

UNDP RFQ CYP 034/2018  
Communication Services  
Clarifications no:1 dated 23 March 2018

	Questions	Answers
1	Product development (1, 2): Can you confirm that this involves solely providing technical support and advice in the development of civil society communications products, which will actually be produced and funded by resources raised by CSOs? or does this contract also involve the funding, material production and distribution of such products? For example: Do you envisage that the contract should include the creation of a radio show and purchase of airtime slot/s? If the latter, can you please provide an indication of product type, amount, audience and reach?	Yes, this involves solely providing technical support and advice in the development of civil society communications products, which will be produced and funded by resources raised by CSOs.
2	Deliverables (2): Can you advise if we should factor in production costs for the communications toolkit? If so, please advise on format (e.g. pdf, website, paper) and quantity.	The cost of producing PDF version of the communications toolkit should be included.
3	Deliverables (3): Can you advise if we should factor in venue hire and associated costs for the training and if so, anticipated number of attendees / location?	No, the venue hire or any other associated cost should not be factored while preparing your quote, excluding the training facilitation.  Number of expected attendees will be approximately 40 in Nicosia.
5	Deliverables (4): Can you advise if we should factor in production costs for the events guides? If so, please advise on format (e.g. pdf, website, paper) and quantity.	The cost of producing PDF version of the events guides should be included.
6	Overall: Do you envisage full time support being provided to CSOs (ie. technical advisor based in Nicosia) or is remote support also an option?  If the former, is office space available within UNDP, or is this to budgeted for within the proposal?	In person presence of the expert of the company in Nicosia is a requirement.
7	Overall:  Please confirm that a separate communications strategy and training will be required for each of the CSOs.  How many and which CSOs would the selected company support? Please share as many details as possible on their needs and limitations.	No, a separate communications strategy and training will not be required for each of the CSOs. The idea is to develop a common communications strategy for all CSOs supporting peacebuilding efforts in Cyprus.  We estimate that around 30-40 CSOs (subject to vary) will participate in supporting peacebuilding efforts.
8	Preparatory activities:  Please clarify what stakeholders and beneficiaries you are referring to and if these will be different for each CSO.	The stakeholders and beneficiaries will be clarified prior to the contract award.

	Will UNDP provide the polling data that are to be analysed?	UNDP will not provide the polling data. The contractor is required to analyse publicly available data.
9	<p>Product Development:</p> <p>How many communication products would be expected to be developed? And will these be different for each CSO?</p> <p>Please clarify the number of project events and what kind of support is expected.</p>	<p>Number of communication products and project events will be decided during the implementation of the contract depending on CSO needs.</p> <p>The companies are only required to provide technical support and advice in the development of civil society communications products and events, which will be produced and funded by resources raised by CSOs. The communication products will be common for all involved CSOs.</p>
10	<p>Monitor and Evaluation:</p> <p>Will UNDP provide the public opinion / polling results that are to be analysed?</p>	No, the contractor will be expected to monitor and evaluate the impact of their efforts.
11	<p>Deliverables:</p> <p>Is the 3 months duration referring to the communications campaign? Or the strategy development?</p> <p>Will the training be conducted for UNDP staff or CSOs staff?</p> <p>How many guides are expected to be delivered?</p>	<p>The 3 months duration refers to the Strategy development.</p> <p>The training will be conducted to CSO staff.</p> <p>No printed materials required. To be provided in electronic format i.e. PDF.</p>
12	<p>General:</p> <p>Some items are listed in more than one of the above categories. For example, the communications strategy development is listed in both the first and the last section (Overall and Deliverables). Please clarify how the costing should be broken down.</p> <p>Is there a budget allocated to this project that should not be exceeded?</p>	<p>The costing should be done as per annex 2 table 2. Please see revision no:1 dated 23 March 2018(annex 2).</p> <p>UNDP does not share the estimated cost or budget for tenders published.</p>