

**Questions and Answers during the Pre-Bid Conference held at UNDP Malawi Office on
Feb 27, 2017**

Question1: Wit reference to selection of staff, shall there be any verification of credentials (educational certificate, etc.) before the issuance of contract?

Answer : The candidate shall be selected and issued contract immediately after the test. The recruitment model shall be Walk-in-interview model where the candidates shall be offered the job immediately after the computer based test results. The candidate shall insert the minimum biographic information during the interview process. Willingness to open a bank account or having existing bank account is minimum criteria for the selection of candidates for smooth remittance of their remuneration.

Question 2: With reference to annexes in the RFP document and the format therein for the submission of financial proposal, are transportation cost allowable expenses?

Answer: There will be no transportation allowance for the candidates travelling to testing centre. Transportation of candidates to registration centres shall be provided by the Government of Malawi.

Question 3: What are the minimum expectation of the RFP?

Answer: Considering the volume of data entry required for the project, good typing speed with accuracy are minimum expectation of the project. The candidates shall be communicated well that this is temporary recruitment.

Question 4: With regards to deliverable number 2 i.e. contracting of staff, who shall be responsible for the issuance of contract?

Answer: Recruiting company (selected supplier through the RFP) shall be responsible for the issuance of contract to the candidates.

Question 5: With regards to deliverable number 2, i.e. management of payroll, is it mandatory to use Standard Bank for remittance of funds?

Answer: UNDP is banking with Standard Bank in Malawi and remittance of funds to Standard Bank would be swift. However, supplier is free to go with another bank and the candidates can use another bank as well if they are maintaining a bank account already.