

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

**Question and Answer – Round 2
28 July 2017**

1. Given the extension for submission of proposals to 18 August 2017, will UNDP change the planned date of contract award? If so, can you share a new date for the proposed contract award? Will there be a change in the overall design and development period, and a change in the implementation of the first RCAC, originally planned for early November?

Response: Given the extension of the bidding period, UNDP would expect to have a signed contract by no later than 1 October 2017 and delivery of the Centre by no later than 15 November 2017. Bidders should be aware that the timing of the Assessment Centres will be demand driven so the precise timing may vary from cohort to cohort. The pricing in the proposal should take this into account.

2. Tables 4 (Periodic Reporting per year): Since these reports will be twice per year, and the first report in a yearly cycle will necessarily be different than the “final” report in the cycle, it is difficult to provide a single price. Should we provide an annual price per pair of reports or should we specify the two reports (first report after one AC, second report after two ACs at the end of the cycle) and give the price for each.

Response: Bidders are requested to specify the two reports (first report after one AC, second report after two ACs at the end of the cycle) and give the price for each.

3. Table 5 (Periodic Updates), you have specified the Unit of Measurement to be per exercise or per scenario. Kindly clarify the distinction and UOM definition

Response: The distinction between exercise and scenario has been clarified as follows in response to the pre-bid conference Q&A:

- “exercise” refers to each individual activity designed to assess the candidate’s competency, e.g. interview, presentation, in-tray, meeting role-play, etc.
- “scenario” should replace “simulation” refers to the contextual backdrop against which the exercises take place.

Therefore, bidders are requested to provide a quotation for updating the scenario (the country context and situation) as well as a quotation for updating one exercise (meeting role-play presentation, interview, etc.)