

Protocol of Questions and Answers for the RFP/003/2017 - Joint project of UNDP and Government of Uzbekistan "Green Climate Fund (GCF) Readiness Programme in Uzbekistan"	
Clarification number	Clarification
1	<p>Question: Can the Team Leader also be used as a thematic expert to deliver one or several of the requested thematic trainings?</p> <p><i>Answer: Yes, the Team Leader can also be a Thematic expert to deliver one or several thematic trainings too.</i></p>
2	<p>Question: If the Team Leader is to be separate from the thematic trainers, what role is envisaged by UNDP in relation to the Team Leader?</p> <p><i>Answer: In case the Team leader is separate from thematic trainers (which as per above, don't have necessarily to be the case), the role of the Team Leader will be the overall coordination of the whole process to ensure the smooth delivery of all outputs.</i></p>
3	<p>Question: Many experts in topics such as investment opportunities, climate finance mechanisms and instruments hold finance related qualifications as opposed to environmental qualifications. Will proposers lose evaluation points in light of submitting suitable experts without environmental qualifications?</p> <p><i>Answer: As you know, climate financing is somewhat different from regular project financing, as such, while it may not be required to hold academic background or University Degree in environment, it is important that the experts have practical experience in environment, climate financing or related sphere.</i></p> <p><i>Therefore, we amend the requirement for educational background of experts in the Terms of Reference (Annex 4) and scoring table (Annex 2) as follows:</i></p> <p>Team Leader: Educational background: advanced university degree (at least Master level or equivalent) in the fields of environment, climate change, climate finance, or <b>advanced university degree in the other sphere if combined with practical experience in the above listed fields</b></p> <p>Thematic Expert: Educational background: university degree in the fields of environment, climate change, climate finance <b>or university degree in the other sphere if combined with practical experience in the above listed fields</b></p>
4	<p>Question: What is the level of English of the envisaged delegates/ beneficiaries?</p> <p><i>Answer: While UNDP/Project staff is fluent in English, the most of the national counterparts (entrepreneurs, organizations, investors etc.) may not speak English. However, throughout the project and during training, UNDP/Project will provide all necessary translation from English to Russian, both oral/simultaneous and written.</i></p>

5	<p>Question: Can tenderers submit proposals via email only?</p> <p><i>Answer: Yes, the tenderers can submit the proposals via email only.</i></p>
6	<p>Question: The RFP says that 'Proposals must be submitted.... via email, courier mail to the address below:....'. Does it mean that a bidder should submit the proposal both by email and courier mail or can select one of these two delivery options?</p> <p><i>Answer: You can select one option – either by e-mail or in the envelope.</i></p>
7	<p>Question: There is no information in the RFP on the format required for Resumes/CVs of the Key Personnel. Should a bidder use UNDP's P11 form or can use its own template?</p> <p><i>Answer: There is no strict requirement about format of the CVs of the Key Personnel. The P11 is not obligatory. It is important to present information in details regarding education, languages, relevant projects of each team member, but you can employ any format of the CV.</i></p>
8	<p>Question: Is it expected that the Team Leader and Thematic lead will co-deliver the workshops (with higher cost implications but enhanced insight and technical expertise) or is it expected that only one trainer (thematic lead) will in attendance to deliver the training workshop?</p> <p><i>Answer: We do not require Team Leader to obligatory co-deliver the workshop together with each thematic expert. One trainer (thematic expert) can deliver the training session on his own. However, we do expect to have separate thematic leaders for separate training sessions, taking into account that one trainer may not be able to cover all required topics of each training session.</i></p>
9	<p>Question:</p> <p>We note the request on RFP page 9 of the following team composition: One (1) Team Leader; and Two (2) Specialists.</p> <p>We would please like to know if it is possible to provide 2 Experts instead of 3, which are able to cover all requisite capacities and skills for the entire team: One (1) Expert to serve as Team Leader and Lead Specialist; One (1) to serve as Specialist 2.</p> <p><i>Answer: The outputs assigned for the delivery in this project, including the thematic topics of each training session is quite different from each other. As such, it is doubtful that one or two specialists can cover several topics and sessions. Therefore, we prefer to have at least three experts in this project with dedicated focus on each of the assigned training sessions.</i></p>

10	<p>Question: Do the number of days indicated for trainings (e.g. 2-3 days; 5 days) include travel days?</p> <p><i>Answer: These number of days include the days of training in Tashkent, Uzbekistan. They do not include travel days, which may vary from experts from different countries.</i></p>
11	<p>Question: Can you provide a range for the number of participants that will attend each training session?</p> <p><i>Answer: Each training session will be attended on average by 40 participants, with possible deviation of about 5-10 people.</i></p>
12	<p>Question: Will training sessions be conducted in English?</p> <p><i>Answer: The training sessions can be conducted in English and UNDP/Project will provide the simultaneous translation into Russian for the target audience.</i></p>
13	<p>Question: In advance of the trainings, will the Consultant have the opportunity to engage with participating national stakeholder groups in order to refine the capacity-building modules and materials to better address national needs and priorities?</p> <p><i>Answer: Any questions on this assignment, including to refine the capacity-building modules and materials to better address the national needs and priorities, needs to be addressed to the UNDP Project team. The UNDP project team will help to interact with national stakeholders groups, it would be not practical to engage directly with national stakeholder groups.</i></p>
14	<p>Question: What is the role of the national project team and/or national consultants in delivering the project outputs (e.g. preparing and conducting the trainings, developing the manual/toolkit on project proposal development)?</p> <p><i>Answer: The Project team will coordinate the whole process, attract necessary national counterparts (needs to be trained), provide necessary facilities, such as providing the venue, providing translation of materials as well as oral translation during the training sessions and to take care of other issues on project implementation. Meanwhile, there will be national consultants, which will be responsible for developing the manual/toolkit for the project proposal development.</i></p>

