsibility between the service provider and innovator regarding technical assistance?	The service provider will only provide specific technical assistance (TA) to the innovator, while WE4F will facilitate the overall implementation processes. However, on-site support, especially on the assigned TA, will be required. Regarding role and responsibility, the innovator and WE4F will agree on a Scope of Work (SoW) before circulating it within the pre-vetted service provider pool. Once the deliverable is completed, the service provider must have the innovator's

	approval before submitting it to WE4F for final payment.

3.7. Current pre-vetted service providers

Questions	Answers
If we had been pre-vetted as WE4F S/SEA service provider, do we need to reapply, or will we automatically remain in the pool of pre-vetted service providers?	As a pre-vetted service provider, you will not need to apply again. However, you will continue to be in the pre-vetted service provider pool.
Can a pre-vetted service provider update their information?	Yes, they can. However, they do not need to go through the EOI process and can update the necessary information by sending an email to **we4fasiabids@tetratech.com**