

Questions & Answers

Request for Applications (RfA)

Feasibility Study for Setting Up a Single Identification System for Financial Service Users in the West African Economic and Monetary Union (WAEMU) / Union Economique et Monétaire Ouest Africaine (UEMOA)

These FAQs are based on the queries received from potential applicants and will be updated on an as-needed basis. Please check regularly.

QUESTIONS ABOUT ELIGIBILITY

1) Are there any restrictions on geographies or nationalities?

No. Qualified institutions from any United Nations member state will be considered for this RfA provided the proposal reflects the required expertise.

2) The RfA stipulates that partnerships are not allowed unless they predate this RfA. What is the reason for that? Does that imply institutions cannot partner to complement skills in a consortium?

UNCDF intends to limit our contractual and fiduciary relationship under this RfA to a performance-based agreement with one party. We want to avoid any situation where the work is divided among multiple, separate entities in such a way as would require us to issue, and then manage, multiple contractual relationships. If an organization submits a strong proposal which envisions that organization delegating some portion of the work to subcontractors or consultants, UNCDF has no objection in principle to such an arrangement provided, however, that the lead organization—not UNCDF—manages those relationships, contractually and financially.

3) What documents can be submitted to prove that a partnership pre-dates this RFA?

Any document proving that the consortium existed prior to this study can be provided such as a memorandum of understanding/letter of agreement or any other appropriate documentation undersigned by legal representative of the organization (chief executive officer, managing director, etc.).

QUESTIONS ABOUT THE APPLICATION PROCESS, CRITERIA AND BUDGET

4) Can we submit the proposal in Microsoft PowerPoint format?

Yes, provided that the required information in the annexes to the RfA are respected.

5) Can you please confirm the final timeline? The RfA in English appears to have been updated on January 5, 2021, with a revised schedule for submitting questions (January 15) and the technical and financial proposals (January 29). However, as of 5 January, the French version still contained the original timeline (questions to be submitted by January 8 and the final proposal by January 22).

Due to holidays, all deadlines have been extended by one (1) week. The deadline for questions is 15-Jan 2021 and application submission 29-Jan 2021. *Please note that as of 13 January 2021, the French-language version of the RfA had been updated to reflect the correct timeline.*

6) There are no specific profiles requested in the RfA. Please state if the evaluation committee is looking at a specific team structure with experience level of resources. If not, can the consultant propose a team and resources as per their understanding of the scope and timelines?

The Consulting firm/Consultant can propose a team as per their understanding of the scope and expertise required to accomplish the objectives of the study.

7) The RfA states that, “It is compulsory that the main team members speak French, because relations and correspondence with the BCEAO will be conducted in French.” (p.15) Who is considered a “main team member” (e.g., off-site/on-site, what percentage of their time is to be spent on the project at a minimum)?

There are no specific requirements on the detailed allocation by team members. What is important here is to acknowledge the importance of the French language because it is the official language in the WAEMU region. Therefore, any member of the consultant team who has an external-facing role (e.g., with stakeholders for interviews, reports, and discussions) should be fully proficient in French.

8) We are trying to understand the \$200,000 contribution. Is this total amount for project (the consulting job) or is the \$200,000 a contribution and the budget for the job is different? In other words: is the contribution of \$200,000 in addition to the actual budget for the project?

No. USD 200,000 is the maximum budget that the Consulting firm/Consultant can propose for this study. This is inclusive of meetings, report design and print, or any other additional costs that may be anticipated at this time, such as those linked to the validation workshop planned at the end of the project (in case it’s an in-person workshop).

QUESTIONS ABOUT PROJECT DELIVERY

9) What level of support can be expected from UNCDF and/or the BCEAO in facilitating field work, stakeholder meetings and the validation workshop?

UNCDF and BCEAO will introduce the Consultant to the stakeholders mentioned in the scoping note (first deliverable to be submitted by the Consultant). After those initial introductions, the Consultant will be responsible for setting up and conducting the interviews and meeting with stakeholders.

Support will also be provided with regards to the organization of the regional validation workshop (agenda, participants' list, invitations, logistics, etc.).

10) Where will the validation workshop be organized? Or will it be a virtual workshop given the COVID-19 pandemic? Who are the participants?

