

UNDP Responses to Vendor Questions – 29 June 2018 (Round 2)

**RFP/UNDP/OHR/RFP/2018/007 for the Provision of Services to
Develop and Facilitate an Assessment Program**

1. No reference is made in the RFP to the language of the assessments, other than that the proposal must be in English. Will all of the in-person component of the assessments be conducted in English? Are languages other than English allowed for psychometric assessments (personality and cognitive) and 360s? If all in-person assessment components are to be in English, what is the basis for the 10 points awarded for languages within the evaluation criteria for staff?

UNDP RESPONSE: The contents and delivery of the assessment is in English for time being. We might offer translations of some of the case studies in French and Spanish. YES the candidate must be able to take the online questionnaires in languages other than English. We wish to know that the vendor can accommodate a need to conduct and facilitate an assessment in French or Spanish should we desire to offer one in the longer term.

2. It appears that there are existing materials requiring review and possible modification or replacement. Is there an incumbent vendor who prepared these documents, and is it expected that this vendor will have an “inside track” on the RFP? If not, how will UNDP manage the evaluation in order to avoid favorable incumbent-bias based on that vendor’s familiarity with the material and protocol?

UNDP RESPONSE: There is a current vendor whose contract is ending. There is no incumbent-bias, the Organization has switched vendors more than twice before. Decisions are made by committee of members that are not directly associated with the assessments to ensure objectivity in securing best value for money.

3. Your explicit request for CVs is for two CVs from experts, who can substitute for one another where necessary. Is it expected that these will be the only two vendor staff involved in the assessment process? Are other staff allowable in the context of analysis and preparation of material, feedback/coaching of participants and/or actual conduct of the assessments?

UNDP RESPONSE: Yes other staff are allowed.

4. Following your answer to question no. 12 in the clarifications dated 26/06/2018, please confirm our understanding that all activities below will be performed at UNDP’s premises worldwide:
 - a. Development of Assessment documents – case studies, role play activities, simulation exercises, technical scenarios, evaluation forms, Ranking methodology

UNDP RESPONSE: Development of materials required for an Assessment center may be done ahead of time at the vendor premises

- b. Keep assessment documents current

UNDP RESPONSE: From one assessment center to the next, keep the assessment center documents updated and unfamiliar for the next batch done at the vendor's premises

- c. Produce a Training guide for assessors

UNDP RESPONSE: Produce at vendor's premises

- d. Conduct Training sessions for assessors

UNDP RESPONSE: At UNDP premises

- e. Written Assessment final report on each candidate submitted to UNDP

UNDP RESPONSE: Produce at vendor's premise or Assessment center (at end of assessment) depending on how long these take

- 5. In our understanding "Development of Assessment documents" could be done at Vendor's Home Office avoiding Travel expenses at your charge but you stated differently in your answer to question no. 12 in the clarifications dated 26/06/2018. Could this activity be performed at Vendor's Home Office or it's mandatory to perform it at UNDP's premises worldwide?

UNDP Response: Development of assessment documents can be done in Vendor's home office.

- 6. Please confirm "Adjustments to written reports" and "Advice on evaluation and assessments provided to UNDP" will be performed at Vendor's Home Office or anyway virtually.

UNDP RESPONSE: Yes, vendor's home office or virtually

- 7. What do you define as an "ability test"? Do you have some preferences or examples for preferred tests?

UNDP RESPONSE: Verbal and numerical reasoning, judgment tests. These are done online.

- 8. Does the UNDP expect most of the 75 individuals from the pre-assessment phase to proceed to the assessment phase, or will the assessment phase include a significantly smaller pool of individuals?

UNDP RESPONSE: The assessment phase will include fewer, likely around 60. We don't have a constant number every year, hence we indicated up to 75

- 9. Do you require copies of academic qualifications for all staff proposed, or just for the 2 CVs of organizational experts?

UNDP RESPONSE: Two would do

10. Would the UNDP like to see different tools used in the pre-assessment/nomination phase, for the different candidate pools?

UNDP RESPONSE: The same tools for all pools

11. Does the UNDP have already-existing assessment tools/examinations they would like to be integrated into the new system?

UNDP RESPONSE: No, however we might wish to introduce a test or two to evaluate UNDP operations knowledge. These tests do not exist for now.

12. Are you satisfied that the competencies (as provided in response to Question 9 of the Q&A dated 26/06/2018) still aligns to your strategy and mission as it stands today given constant change we observe? If not, would you like to include competency validation work in the response?

UNDP RESPONSE: We are proceeding with the stated competencies. However being nimble and evolving with organizational changes has helped.

13. From the RFP: *The functions to be performed by posts covered by a given candidate pool shall be defined with reference to UNDP job families and the UNDP Competency Framework. There are **3 streams** envisaged, Development Effectiveness (UNDP Programme), Policy Coordination, and Management Oversight (UNDP Operations). Candidates **may be nominated for one or more pools based on their background skills and competencies**. The posts to be filled by candidates from a given candidate pool should have substantially similar competencies, to ensure a likely matching of candidates within a defined set of posts.*

- a) If there are 3 streams envisaged – are the competencies across the streams determined to be the same (have only seen one set of competencies as attached)?

UNDP RESPONSE: Yes the competencies are all the same.

- b) Has UNDP done job analysis and subgroup analysis on competencies (to cover the 3 streams) to understand the amount of overlap/differences between the streams? Would this be a desired deliverable?

UNDP RESPONSE: The three streams use the same competencies. This need not be a deliverable.

- c) Alternatively, if UNDP has established that there is a sufficient amount of similarity so that one competency set would be sufficient, please confirm that the objective is to match candidates against the core competency set to establish a talented succession pool of individuals that are likely to succeed across the streams, assuming there might be minor differences between the streams which could be covered with interview questions at the time when vacancies occur?

UNDP RESPONSE: Yes, this is correct.

- d) Should we interpret the concept of a 'stream' to be interchangeable with "business unit"? Therefore, is UNDP looking to establish a pool of middle and senior management candidates that have a core set of competencies, that would be relevant as a 'core competency set' across all three the streams?

UNDP RESPONSE: Streams as in a particularly focus for a collection of jobs. Yes, this is correct – core competition set.

- e) If there was new technology offering a scientific way to take into account the unique requirements of each pool (and even the unique complexities of the specific work context to each stream by country/location/resources/job level, etc.) to match the more suitable candidates against the specific requirements using our tools, would this be of interest as an optional solution besides the requested Assessment Center Approach?

UNDP RESPONSE: Yes new tools, innovation would be of interest.