15	<p>Question: Can UNDP outline what clause 8.4 means in relation to this contract and whether it will be applied?</p> <p>Answer: Please kindly be informed that the clause 8.4 of the General Terms is applicable for all UNDP contracts for professional services. and country offices have no right to amend General Terms without authorization of The provision requires that the Contractor obtains the following from their insurance carrier on their policy:</p> <ul style="list-style-type: none"> <li>- that the Contractor names the UNDP (the organization) as an additional insured (so that if there is a claim the UNDP is directly covered),</li> <li>- that there is a waiver of subrogation (so that if the insurance company pays to Contractor on a claim, the insurance carrier does not seek to recover from the UNDP)</li> <li>- that Contractor informs the UNDP about any changes in policy.</li> </ul>
16	<p>Question: When we are fill Form provided in Annex 2, should we allow the Technical and Financial proposal in one pdf document or we have to separate the Technical and Financial part to two pdf files?</p> <p><i>Answer: There is no need to separate the Technical and Financial proposal. It can be sent in one single pdf file.</i></p>
17	<p>Question: Shall we encrypt pdf files by password?</p> <p><i>Answer: There is no need to encrypt pdf files by password</i></p>
18	<p>Question: What is the maximum size of e-mail attachments (in MB) that we can send to your e-mail inbox?</p> <p><i>Answer: Maximum size of email attachment is 5 MB per email. Therefore, if you have attachment of larger size, you can divide in two or three emails (up to 5 e-mails maximum) and send them under same heading.</i></p>
19	<p>Question: List and Description of Expected Outputs to be Delivered" in RFP contains only 4 outputs. But "Payment Terms" includes 6 outputs. Which number is correct?</p> <p><i>Answer: Please, see Annex 4 of the RFP, which gives the details of the Terms of Reference (TOR). Section 4 of the TOR outlines the breakdown of the of outputs and assigns numbers to each output (e.g. Output #1, output #2 etc). Accordingly, the payment terms correspond to the same output numbering. Therefore, the correct number is 6 outputs.</i></p>
20	<p>Questions: If local Uzbekistan companies can participate in the bid? If local experts can be part of the team?</p> <p>Answer: The tender is opened for both national and international companies.</p>

	<p>The same is applicable for the expert's team, both national and international experts can participate, provided that they have appropriate qualifications.</p>
21	<p>Question: Is it possible to submit a proposal in consortium?</p> <p>Answer: Yes, it is possible. Please kindly find below the explanations about how the proposal is submitted and evaluated in case of joint ventures, consortiums:</p> <p>If the Proposer is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally, and this shall be duly evidenced by a duly notarized Agreement among the legal entities, which shall be submitted along with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>After the Proposal has been submitted to UNDP, the lead entity identified to represent the joint venture shall not be altered without the prior written consent of UNDP. Furthermore, neither the lead entity nor the member entities of the joint venture can:</p> <ul style="list-style-type: none"> <li>a) Submit another proposal, either in its own capacity; nor</li> <li>b) As a lead entity or a member entity for another joint venture submitting another Proposal.</li> </ul> <p>The description of the organization of the joint venture/consortium/association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the Joint Venture Agreement. All entities that comprise the joint venture shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>Where a joint venture is presenting its track record and experience in a similar undertaking as those required in the RFP, it should present such information in the following manner:</p> <ul style="list-style-type: none"> <li>a) Those that were undertaken together by the joint venture; and</li> <li>b) Those that were undertaken by the individual entities of the joint venture expected to be involved in the performance of the services defined in the RFP.</li> </ul> <p>Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the joint venture or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>If a joint venture's Proposal is determined by UNDP as the most responsive Proposal that offers the best value for money, UNDP shall award the contract to the joint venture, in the name of its designated lead entity. The lead entity shall sign the contract for and on behalf of all other member entities.</p>
21	Please find below Additional Information #1 to the RFP/03/17

**Additional Information#1 to the RFP/ 003/17. Published: February 24, 2017**

1. *The requirement for educational background of experts in the Terms of Reference (Annex 4) and scoring table (Annex 2) is amended as follows:*

Team Leader: Educational background: advanced university degree (at least Master level or equivalent) in the fields of environment, climate change, climate finance, or **advanced university degree in the other sphere if combined with practical experience in the above listed fields**

Thematic Expert: Educational background: university degree in the fields of environment, climate change, climate finance **or university degree in the other sphere if combined with practical experience in the above listed fields**

2. The mode of the RFP submission is specified in more details:  
*To the page 1 of the Request for Proposal the following information is added:*

Proposals may be submitted on or before 6.00 pm GMT +5 Tuesday, February 28, 2017 and via email, courier mail to the address below:

**United Nations Development Programme  
41/3, Mirabadskaya street, Tashkent, 100015, Republic of Uzbekistan Tel: + 998 71 120 34 50, 120 61 67; Fax: + 998 71 120 34 85; E-mail: bids.uz@undp.org**

Your Proposal must be expressed in English language and valid for a minimum period of 90 working days from bid opening date. Offers submitted in other languages, should have unofficial translation to English.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are **signed and in the .pdf format**, and free from any virus or corrupted files. The size of attachments cannot exceed 5MB per one message (5 messages maximum). Please indicate in the subject of e-mail (or to the envelope): **RFP/003/17 - Joint project of UNDP and Government of Uzbekistan "Green Climate Fund (GCF) Readiness Programme in Uzbekistan"**.