

**Questions and answers based on the results of pre-bidding conference, which took place on
May 24th 2017, 11-00, UNDP office, (28 Institutskaya str., OCHA conference room)**

25-2017-UNDP-UKR-RFP-RPP

**Development of local socio-economic development strategies and organizational development plans, and
provision of training and advisory support to organizational development planning in 7 amalgamated
communities of the Donetsk and Luhansk Oblasts of Ukraine**

QUESTION 1. How will interaction between lots be organized if the company bids for one or more Lots.	ANSWER 1. Coordination will be organized through UNDP. In addition, we will provide winners for each of the Lot with results of the analyses - the ones which will be soon developed, as well as the existing ones, and will provide contacts in the communities.
QUESTION 2. How will the data from the previous project be basis for this project, if the deadlines for project completion are the same?	ANSWER 2. It is assumed that analytical products for 7 ATHs within the previous assignment (27-RFP) will be received earlier, and therefore the Implementer receives the necessary products on time.
QUESTION 3. Can you clarify the timeframe within 27-RFP, when people working on 25- RFP will be able to receive required input information?	ANSWER 3. Results of analytical products for 7 ATH partners on the previous tender 27-RFP shall be done by August 8, 2017, but UNDP will be passing them to the Implementer of 25-RFP within July, as soon as each product is ready.
QUESTION 4. Do I understand correctly, that from the beginning of July till early August, the consultant will not receive any information?	ANSWER 4. In July 2017, the Consultant/Implementer will start receiving the results of UNDP analyzes, contacts in the communities (ATH), and by the end of July the finished analytical products, produced within the framework of the 27-RFP, will be provided.
QUESTION 5. Do you consider using the current regulatory and legal framework of Ukraine as mandatory for this Assignment or is it possible, considering the experience of developers, to use a creative approach?	ANSWER 5. Please refer to the TOR 25-RFP, namely section on "Requirements to the final products", they describe the exact requirements for the composition of each of the products. The strategy should not conflict with the legislation of Ukraine. Of course, your experience is welcomed, while we are recalling that the products must clearly meet the criteria mentioned above and specified in the TOR.
QUESTION 6. Do you encourage performance of all 3 lots by 1 company, organizing a consortium and involving local experts, for example, teachers for Lot 3.	ANSWER 6. It is the right of Applicants to apply for 1 Lot only as well as for a combination of Lots. The applicant can engage local experts. Consortia can also submit applications. The task is divided into 3 lots in order to allow smaller companies to apply and this make the implementation on the Lots more flexible.
QUESTION 7. Considering 2 oblast's, is it possible to create 2 identical project teams that will work simultaneously in the Donetska and Luganska regions?	ANSWER 7. UNDP leaves questions of teams' formation at the Applicant's disposal. Parallel work is possible, at the same time we ask you to carefully study the TOR, and calculate loads on resources and expert loads, so that the Implementer could submit prepared products for each Result on time, and even, preferably, submit a few days before the specified deadlines.

QUESTION 8. Should services under Lot 3 run in parallel with Lots 1 and 2?	ANSWER 8. Yes. Training and coaching support goes in parallel with the process of creating strategies and plans.
QUESTION 9. In the case of a successfully implemented project, will the developed methodology be used in subsequent years?	ANSWER 9. We expect that the strategies should allow for realistic medium-term planning in 7 ATHs. This period is 2 to 5 years. We expect that the communities will use the developed strategy during this period, before the next subsequent updates of these documents.
QUESTION 10. How can the ATH strategy be developed until 2022, if there is no country development strategy after the year 2020, also there is still no development strategy till 2025?	ANSWER 10. You can describe in more detail the elements of the strategy and/or plan for 2 years ahead, and plan the rest by scenario planning or trend analysis for the time scope accepted as medium-term planning.
QUESTION 11. Regarding the planning period of the strategy, how do you feel about different planning periods for different territorial hromada's, depending on their current state?	ANSWER 11. We ask you to prepare strategies that should allow realistic medium-term planning. This period is 2 ... 5 years. Before determining the planning horizon, it will be necessary to justify the selected scope of time based on the specifics of the respective ATH.
QUESTION 12. Clarification on Lot 2 regarding budgets. In the RFP, the terms "budget of the management body" and "budget of the administrative center" were used. Does it mean that this is the cost of analyzing the budget of the self-government body, the total budget of the community, or something else?	ANSWER 12. It is necessary to create plans in relation to the effectiveness of 2 separate budgets: 1) the budget of the ATH's administrative city, 2) the total ATH budget. These are 2 separate documents; please ensure that the application foresees resources for working with 2 budgets in each of the 7 ATHs.
QUESTION 13. Do I understand correctly that for each lot you need at least 3,500 leaflets, also what is the Implementer's responsibility for their distribution?	ANSWER 13. For each Lot, 500 leaflets are needed, and each leaflet should present brief information on the products for all 7 ATHs in accordance with the respective Lot. We expect that the Implementer will send out leaflets in batches of 20-25 pieces and at 20-25 addresses.
QUESTION 14. Will the list of addresses for leaflets' distribution be provided by UN?	ANSWER 14. The UNDP will provide a mailing list of our key leaflet recipients, and we would also like to hear and discuss the winning company's proposals. UNDP together with the Implementer will complete the mailing list.
QUESTION 15. In case if quality and in-depth economic analysis of relevant statistics is missing, is it possible to use local or calculated data?	ANSWER 15. Yes, you can use such statistics. At the same time, we expect to be receiving qualitative analyzes from other RFP and pass these on to the winners of the current RFP, and for planning purposes it might be necessary to improve them slightly.
QUESTION 16. The analysis should be made in dynamics or it can be a situational cut?	ANSWER 16. In this task, we are talking about strategic products, as well as training and coaching support to planning. Analytical products for 7 ATHs will be provided to the winners by each Lot. We expect that certain indicators (the majority) will be presented as measured in dynamics over the previous 3 years, and some will be presented in statics.
QUESTION 17. What the form of the legal entity should be for submission for lot 3, can this be an LLC that is not mentioned in the list RFP?	ANSWER 17. Да, это может быть любая организационная форма, в т.ч. ООО. Yes, this can be any organizational form, including the LLC.
QUESTION 18. If for separate blocks of work the contractor engages someone to a subcontract, is it	ANSWER 18. It is necessary to attach an agreement with another organization, stating that you jointly plan to

necessary to submit all the documents for consortium?	participate in the tender. The agreement should specify the scope of work performed by each company and indicate which company will be the leader. It also requires the compliance of each of the companies with the minimum necessary technical criteria for the participant.
QUESTION 20. Is the recommendation from successfully completed commercial project is a proper-level recommendation?	ANSWER 20. Yes, if similar services were provided. However, we recommend strengthening your position in this case by providing additionally the evidence of work experience with authorities and self-governance, in the likely thematic areas.
QUESTION 21. Is the development of a strategy for Kiev considered to be similar work?	ANSWER 21. Yes, it is, because the administration of the city of Kiev is a self-governing body.
QUESTION 22. Is it possible to include into the budget of proposal the costs associated with the necessity of document translation into English?	ANSWER 22. The results of the work are not planned to be translated into English.