

12 April 2017

Respond to a Bidder Request for Clarification

Subject: ITB-097/17 – Provision of Field Monitoring Services for Work Activities in Al-Mosul City

All Bidders are advised of the following response to request for clarifications:

<u>Question</u>	<u>Response</u>
Shall the bidders prepare their financial proposals based on 4800 recipients, or shall we include the additional 5000 recipients?	Please present your proposal in accordance to the table provided under Section 7: Price Schedule Form
Will the service provider report to the UNDP office in Erbil or the UNDP office in Baghdad?	The service provider will be provided at a later stage with contact details of UNDP focal points. UNDP focal points will be responsible for monitoring and following up with the service providers, hence the service provider will report directly to them through all means of communications. UNDP focal points are located in Baghdad and Erbil, therefore meetings will be held either in Baghdad or Erbil.
Can you provide more information on the distribution of the listed 4,800 recipients within the four listed geographic areas?	Further details of beneficiaries' distribution within each administrative area will be provided once contracts are signed with the implementing partners. The service provider should have the ability to access Al-Mosul city and this should be demonstrated in the implementation plan.
Does UNDP have a detailed log with the names and contact information of the recipients?	A detailed log of beneficiaries' names and contact information will be shared with service provider once contracts are signed with the implementing partners.
Can you provide more information on the number of contractors that are contracted by UNDP?	The number and distribution of implementing partners depends on the results of the competitive process for selecting them. Details will be provided once contracts are signed with implementing partners.
Can you provide details on the numbers of projects in each of the four areas listed in the ToR, and specify the number of recipients per project?	The only details UNDP can provide at the moment is the tentative number of beneficiaries within the four administrative areas. All details regarding projects, exact locations, implementing partners and beneficiaries' information will be shared one

	contracts are signed with the implementing partners.
Can you provide a map for all projects showing the approximate location of the project(s)?	All details regarding projects, exact locations, implementing partners and beneficiaries' information will be shared one contracts are signed with the implementing partners. In all cases, the service provider should have the ability to access Al-Mosul city and this should be demonstrated in the proposal.
Are workers expected to rotate within projects? Or finish work before the assigned period?	As stated in the responsibilities of the service provider, the service provider will serve as an independent third party monitor, and serve solely as an observer in support of UNDP-FFS implementation in Al-Mosul city. The service provider will receive from UNDP detailed information regarding projects, exact locations, implementing partners and beneficiaries' including the amount to be paid for each individual. The service provider is required to monitor all cash payments made to beneficiaries and conduct face-to-face verifications on a daily/weekly basis. Any observation should be reported immediately to UNDP focal points and it will be UNDP's responsibility to act as appropriate.
Is the list definitive or should the consultant expect additional/ replacement workers to be targeted after commencement?	Changes are always expected (adding/replacing workers). However, the service provider will receive all the information including the final list of beneficiaries and amount to be paid from UNDP. Any changes to the list will be in coordination with UNDP's implementing partners and government authorities. Accordingly, the service provider will monitor cash payments against information/list provided by UNDP.
What is the expected time required per to complete the verification for a beneficiary per day?	Each monitor is expected to monitor a minimum of 50 CFW beneficiaries, unless otherwise agreed with UNDP.

Thank you.


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