



Security Services for Gender LEAD 2024-2025 RFQ: Q&A

Question	Answer
How many trips do you anticipate per month? Estimate of how many travelers will require security briefs in each month.	Likely 1-2 trips per 1-2 months (some months will be busier than others). More important will be regular monitoring of local contexts.
How many simultaneous trips do you anticipate?	There will likely rarely be simultaneous trips.
Estimate of how many countries will be involved in the project, and therefore how many daily country updates might be required at any time.	The Gender LEAD project is global, so we can be tapped to work in any countries USAID currently has a presence. We receive requests from USAID Missions, and we deploy consultant teams for a short-term engagement (i.e. 8-12 weeks). The countries we receive requests from change constantly, so we are looking for a firm that can provide global monitoring as needed.
How many total travelers do you have who will need briefings? Estimate of how many individuals (staff, consultants and in country consultants) will be involved at any time.	We anticipate that for each trip, there will be 1-2 travelers each with a full team of about 4-6 people who will join the briefings. We are currently unable to provide the exact number of trips planned, but we anticipate about 10-20 trips per year.
Are you interested in hearing about offerings for a full travel risk management solution?	Yes, we welcome hearing about additional services but they will not be included in our evaluation of offerors.
Can we expect consolidated briefings for groups (i.e. all group members can schedule same day/time for the briefing)?	Yes, we prefer to consolidate briefings for any travelers who are traveling to the same country.
How far out do you plan trips?	Trips are planned at least two weeks in advance.
In addition to detailed pricing, we believe that a technical proposal showcasing our process would be beneficial. Could you please confirm if this would be appreciated and considered as part of our submission?	Yes, we welcome hearing about technical services but they will not be included in our evaluation of offerors.
For operational clarity, could you provide further context on whether we will be liaising with a dedicated ECODIT Security Director or Security Advisor, or if our support will be coordinated with Program leadership?	ECODIT does not currently have a Security Advisor. The selected vendor will liaise directly with the ECODIT Project Manager and the Gender LEAD Director of Finance and Administration.

<p>Is there an existing or required format for the Gender LEAD Security Plan? Additionally, is there a preference for one Security Plan for each country, or one comprehensive Program Security Plan covering all countries?</p>	<p>Gender LEAD currently has a draft comprehensive Security Plan. For countries with specific security considerations, we would like to have a country-specific Security Plan and Risk Assessment Matrix (also drafted) prepared that can be shared with travelers.</p>
<p>While we note the final date for RFQ submission is October 31, 2024, we are prepared to support this project sooner if needed. Could you provide an expected start date for this project to be initiated?</p>	<p>We anticipate a start date no later than mid-November.</p>
<p>May I confirm we will need a W8 BEN to be considered?</p>	<p>Yes, a W8 BEN is required for non-US based vendors and consultants.</p>
<p>With regards to the pricing, will be a daily rate you are looking for?</p>	<p>Offerors should propose unit pricing for each type of service offered.</p>
<p>What is the projected number of travelers for ECODIT and the average duration for support for each travel segment? Additionally, what is the project duration for travel risk management for the program?</p>	<p>We anticipate that for each trip, there will be 1-2 travelers each with a full team of about 4-6 people who will join the briefings. Each trip will be 1-2 weeks in length. The project will run through September 2025, with three additional option years beyond September 2025. If the client chooses to exercise the option years, ECODIT will extend the agreement for security services to match the revised project period of performance.</p>
<p>Estimate of how many Risk Assessment Matrices will be required each month.</p>	<p>About one Risk Assessment Matrix per month, dependent on planned travel.</p>
<p>Final Gender Lead Security Plan – can more detail about the content of this plan be provided? For example, is it the overarching security policy for the project? Or are there separate plans for each country/planned trip, etc? Does any security plan currently exist, or will this be developed from scratch by the service provider (the suggestion of “review and feedback” suggests the former, but would be good to confirm)?</p>	<p>There is an existing security plan that can be updated for each country as needed. The current security plan is very general and includes ECODIT’s general security policies and procedures. It does not include any country-specific security procedures. The draft security plan can be found here.</p>
<p>Indication of the risk level of the typical countries to be visited – are we looking at Medium, High or Extreme Risk locations? Are any countries considered too high risk by the project?</p>	<p>Most countries will be at a medium risk level, and there will be rare travel to high risk countries. There will not be any travel to extreme risk locations.</p>
<p>Are services being requested for only the Gender LEAD project or for all ECODIT’s international needs?</p>	<p>Services are being requested only for the Gender LEAD project.</p>

