

**Question:** With respect to the submission date; the UNDP website specifies 30 April 2017; however, Q&A document specifies 21<sup>st</sup> of April 2017; would you please confirm that a time extension is granted and the submission date is 30 April 2017 as the coming week is Easter Holidays.

→ **Answer:** Upon receiving multiple requests for extension, UNDP has extended the deadline to April 30<sup>th</sup>, 2017

**Question:** To what extent are we training just the core JCMC? and are the regional centres to be involved too as IM centres or data providers, or external partners?

→ **Answer:** the training is for selected staff from the jcmc head office, governorate offices and focal points in line ministries

**Questions:** Would we need to address Data and GIS policy issues (e.g. data sharing and licensing, liability, privacy, metadata standards, working protocols)

→ **Answer:** No. The training should focus on how to gather, process, verify and validate information and how to analyze and prepare purpose-specific reports. It should not be concerned with policies or operating procedures.

**Question:** To what extent might we be transferring services from existing bodies (e.g UNOCHA, Red Cross) and how much is building from a low base. E.g. do these bodies currently provide the services and in what formats

→ **Answer:** the training is not concerned with transferring services from one body to another. The training is focused on transferring knowledge from your experts to the JCMC staff selected for the trainings.

**Question:** To what extent are we expected to source the data?

→ **Answer:** to the extent that it is at all relevant for your methodology in building the knowledge and skills of the JCMC course participants. UNDP expects that the proposed is experienced enough to know what is required for effective transfer of knowledge.

**Question:** Has any preliminary work been done to gather background data (topography, transport infrastructure, administrative units, settlement), baseline data (demography by admin unit or settlement, health statistics), hazard and risk analysis data, humanitarian capacity (national, international, INGO and other) and situational data feeds?

→ **Answer:** Please remained focused on the purpose and substance of the training! UNDP is not seeking to engage a company to conduct risk surveys, situation updates or create a database. UNDP is seeking a training institute/s that is able to build the knowledge and skills of the training participants in the methods and tools of information processing, analysis and reporting. For this purpose, the proposer is expected to, in the technical proposal and methodology of work, present best practice approaches to doing this including perhaps using existing data on the crisis in Iraq from different sources such as the IOM DTM which is available publicly, cluster information available publicly, etc.

**Question:** What is the existing data management infrastructure (if any)?

→ **Answer:** JCMC current has a basic excel-based database.

**Question:** Could you share any existing information/map products that you currently use?

→ **Answer:** Currently JCMC produces weekly and monthly humanitarian situation updates and the governorate offices produce weekly reports that the send to the JCMC head office. However, this reports will not be shared at this stage of the procurement process as they are not of direct relevance to the methodology of work or design of the course. Such products will serve the

purpose of refining the training program and work methodology and will therefore only be shared with the successful bidder/s.

**Question:** What is the current expertise in GIS, data creation and management - which packages and what level?

→ **Answer:** the level is assessed to be very basic with the exception of some few individuals.

**Question:** It would be useful to have awareness raising training (e.g. on use of products in planning, management and strategy) as well as detailed training for product creation - is there provisions for this in the document?

→ **Answer:** this question is not sufficiently clear.

**Question:** Are all training documents to be only in Arabic or Arabic & English?

→ **Answer:** the training material must be made available in Arabic but also in English for purposes of quality control by UNDP.

**Question:** What current systems are in place and what software is being used (ArcGIS, QGIS?)

→ **Answer:** primary focus of the information analysis and reporting LOT is on the basic processes, tools and methodologies for collecting, documenting, verifying and validating and processing information to produce analytical and purpose specific reports of high quality. While minor elements of GIS could be included, it is important that the training is not intensively focused on GIS. It is not a training in the use of GIS tools and systems.

**Question:** What networking systems are in place and is there an expectation that the primary method of information sharing is through web based packages or standalone software with products uploaded to sharing platforms?

→ **Answer:** today information is shared in different ways but primarily through emails. The focus of the training should be on quality assurance of the information rather than technical solutions for information sharing. The Information Analysis and Reporting Lot is not primarily concerned with ICT. It shall concentrate on the quality verification and assurance methods and ICT should be brought into the training to the degree it is of relevance for quality verification and assurance.

**Question:** Documentation for training – does this need to be provided in Arabic as well as in English?

→ **Answer:** this question was asked above and has been answered. Please avoid repetition in your questions.

**Question:** Is the trainer supposed to speak Arabic? What if the trainers speak only English language and a translator is able to translate the English/Arabic communication?

→ **Answer:** It is important that there are more than one trainers for each course. The training and facilitator team should jointly have full command of the Arabic language. Translation alone will not suffice.

**Question:** Would you kindly share with us the word version of technical and financial forms required for the submission as they are not available on the website for this RFP

→ **Answer:**

