

Questions and answers

based upon Pre-bid conference before bid submission held
March 10, 2017, 14:30, UNDP Office (Institutskaya 28, "Alexanyan" Conference Room)

RFP UKR/2017/011

Managing Training Activities and Small Grants Programme Implementation for selected rural communities in Chernivtsi and Odesa regions of Ukraine

<p>QUESTION 1. What is a regularity of trainings to be arranged: A) regularly? B) exactly for grant awarded recipients? What is a tentative amount of a grant?</p>	<p>REPLY 1. Exact group of grant recipients will be selected from a target audience, which is determined by the Bidder.</p> <p>Business trainings should be arranged for selected target audience, which should be followed by business plan creation, and appropriate competitive defense of the plan.</p> <p>NB! Overall period, from the start of a training programme till business plan creation (which is ready for defense) is 14 calendar days.</p> <p>Bidder will perform:</p> <ul style="list-style-type: none"> a) grant provision; b) assistance to the grant recipient; c) monitoring; d) reporting on grant implementation to UNDP. <p>Tentative amount of one grant is 3.000 - 5.000 Euro.</p>
<p>QUESTION 2. Will new regions be added, if that Project is implemented successfully? How decision will be taken? Will contract be extended with a current Contractor, or a new tender procedure will be initiated?</p>	<p>REPLY 2. That Project is experimental. Donor (ADA) will make decision on Project prolongation based on the results obtained.</p> <p>Possible Project scope is unknown as of today.</p>
<p>QUESTION 3. In what other Countries were such programs also implemented?</p>	<p>REPLY 3. In Armenia, for example.</p>
<p>QUESTION 4. There is a statement in RFP, that Proposal should be submitted in English or Russian.</p>	<p>REPLY 4. There are languages available: Ukrainian, Russian, or English. There is no necessity to translate Proposal to the second language.</p>
<p>QUESTION 5. Form of Proposal submission is electronic. As per documents' list, Business Registration document is required (for example). Should a scan copy be provided?</p>	<p>REPLY 5. Yes.</p>
<p>QUESTION 6. At the documents' list, financial reporting should be submitted in a form of an Auditor's report. If organization is non-profit, what should be submitted? Is a report to State tax authorities sufficient?</p>	<p>REPLY 6. If there is no Auditor's Report, financial reporting (balance sheet and Income statement) could be applied (as substitution). Auditor's Report is an advantage. For non-profit organizations, Report of funds' usage by non-profit entities and organizations should be submitted.</p>
<p>QUESTION 7. Question regarding Bidder's experience.</p>	<p>REPLY 7. UNDP measures experience of the Bidder in years (in required</p>

<p>What should be mentioned? Should letter of participation be provided, if the Bidder was a participant of some joint Projects?</p>	<p>field). Also, UNDP will estimate executed Projects and feedback from the clients. Letter of participation is acceptable, but the field of activity and responsibility of the Bidder should be pointed out.</p>
<p>QUESTION 8. Question regarding Personnel. In Terms of Requirement there are 3 persons mentioned. Should only 3 persons be involved, or more?</p>	<p>REPLY 8. UNDP has calculated workload for that Project: 3 persons are enough to perform Project tasks. However, reasonable increase of Personnel is possible in case of justified necessity. Bidders are not limited in personnel by UNDP, but additional personnel's salary expenses should be pointed out separately.</p>
<p>QUESTION 9. Question regarding Re-granting.</p>	<p>REPLY 9. Responsibility sharing example: Team leader should have experience in management of grant programs and/or in business plan loans. 2nd specialist could be responsible for training arrangement. 3rd specialist could be responsible for reporting. Participants could strengthen their teams, and UNDP will consider it during evaluation of Proposals. Main specialists (as mentioned, 3 persons) – should be dedicated strictly to the Project. Precisely this personal will be evaluated in grades by UNDP, while reviewing the Proposals.</p>
<p>QUESTION 10. Are there any fixed (upper/lower) limits of personnel salary? Should salaries be calculated for the whole Project period, April 2017 – December 2017?</p>	<p>REPLY 10. UNDP asks to show real personnel salaries. Yes, mentioned period is correct, personnel involvement should be calculated appropriate.</p>
<p>QUESTION 11. What type of employment is applicable, while Proposal application?</p>	<p>REPLY 11. For the date of Proposal submission, partial employment is acceptable. However, Bidders confirm (by applying the Proposal to UNDP) the full involvement of the person to that Project, without any part-time employment for other projects during the period.</p>
<p>QUESTION 12. What is overall Project budget?</p>	<p>REPLY 12. Grant pool is 30.000 Euro per region (initial amount was 39.000 Euro, but Project budget has been changed, followed by tender document amendment). Project budget is confidential.</p>
<p>QUESTION 13. Is it enough (April 2017 – December 2017) for projects' implementation and for reporting to UNDP?</p>	<p>REPLY 13. Either small projects should be implemented, or small project implementation should be started. For example, equipment purchase for the project could be considered as implementation.</p>
<p>QUESTION 14. Question on grants – Should grant amount be transferred back by grant recipient, if within 2 years project activity will be postponed?</p>	<p>REPLY 14. At RFP, UNDP General Condition is mentioned. Such condition is not applicable for that tender.</p>

