

**Request for Proposal (RFP) for the Design & Implementation of
Resident Coordinator Assessment Centre
Ref. # UNDP/BMS/OHR/RFP/2017/005**

**Amendment 1 to RFP Submission template
13 July 2017**

The following change has been made to the Request for Proposal document “**Section 6 Returnable Bidding Forms**” and the updated submission templates have been provided. Please use the document titled “Section 6 Returnable Bidding Forms-Amendment 1”

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Table 2: Breakdown of Price per Deliverable/Activity

Line No. 2: “Develop all assessment instruments, including accompanying documentation such as rating guides, integration procedures, rating forms, etc.”

Is now amended to read as follows:

“Develop all assessment instruments, including accompanying documentation such as rating guides, integration procedures, rating forms, etc. as well as any related translation costs.”

Table 3: Implementation of the RCAC (Cost per candidate up to 50 candidates per year for evaluation purposes)

Line No. 3: “Feedback reports (oral and written)”

Is now amended to read as follows:

“Conduct Assessment Centre and produce feedback reports (oral and written)”

Line No. 4: “Incidental expenses including translation, equipment rental, communications.”

Is now amended to read as follows:

“Incidental expenses including equipment rental, communications.”

Table 4 Periodic Reporting per year (Unit Cost) has been replaced entirely with the below:

Description	UOM	Quantity	Unit Costs	Total Amount
Bi-annual reports elaborating on trends relating to gender, agency, candidates from developing/developed countries, external candidates, etc. including the following elements:	Reports			
a) Data analyses to validate simulations and/or revise competencies/ behavioral indicators				
b) Analytical report to determine if any bio data variables correlate to particular competency profiles				
c) Analytical report on cross-cultural validity of assessment process;				
d) Recommendations for any follow-up research for validating the assessment process				
e) Report on emerging trends on assessment processes				
f) Report on conclusions reached and recommendations for the next assessment cycle				
Total Cost				

Table 5 Periodic Updates per year (Unit Cost)

Line Nos. 2 and 4: the word ‘**simulations**’ has been replaced by ‘**scenarios**’ both under description and UOM.

The following additional clarifications have also been added:

- “exercise” refers to each individual activity designed to assess the candidate’s competency, e.g. interview, presentation, in-tray, meeting role-play, etc.
- “scenario” refers to the contextual backdrop against which the exercises take place
- “refresh” refers to a complete change with little or no elements remaining the same
- “partial refresh” refers to a change, adaptation or adjustment that involves some elements remaining the same.

The updated submission templates have been provided. Please use the document titled “Section 6 Returnable Bidding Forms-Amendment 1”