

Queries and Answers – 21.03.2017
RFP/MAR2017/001 SC Salary Survey - Seychelles
Project ID: 00064949

No.	Query	Answer
Queries Received by 10.03.2017		
1.	The letter for Request for Proposal dated March 2, 2017 specifies a validity period of 90 days for the proposal while the Annex 1 refers to a validity period of 60 days. Kindly confirm the validity period for the proposal.	RFP document and TOR doc of 60 days. The letter should read <u>60 days instead of 90 days</u>
2.	Grateful if the Annex A and B relating to the Handbook on Setting Remuneration for Service Contract Personnel and UNDP policies governing service contracts can be made available.	Handbook on Setting Remuneration for Service Contract Personnel can also be downloaded from the CO website.
3.	Shall UNDP assist the selected firm in the data collection process in order to ensure access to required information? Which form of assistance will be provided to the selected firm?	Logistics arrangement in arranging for local transportation as required. UNDP will also provide a letter of introduction to introduce the selected firm.
4.	Will the UNDP collect and provide the consultant / selected firm with the benchmark data made available by the selected comparators?	No. This is one of the core aspect of this assignment.
5.	Will access to benchmarking data be readily available?	The selected firm should be able to secure such information. In the event that the employers are not responding, UNDP may use its good office to make phone calls to the employer. However, it is the responsibility of the selected firm to ensure collection of data.
6.	The RFP refers to UNDP providing the firm with a list of Comparators. What are the types of organisations and from which industries? Are comparators similar organisations to UNDP and in which region will they be located?	The list of comparators consists of both local public and private companies in Seychelles. Refer to the handbook, Annex 1 for sample comparators.
7.	Are all comparators offices located in Seychelles only?	Yes.
8.	Are comparators ready to share the required information with the selected firm for the survey exercise?	The UNDP office will get preliminary contact details of the comparators and share with the selected firm.
9.	The RFP refers to collection of information on job descriptions of the positions similar to those identified in the handbook. What is the approximate number of job descriptions and the job positions being referred to?	There are 11 positions to be benchmarked. Refer to the handbook annex 2.
10.	What is the approximate number of questionnaires to be collected per comparators?.	A selection of 12 employers will be made initially. Thereafter UNDP will select between 6 to 10 comparators for constructing the salary scale
11.	Should the survey consists of both interviews and questionnaire?	See the handbook page 6, data collection methods.

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