

QUESTIONS AND ANSWERS

Assignment Name: RFP for Provision of Strategic Media Training Service for UNDP Leadership, UNDP/BERA/SIU/RFP/2017/004

Date & time: Thursday, 13 July 2017; Questions and Answers by E-mail

Closing Date of RFP: Friday 21 July 2017 [5:00p.m. New York Time]

TO ALL INTERESTED COMPANIES

SUBJECT: RFP for Provision of Strategic Media Training Service for UNDP Leadership, UNDP/BERA/SIU/RFP/2017/004

INFO: Bidders were allowed to send questions, whereby the deadline for receiving the questions was 11 July 2017. 8 questions were received and they are detailed below with their answers.

The Instruction to Bidders of RFP document also provides detailed explanation on all requirements. Bidders are encouraged to carefully read the Request for Proposal (RFP) document before preparing the proposal.

Here below are Answers to Questions received regarding the above assignment:

1. When courses are longer (3 to 5 days), do you envisage the first portion to be a refresher on communications and media, or do you envisage more advanced and practical work throughout the course? This will determine our curriculum proposal.

A: The instruction should build on itself over the duration of any given workshop, no matter how long it is. Any workshop or course should start with more basic instruction and move to more advanced instruction. That said, some workshops may start at lower or higher levels, depending on the prior media experience of those in attendance. In any case, instruction should get progressively more advanced during the time of the workshop. In short, yes, you might want to start with a refresher on communications and media, or other similarly fundamental instruction. Instruction should be practical and engaging throughout the course of the workshop, at whatever level.

2. In section 6 (Technical Proposal Form), Section 2 requires proposers to provide (among others) "... a detailed description of the essential performance characteristics proposed", can you please explain what you mean by essential performance characteristics?

A: "Essential performance characteristics" are outcomes. In other words, please state precisely how your work activities will fulfill the Terms of Reference, and how you will assess the success of such activities. Simply put, how will your work be successful, and how do you know?

3. The RFP mentions that the bidder will need to capture the lessons learned and feedback of the programme design and delivery. In the financial form, this is included in the 2 days of delivery. Is that what is intended, for us to include this portion in the 2 days of course delivery?

A: (See page 27 of RFP.) You should capture feedback during the 2 days of course delivery. This may mean simply that you will hand out a course feedback form to participants (as agreed upon by UNDP in advance of the course) at the end of the workshop, and collect them on the spot or receive them by email in the following days or weeks. You may also wish to take notes during the course delivery on lessons you've learned about successful or unsuccessful aspects of the course.

4. While there is a requirement for lessons learned and feedback in the financial proposal form, we did not see a specific line item for initial needs assessments and post-training evaluation and reporting, which we consider essential components of our methodology and will require additional time prior to and after each training. Are these components also essential for you, and can we allot/add the appropriate time for each?

A: UNDP values initial needs assessments and post-training evaluation and reporting. Typically, needs assessment takes the form of conversations and correspondence between UNDP and trainers. Similarly, evaluation and reporting usually takes the form of feedback surveys from participants, and conversations with participants and trainers. We do not require exhaustive reporting. However, if your organization or firm has a component for evaluation and reporting that you consider important to the success of your work and the satisfaction of your clients, please describe it, and add a line item with a footnote to that effect.

5. Can you confirm that a Joint Venture Agreement specifying one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally need be evidenced by notarization beyond each party's signature?

A: Yes. This is a requirement per section 19, page 9 of the RFP (Section 2: Instructions to Proposers).

6. Our company does not have a recent credit rating or a Dunn & Bradstreet Report or Audited Financial Statement. Is it sufficient to produce our DUNS #? Or can we provide something else as an alternative?

A: The purpose of providing a Dunn & Bradstreet Report or Audited Financial Statement is to demonstrate that your organization or firm is financially reliable and reputable. In the absence of a Dunn & Bradstreet Report or an Audited Financial Statement, please provide other materials to demonstrate your reliability. This might include your DUNS #, a statement of any financial liabilities, or other materials you see fit.

7. Can we submit three client references to fulfill the "Statement of Satisfactory Performance" requirement? Or do our clients need to submit written statements to fulfill that requirement?

A: The statement of satisfactory performance required under Section 26 of the Data Sheet (Instructions to Proposers) will be submitted by you but this will be something that came from your

top three previous clients in terms of contract value in the past 5 years. References are also required and shall be submitted through the Technical Proposal Form (Section 6, sub-section 1).

8. The format you have provided is a text box format. Can we provide the information in the same order but not in a table format?

A: Bidders are encouraged to submit information in the format provided in order to enable effective and fair comparative evaluation of the proposals.