**QUESTIONS AND ANSWERS**

Qn 1: The inception report has to combine the planning process and methodology AND the situation analysis report?

Answer: Yes

Qn 2: Two drafts of the strategic plan have to be developed?

Answer: One draft as per the RFP

Qn 3: The final report has to present the strategic plan and a summary of facilitation workshops?

Answer: Yes

Qn 4: In the Terms of References, it is said at section 10 “The Role of the Ministry of Water and Environment” that the MWE will organize/convene workshops and meetings convened for purpose of this planning. Does it mean that the MWE will be responsible for all the costs and expenses related to the realization of any potential workshops?

Answer: Yes, MWE is responsible for the workshops costs.

Qn 6: Concerning the submission of the proposals, it is said in the ToR to submit the proposals in individual envelops and via email. Since the international postal takes a long time, would it be possible to send you the proposals by email **before or on Friday, July 27, 2018** at 12:00 hrs, and with a proof of the posting of the envelopes guaranteeing that the sending was carried out before the 27? This means that the envelops will arrive at the MWE the week after that (after Friday 27, July 2018).

Answer:  Submissions of proposals are acceptable in either hard copy or via email. For email, the proposal should be protected with a password and submitted by the deadline. The password will be needed at a later stage, you will be requested to share it then at the time of opening the proposal. For your case, please send the proposal protected with a password via email on or before the deadline.

Qn 8: With several different definitions and requirements of the outline and requirements of inception reports, do you have a specific format or a guideline that you expect in the proposal and later in the project.

Answer: We do not have a specific format, based on your understanding of the requirements, you will prepare one accordingly. The proposal formats are already indicated in the RFP.

Qn 9: - Is there a limitation to the number of consultants in our team? To the number of companies for the consortium?

Answer: There is no limit, you propose as appropriate based on the requirements. Please see below an extract from ToRs, section 9. The Lead Consultant shall be responsible for constituting the team of experts with the following areas of expertise: policy and institutional analysis, environmental economics, sector planning, monitoring and evaluation, resources mobilization, international policy regimes, among others.

Qn 10: What is the email address for electronic submission? It does not appear in the BDS. Should we send it to Allen Namale, Alexander Muhwezi, Diana Christine, and yourself or is there another email address? (That we cannot see in the RFP).

Answer: Email address to use is: tenders.kampala@undp.org

Qn 11: On p. 1 there is an indication to send two separate envelopes – one for the technical proposal and one for the financial proposals. When the documents are sent by emails we should then submit them in two separate files? Should we then ignore the way the two components of the proposal are put together in Annex 4?

Answer: As per the instructions, please send financial and technical proposals. If it’s by email then it should be two files protected with a password.

Qn 12: What would be the format and content of the “recently issued bank statement”? It can take different meanings in different countries and we would like to make sure that we aim at the right format. Can you send us a sample of the kind of statement that you expect?

Answer: Please submit the bank statements as per your format.

Qn 13: As for the evaluation criteria, does #1.2 about the litigation and arbitration criteria has relevance for a consulting/planning company like ourselves?

Answer: Yes if your firm has a legal disagreement currently:

1. Would it be acceptable if the lead consultant has a degree from the broader natural sciences (e.g. biology, ecology, geology) rather than environmental science? More specifically, would it be acceptable if the lead consultant had a Msc. In geology, and proof of work teaching MSc. Students in the Hebrew University’s Geography and Environment department?

Answer: Any related Qualification to the assignment requirements is acceptable. In this case "Yes". Furthermore, related experience is acceptable.

2. When is a public opening of the proposals expected to take place? Could we send a representative?

Answer: There will not be a public opening.

3. Would it be possible to extend the deadline for submitting proposals until Monday, July 30, 2018?

Answer: No extension. Bidders have been given enough time to prepare their proposals.

4. Regarding section 9.d. "Should be familiar with issues of mandates, functions and roles of the different institutions affiliated to the environment sub-sector and those impacting on the environment and natural resources" - is this meant in general or to the specific conditions in Uganda?

Answer: General but in context of Uganda or East African or Africa.

5. In Annex I, under "Joint Venture, Consortium pr Association" - if several entities choose to submit a proposal together, is it mandatory for the lead consultant to be employed by the lead entity submitting the proposal together, is it mandatory for the lead consultant to be employed by the lead entity submitting the proposal, or may he be employed by one of the other entities or be freelance consultant?

Answer: I think this is up to the bidder. You propose your team including the lead consultant. As UNDP we cannot dictate how you compose your team and from which entity or if he/she is a freelance or not. You though need to indicate who the lead consultant is.