

## **Board Self-assessment Consultancy Questions and Answers**

<b>QUESTIONS RECEIVED</b>	<b>GAVI'S ANSWERS</b>
Should our firm identify one individual to work with GAVI or should we propose a team?	Based on your experience, your firm should feel free to make a determination how best the assignment can be addressed and whether that would require one person or a team. Note that three factors in GAVI's consultant selection are the experience of the people assigned to the project, the proposed process and timeline, and the likely costs.
Is the assessment an extensive, independent review of the system or is the consultant expected to act as a facilitator, helping to craft a board member driven process?	The Board desires an assessment that focuses on the latter - facilitated self-assessment. Further, board members wish the process to be streamlined and simple with a goal of determining how well the Board and committees are functioning in the view of the board members. It should be a learning tool and the appropriate amount of time should be spent on the assessment; it should not be an onerous process for the board members.
Are GAVI's governing documents available for review?	Yes. GAVI's statutes, by-laws, and committee charters are available at <a href="http://www.gavialliance.org/about/governance/index.php">http://www.gavialliance.org/about/governance/index.php</a> . In addition, GAVI's board composition and meeting reports are also available on the website.
Why are you conducting the self-assessment and does GAVI need to submit the results to a charity commission or other oversight body?	The Board believes periodic self-assessment is a good governance practice and has the potential to improve its performance. It is possible the results of the assessment will be disclosed to the public as part of the Board's commitment to transparency. GAVI is not required to submit the results to an oversight body.
In regard to describing our firm's most successful implementation with an "international organisation," does GAVI mean a multilateral institution (such as the WHO) or can this include transnational companies?	A firm could make brief comments in either context. Notably, GAVI is interested in a consultant who has experience working with substantial enterprises in the international development arena and corporate spheres.
Describe what you mean by "type of service delivery models such as consulting that you have successfully deployed for multinational clients globally"?	GAVI is interested to understand your firm's overall scope, mission, and areas of expertise. It will help us make a judgment as to your capabilities and resource capacities.
What is GAVI looking for when you ask what services are planned to be improved in the next 2 to 5 years?	GAVI is interested to know what services you may be introducing in the future should we wish to include you on future requests for proposals.  You may answer the question N/A if you wish.
By "account management" do you mean client relationship?	Yes.

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<p>Why is GAVI starting the self-assessment with the Programme and Policy Committee and the Audit and Finance Committee?</p>	<p>The Programme and Policy and Audit and Finance committees are sufficiently operational and it would be useful for them to conduct a self-assessment now to ensure they are meeting the Board’s expectations. The self-assessment of the Board and other committees will happen on the longer timeline to allow for more meetings to be held and the assessment method to be improved.</p>
<p>Have Board members previously taken self-assessments? If yes, which ones have been utilised?</p>	<p>This will be the first time board members have performed a board/committee self-assessment.</p>
<p>Do all Board members have internet access, allowing them to participate in an online self-assessment?</p>	<p>Board members have internet access. Some board members are located in developing countries and so the consultant will need to be cognizant of internet connection speed and software requirements.</p>
<p>Do you plan to offer consultancy support to individuals and how many individual self-assessments will be performed?</p>	<p>The Board and committees will be evaluated. The 28 board members are not undergoing personal or peer assessments. “Self” in self-assessment refers to the fact the board members will be evaluating themselves as a collective. The consultant will not be supporting individual board members.</p>
<p>Who are the major champions for the self-assessment? Are all groups equally committed to this?</p>	<p>The entire Board is committed to self-assessment and to Governance Committee leadership of the process.</p>
<p>The vendor questionnaire asks about years providing security and reception services. Can you clarify what you mean by security and reception?</p>	<p>Calin Schiau distributed a revised vendor questionnaire on 23 June that removed this question. Please contact him if you did not receive it: <a href="mailto:cschiau@gavialliance.org">cschiau@gavialliance.org</a>.</p>