

**Questions and answers based on the results of the pre-bidding conference, which took place on
May 26th , 2017, at 11-00, in UNDP office, (28 Institutskaya Str., OCHA conference room)**

32-2017-UNDP-UKR-RFQ-RPP

Capacity building training and technical assistance services for project proposal elaboration and project management in 20 partner communities of the Donetsk and Luhansk Oblasts of Ukraine

QUESTION 1. In the responses to another tender proposal, it was said that the lists of contact persons or meeting participants in the communities will be received from the UNDP, please clarify this point for this tender?	ANSWER 1. The UNDP will provide the Winner of this tender with contacts 2-3 people in each partner community (community). They will help you form a complete list of participants, which will need to be agreed with UNDP before using it. UNDP emphasizes the importance of careful selection of participants in training activities, to optimize their contributions to the future process of developing and submitting project applications.
QUESTION 2. Is it possible to receive the analyses mentioned in your previous tenders?	ANSWER 2. UNDP will provide the Winner with some analytical products, by the time as they are ready, as well as with the UNDP's existing analytical products on partner communities, if this will be necessary for better execution of this Assignment.
QUESTION 3. If we bid as consortium is it necessary to sign partnership agreement with notary?	ANSWER 3. You don't need to sign this document with a notary for proposal submission.
QUESTION 4. What language should we use for tender proposal?	ANSWER 4. Any of 3 languages can be used: Russian, Ukrainian, or English.
QUESTION 5. In your opinion, how long will the remote support take?	ANSWER 5. At least 24 hours is needed (3 days * 8 working hours) of direct field work at the location of the community, as well as at least 40 hours are needed (5 days * 8 working hours) for remote support per 1 community * per 1 project application. However, UNDP may consider other support schemes, if they are properly motivated in the Application.
QUESTION 6. What language will be used during the courses and in handouts?	ANSWER 6. The course materials will be in Russian, but your expert-trainer may face the need to communicate in Ukrainian as well.
QUESTION 7. Should training materials /handouts, as well as experts, be bilingual?	ANSWER 7. See also the answer to question 6. Also, we draw your attention to the fact that the language proficiency requirements are indicated for the project team, namely Form 3, criteria 3.5, 4.5, 5.4, 6.4 is indicated: "Fluency in Ukrainian and/or Russian".
QUESTION 8. Will the courses take place in Ukraine?	ANSWER 8. All courses will be conducted in Ukraine, namely: on the territory of the Donetska and Luganska regions controlled by Ukraine.
QUESTION 9. Who is responsible for trainers' and administrator's accommodation?	ANSWER 9. The UNDP is responsible for the participants, but not for the trainers and administrators. The Bidder is responsible for these people and must include the respective expenses into the Bidder's financial offer.
QUESTION 10. Who provides trainers and	ANSWER 10. These expenses should also be included in the financial offer, in case this stationery is intended for the

administrators with the stationery for the training?	trainers during the training, and not for participants of the training.
QUESTION 11. Who is responsible for printing of materials for participants?	ANSWER 11. This is the responsibility of the Winner of the current tender.
QUESTION 12. Is it possible to include trainers' insurance into the financial offer?	ANSWER 12. Yes, this is possible.
QUESTION 13. Is it possible that 3 modules that should be held, might be mixed?	ANSWER 13. Yes, modules may be presented in mixed order. However, UNDP draws attention to the fact that the Winner is obliged to ensure the organization of the training in a way that ensures that each participant will have attended a full cycle of training on 3 topics during these 4 days.
QUESTION 14 Should the organizer provide any guarantees that participants attended the courses?	ANSWER 14. The Winner is obliged to collect the participants' signed obligations to complete the training course within the framework of this Assignment, and must also issue Certificates of completion to the participants. These obligations are secured, among other things, by coordinating the Winner with a company that organizes training events for the UNDP.
QUESTION 15 What kind of agreement will be signed with the winner?	ANSWER 15. Contract for provision of professional technical services. A sample contract is attached to the tender documentation available on the site. The contract will be signed only with one company.
QUESTION 16. Can payments under the contract be formalized as international technical assistance?	ANSWER 16. No. All bidders must be in equal conditions.
QUESTION 17. Is there any kind of list with pre-selected companies?	ANSWER 17. There is no short-list of such kind. This is an open tender and its ongoing.
QUESTION 18. Is it possible that deadlines for work completion would be shifted if the beginning of the work will shift?	ANSWER 18. For the moment UNDP plans to complete work within the timeframes mentioned in the tender documents.
QUESTION 19. In the RFP, requirements to final product, it is stated: "The expert assigned to the community is responsible for adequate representation of both applications of this community to the donor(s)". Please clarify the requirement as is not clear?	ANSWER 19. Please be advised that this requirement means that your expert, who is assigned to a respective community during the consulting support (which shall result in the preparation of 2 proposals on behalf of the respective community and their submission to the selected donors) is responsible for ensuring that this community has really submitted (presented) these proposals to the respective donors during open competitions, and the donors have registered these proposals as "accepted for further review". If, during the period when the application is finalized, all the grant competitions appear to be closed, then the Contractor is obliged to do everything which is reasonably possible to ensure the submission of these applications for the next immediate term, competition.
QUESTION 20. Please clarify the following provision of article 26 of the Instruction to Proposers: "Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country" If the bidder is a foreign company which is bidding for itself, we suppose that that this document doesn't apply. We ask you to clarify if an entity located outside Ukraine needs to provide any additional specific	ANSWER 20. An official letter on the appointment of a local representative is required only if he/she represents a foreign company. If the foreign bidder does not engage local representatives for the bid submission, such letter is not necessary. No additional specific document per this provision required.

document per this provision.	
<p>QUESTION 21. One off the tasks include “a full-cycle consulting support of drafting proposals by the communities (2 project applications to be prepared in each of the 20 communities) on the issues of local development and with due community participation”. Please advise which language should be used to prepare texts of such community proposals?</p>	<p>ANSWER 21. As a rule, the applications will be prepared in Russian or Ukrainian. However, in some cases, there may be a need to translate into English - only if there are no such open contests of international donors in Ukraine that enable submission of grant applications in Ukrainian or Russian languages only.</p>