

QUESTIONS AND ANSWERS REPORT

<u>To:</u>	Bidders
<u>From:</u>	UNDP Syria
<u>Subject:</u>	The provision of professional services for Two Outcome Evaluation, UNDP Syria Country Programme (2016 – 2019)-.
<u>Reference:</u>	UNDP-SYR-RFP-054-18
<u>Date:</u>	3 June 2018

UNDP Syria Procurement Unit has received questions regarding the subject Tendering Procedure. All questions received to-date are documented below with respective answers.

Questions and Answers-1-

Q 1: In the first page of the RFP it is said that the proposal can be submitted by e-mail as well but it is not clear it has to be sent to mirvat.hammoud@undp.org; or syria.procurement@undp.org or both e-mail addresses, sometimes sending the proposal to the wrong address has been defined as an exclusion criteria in other UN RFPs.

A 1: The Proposal shall be submitted by e-mail considering the following:

Electronic submission (email) requirements	<ul style="list-style-type: none"> ▪ Official Address for e-submission: Syria.bids@undp.org ▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted.
--	--

	<ul style="list-style-type: none"> ▪ Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP ▪ Max. File Size per transmission: 5 MB ▪ Mandatory subject of email: UNDP-SYR-RFP-054-18 - provision of professional services for Two Outcome Evaluation, UNDP Syria Country Programme (2016 – 2019)
--	---

Q 2: In section 9 of the ToRs (page 14) we find that the sentence “The evaluation team should comprise of national experts with high levels of technical, sectoral ...” is unclear and we would like to request if the full team of evaluation experts are requested to be Syrian nationals or if it should include national experts as part of the team.

A 2: In principal, the team should comprise of qualified Syrian experts who are aware of the local context in each geographic and thematic area as well as it might be much easier to move and meet different partners and stakeholder; however, the evaluation team could comprise of both Syrian and some non-Syrian experts if this would enrich the capacity of the whole team.

Q 3: Our firm is considering presenting this proposal in partnership with other organizations, but we wonder if the consulting firm requirements would affect to both companies or only the leading one.

A 3: For partnership, the consulting firm requirements would affect to both companies.