

**Questions and answers related to the RFP # 002-2017 titled “Capacity Development on Transformational Leadership and Management for Senior Afghan Female Civil Servants and Members of Parliament”**

Question 1:

Will UN Women be providing security to the consulting team in Afghanistan?

Answer 1:

UN Women will not provide security arrangements as they do for their own staff such as armored vehicles, etc. however, we will guide the firm on all security related matters and can facilitate connecting them to security companies in order to access paid security services.

Question 2:

How would the trainers get there from Kabul? Road or internal flight?

Answer 2:

There are domestic flights available from Kabul to Bamyan and the team can travel by air. Road trip is not recommended. The firm is responsible for all expenses related to the travel from Kabul to Bamyan and UN Women can facilitate linking with the travel agency to get air tickets. It is a half an hour flight and costs around 100 \$ per person (one way).

Questions 3:

Is the idea that the trainers’ contract covers all the costs of getting them to Kabul, then UN Women take care of all transport and accommodation and security within Afghanistan?

Answer 3:

No, the idea is that the trainer’s contract should cover all the expenses A-Z. UN women will just provide the training venue which should not be included in your proposal. Other than that, you should cover everything such as air tickets, accommodation, etc.

Question 4:

Can we get word file of the tender document/ RFP, specially annexures V to XIII.

Answer 4:

We cannot share the word file of the document as per the office rules. In case you need to follow any format/template, you should type them. We are attaching two documents as annexes here for which the links are given in the RFP but may not work there.

#### Question 5

For delivery of the submission, we can choose between the two options namely EITHER Courier mail/registered mail OR Electronic submission of proposal? OR do we need to submit on both ways?

#### Answer 5

You can choose any one option. I am sure electronic submission will be comfortable for you which you can use.

#### Question 6

Is the deadline for Submission of Proposal 20 April 2017 for all documents? Is this the same deadline both for courier mail and electronic submission or there different deadlines?

#### Answer 6

20 April 2017 is the deadline for submitting all documents related to the RFP. Repeating again that you can choose any one option for submission the proposal.

#### Question 7

The links in the document do not work, how do we access the Proposed Model Form of Contract and the General Conditions of Contract? -

#### Answer 7

The proposed model of contract and general conditions of the contract are attached/annexed here for your kind information and use

#### Question 8

What is the Proposed Model Form of Contract for? Do we fill this now or after the contract is awarded?

#### Answer 8

This is a standard form of contract which is filled after the contract is awarded

#### Question 9

What needs to be written in the Proposed Model Form of Contract?

#### Answer 9

This is a standard form and nothing such needs to be written there.

#### Question 10

What is the span of control of the participants?

#### Answer 10

There will be 25-30 participants in each group. The participants come from different organizations and most likely they do not have any supervisory relationship with each other.

#### Question 11

What is the age group and work experience?

#### Answer 11

Age of the participants will be in the range of 30-60. Their education background differs, some with bachelor degrees and some with master degrees. Work experience also differ and is in the range of 10 – 20 years.

#### Question 12

Are they all stationed in Kabul?

#### Answer 12

Most of them are stationed in Kabul, there might be very few people from provinces.

#### Question 13

Do we have to give session plans for all 3 training workshops?

#### Answer 13

Yes, you need to provide session plans for each group as what topics will be covered and how much time will be given to each topic.

#### Question 14

The RFP mentions that the Leadership and Management topics may vary depending upon the Leadership/Management roles of the participants, how do we cater to that?

#### Answer 14

Need assessment will be done before the training is designed and implemented, which will give you a clear picture as what the participants need? how the programme should be designed? what topics are more important to be covered? Etc.

#### Question 15

The RFP mentions that all 3 groups will start their trainings simultaneously, does this mean that the start date and end date of the 3 workshops will be the same?

#### Answer 15

It does not necessarily be the same and can vary by 1-2 days in order to allow the trainers to shift/move from one group to the other group smoothly and without interruption the flow of training.

#### Question 16

The RFP also has the Technical and Financial Formats – are these formats templates and do they have to be used as is or do we ensure we follow the mentioned sequence of sections and follow our own template?

#### Answer 16

You can follow the instructions and sequence of the sections and prepare your own templates.

#### Question 17

What documents are mandatory to show the financial capacity of our organisation?

#### Answer 17

Please refer to Annex VI on page 12 of the RFP (Section A – 1.1 Organization Architecture)

#### Question 18

Regarding the Proposal Submission Form following documents, should we use the copy from the RFP or should we type them out and fill them out? In case of an email submission, is it required?

#### Answer 18

Both are acceptable, you can copy from the RFP OR you can type your own.

#### Question 19

Do we have to include the Voluntary Agreement Form?

#### Answer 19

It is optional and does not have any negative effects on your proposal



Question 20

Will the facilitators be based in Bamyan Province or Kabul?

Answer 20

They will be based in Bamyan Province; however, they may need to stay for a night in Kabul on departure or return from Bamyan (depending on availability of flights)

Question 21

Evaluation of technical proposal mentions the following under Proposed Workplace & Approach – **2.3 "Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Bidder's practices which contributes to the value addition to the result of this project"** - What exactly do we need to give for this?

Answer 21

This is not compulsory; however, if you have any awards that add value to your organization i.e. accreditation, award of excellence, appreciation certificate, etc. please mention/attach them.