If it proves possible to hold the workshop in person, it is expected to be organized in Senegal. The question of whether the workshop will be virtual or in person will depend on the COVID-19 status in the WAEMU region at the time planned for the workshop and as per the confirmation from BCEAO.

Participants to the workshop will consist of BCEAO (regional and country representations), UNCDF and other key stakeholders.

11) In reference to the survey of the existing ID systems, please confirm that the target audience will be the key stakeholders in all identified countries and is not envisaged for dissemination to individual citizens. Please also confirm whether the consultant could run this survey in online format?

Yes, the target audience for the interviews and meetings will be the key stakeholders and not private persons.

It is up to the Consultant, through their approach and methodology, to propose survey methodology.

12) Through this study we understand that the consultant needs to understand the existing identification system that has been implemented in the country. The focus of the study is to capture the government-run foundational identification programs (e.g. national ID) and not cover the functional programs (passport, drivers' licenses, mobile subscribers' ID, etc.). If this understanding is mistaken—if in fact the functional programs are expected to be covered—then there could be a large number of programs / sectors that the consultant will have to study with diverse set of stakeholders. What is UNCDF's expectation in reference to this diagnostics study?

As per the RFA, **all categories of identification systems** (foundational and functional) should be included in the analysis.

13) Every country will have various foundational and functional systems. As part of the diagnostics we would like to understand your perspective on how many systems the consultant will have to study.

As mentioned in the RFA, a comprehensive inventory of ID systems (public and private) is expected. There is no limitation as to the number of such ID systems. The Consultant could indicate in the scoping/approach note (first deliverable), the types of basic and functional identification systems that will be studied. However, all WAEMU countries should be considered in this study.

14) The RFA states “a completed review of at least four (4) international experiments of single identification systems set up, especially by central banks.” The review of identity systems for developing a benchmark states a preference for Central Bank-led identity systems. Does this mean that the eventual design of the identity system will or should be bank-led?

As specified in the RFA, the objective of the study is to setup a unique identification system for financial services users in the WAEMU region. The proposed optimal institutional and governance framework for the proposed system must be included in the recommendations of the Consultant.

15) Kindly clarify the deliverables for the report of survey of single identification systems in place in UEMOA and the benchmarks in Africa and at international level?

This deliverable consists of the inventory of existing ID systems in WAEMU and the benchmark analysis with 4 other unique identification systems in Africa and at the international level (Note: Countries for benchmark to be proposed by the consultant in the approach note, based on Consultants’ experience with the most relevant unique ID implementations, similar to the scope of this project.)

16) We believe that there could be multiple approaches for conceiving identity systems - either build from scratch or re-use and re-purpose existing identity systems. Do UNCDF and the BCEAO have a preferred approach?

No, there is no preferred approach. We expect the consultant to recommend the best options for the implementation of a functional system that allows for the unique identification of users of financial services in WAEMU, based on the analysis of different scenarios.

17) Please clarify the objective of the business plan and its key elements.

The objective of the business plan/model is to assess the sustainability of the proposed platform. As per the RFA, all the costs associated with the setup and running of the system should be captured. The business plan/model should provide indications as to how these costs

can be funded through the use of the platform. Our objective is to have a financially self-sustaining platform, and the business plan/model should reflect that objective.

18) Any specifications on the format and length of the deliverables? Would a draft report need to be submitted for review before the final deadline?

- A draft version would be required at least two weeks before report submission to allow for any corrective action.
- There is no firm rule regarding format or length. Typically, such reports are prepared in MS Word or PowerPoint (transformed and designed into PDF as mentioned in the RFA). The typical length is approximately 60 pages (or slides) plus a summary of approximately 15 pages (or slides). The consultant can also of course feel free to append any dense material, such as the results of the inventory work, as annexes to the main report. Such annexes can be in any format (e.g., Excel) that provides the most logical and reader-friendly presentation.

Examples for reference can be accessed here:

PowerPoint: [Country Assessment for Accessible and Affordable Remittances for Forcibly Displaced Persons – Democratic Republic of the Congo \(DRC\)](#)

Report and Summary: [Uganda country assessment on affordable and accessible remittances for forcibly displaced persons and host communities](#)

Other examples: [Five Years of Market Development in Benin, Senegal and Zambia \(2015-2019\)](#)