Clarify Appendix A vs B – The RFP document refers to Appendix A and Appendix B. Only Appendix A is in the document and matches Appendix B's description.	Appendix B should be the cover letter. A template can be found here .
There is no enclosed Vendor Profile Form. Please provide form or formatting instructions.	This is a PDF that can be found here .
Please provide a list of existing country assignments.	ECODIT is unable to make this information public at the moment. The selected vendor will be provided with a notification of a country assignment once Gender LEAD is instructed by USAID to begin engagement.
Please provide an estimate of the possible additional country assignments per year.	We anticipate about 10-20 country assignments per year, but this is subject to change depending on actual travel and work assigned by USAID.
Please provide a brief description of expectations for content to be included in a security plan.	The security plan should include, at a minimum, specific context related to the location, points of contact. a risk assessment (to be included in the matrix), security policies and procedures (including communication trees), incident reporting instructions, and any COVID-19 or health measures, if relevant.
Please provide examples of existing security plans used by ECODIT.	An example of the drafted Gender LEAD security plan can be found here .
Please provide a brief description of expectations for content to be included in a security briefing.	The security briefing should include, at a minimum, an orientation of the destination, information on threats and risks, individual protective measures, a brief travel management plan, and any specific considerations for that location.
Please provide examples of existing security briefings used by ECODIT.	ECODIT does not have any examples of security briefings as we have never had a firm provide these types of services.
Does ECODIT or the Project have existing risk mitigation services in use such as an assistance provider, in-country security providers, information resources, etc.	No, ECODIT and Gender LEAD do not have any existing risk mitigation services in use.
Does ECODIT utilize an existing Risk Assessment Matrix or will the selected vendor be required to develop it?	ECODIT has an existing Risk Assessment Matrix that can be adapted for each location.
Please provide time expectations for "Regular updates on general security incidents and threats."	Ideally, there would be daily alerts for locations Gender LEAD is actively engaged in. More frequent alerts would be needed if there are ongoing security incidents or threats in a particular country or city.

<p>Please provide details as to expectations for "Pre-travel security briefings" format and delivery channel.</p>	<p>The security briefing should include, at a minimum, an orientation of the destination, information on threats and risks, individual protective measures, a brief travel management plan, and any specific considerations for that location. The delivery channel can vary, but will most likely take place virtually on Teams. Other platforms can be considered depending on the security considerations of the country the traveler will be going to and where the traveler's home of record is.</p>
<p>Please provide expectations for "a security briefing system" format and delivery channel. i.e. personnel training (in person or virtual), published content, etc.</p>	<p>The security briefing system will include pre-travel security briefings for all travelers. It will also include the adaptation of the security plan and risk assessment matrix templates for the specific context. All trainings or briefings will be conducted virtually, likely on Teams. Other platforms can be considered depending on the security considerations of the country the traveler will be going to and where the traveler's home of record is.</p>
<p>Does ECODIT or the Project have insurance to cover potential security and safety incidents? E.g. Business Travel Accident, K&R, Expatriate, etc.? Please list carriers.</p>	<p>Yes, ECODIT provides medical and evacuation insurance for all travelers through United Health Global.</p>
<p>Does ECODIT utilize a travel management company to book and manage travel? If so, will this be used for the Project? If so, please list the TMCC.</p>	<p>Yes, ECODIT utilizes Travel Leaders Corporate for all travel across all projects, except in cases where in-country or regional travel must be made locally.</p>
<p>Please provide the known or estimated numbers of the following for all of ECODIT's operations.</p> <ul style="list-style-type: none"> ○ Total employees (direct hires, contractors, local hires, etc.): ○ Total individual international travelers: ○ Total Expatriates and Dependents: 	<p>These services will only be provided to the Gender LEAD project, and not to ECODIT's other projects.</p>
<p>Please provide the known or estimated numbers of the following for the Gender LEAD project:</p> <ul style="list-style-type: none"> ○ Total employees (direct hires, contractors, local hires, etc.): ○ Total individual international travelers: ○ Total Expatriates and Dependents: 	<p>Total employees (direct hires, contractors, local hires, etc.): All of Gender LEAD's staff are based in the US. We hire non-US local consultants for short-term engagements. These consultants are not required to travel and conduct work in their country of residence.</p> <p>Total individual international travelers: Anticipated 1-2 per month (some months will be busier than others and include more travelers depending on project activities)</p>

	Total Expatriates and Dependents: All of Gender LEAD's staff are based in the US.
--	---