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**AMENDMENT NR.2
ANSWERS TO QUESTIONS**

Date: 31 August 2018

Subject: Amendment Nr.2 To Request for Proposal (RFP) for “Business Development Training for Syrian-owned Enterprises” within the scope of Turkey Resilience Project in Response to the Syria Crisis

Ref: UNDP-TUR-RFP(MC1)-2018/07

Dear Madam/Sir,

Please find attached (Attachment-1) the “Answers to Questions” received from prospective proposers in the context of subject RFP issued on 06 August 2018 for “Business Development Training for Syrian-owned Enterprises” within the scope of Turkey Resilience Project in Response to the Syria Crisis.

You are kindly requested to prepare and submit your proposals in response to our subject RFP with the consideration of these answers, with all other clauses of the RFP remaining valid.

Please make sure that your proposals are physically delivered to the address/ in the RFP latest by 18:00 hrs. Turkish Time on 03 September 2018.

Attachment-1: Answers to Questions from Prospective Proposers

Yours Sincerely,

Sukhrob Khojimatov
Deputy Country Director



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ATTACHMENT-1- ANSWERS TO QUESTIONS FROM PROSPECTIVE PROPOSERS

Question 1: In the Price Schedule table provided in Annex 2, the quantity of price items “Catering Expenses During Trainings” and “Turkish -Arabic Translation Services”, the quantities are given as 36? Would you elaborate on how you determined this number and the scope of these price items?

Answer 1: 36 is the total number of days that will be spent for trainings. Each group will receive trainings for 6 days and there will be 6 different groups. So, the total number of days to be invested in trainings is 36. For the “Catering Expenses During Trainings” price item, the unit price should cover catering expenses of all 25 trainees who will attend trainings in a single day, while for the “Turkish -Arabic Translation Services” the unit price should cover translation expenses in a single day.

Question 2: In Section C. “Scope” of the Terms of Reference (ToR) it is stated that trainings would be given to 25 enterprises per 1 or 2 weeks and would cover 150 enterprises (50 in Mersin and 100 in Gaziantep) in 10 weeks, whereas in Section D. “Approach and Methodology” it is stated that the expected duration of one training curriculum is 6 days and it should be completed in maximum 2 weeks. Would you clarify the scheduling of the training program specified in these statements?

Answer 2: As explained in the answer to the first question, the duration of trainings for each group is 6 days. There will be an opportunity for the service provider to allocate these 6 days within a single week, or disperse them into 2 consecutive weeks, depending on choices of the trainees within the group. Whereas, the total duration of trainings of all 6 groups will not exceed 10 weeks after finalization of training schedules just before trainings get started.

In this regard, the Proposers are expected to consider all possible costs in relation to provision of trainings and factor these costs into their prices, since the successful Proposer shall not be paid any amount over and above the contract price.

Question 3: Is there flexibility in the 25 participant per training session, 150 target enterprise and upper limit of 10-week time period requirements specified in Item d. “Approach and Methodology” of Annex 4-Terms of Reference (ToR)?



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Answer 3: The 10-week time period and 150 enterprises required for organization and conduct of trainings are determined in accordance with project requirements. The 10-week time period provides enough flexibility for the service provider to include 6 training sessions with 25 target enterprises for each training session. The service provider shall ensure that 25 enterprises attend each training with one trainee representing each enterprise on a given training day and topic.

Question 4: Will it be acceptable to include more than one participant from one enterprise in a specific training session?

Answer 4: In order to ensure optimum benefit for target enterprises, the class size is limited to 25 participants, one participant for each target enterprise. The enterprises will have the opportunity to send different employees on different days (i.e. for different topics) depending on their needs.

Question 5: Would you kindly provide allocation of 6 training days within a session to topics of training provided in Section C. "Scope" of the ToR?

Answer 5: The allocation of 6 training days according to topics is provided in the table below, each topic can be covered within 5 to 7 hours in a single day, including coffee breaks but excluding lunch, depending on content and the number of questions raised by trainees.

Topic	Duration
Law and regulations related to doing business in Turkey including work permit regulations	1 day
Human resources management	1 day
Import&export regulations	1 day
Financial management	1 day
Strategic management and marketing strategies	1 day
Wrap-up of all topics discussed in the training	1 day



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Question 6: In order to ensure timely payment of staff salaries and other costs, is it possible to revise the payment schedule specified in Payment Terms of Annex 1-Description of Requirements, increase the payment percentages for Deliverable 1 (Curriculum in Turkish and/or English) and Deliverable 2 (List of training participants), and receive advanced payment for Deliverable 5 (Post Monitoring Evaluation Reports)?

Answer 6: Percentages on the payment schedule have been determined with due diligence to provide the service provider enough funding to perform requested services. In addition, each percentage on the payment schedule reflects the estimated weight of resources to be allocated by the service provider for each deliverable. Proposers are required to prepare their proposals considering existing payment schedule. No additional payment will be made other than the proposed percentage for each deliverable.

Question 7: The only price item included in the price schedule is “Team Leader”, except Activity 3. “Organization and Conduct of Trainings”? How should proposers reflect any costs other than “Team Leader” that should be incurred for these deliverables?

Answer 7: In order to ensure consistency in comparing price proposals received from different proposers, price schedules shall be quoted in accordance with the existing table in Annex 2: Form for Submitting Service Provider’s Proposal. All related costs to be incurred by the proposer shall be reflected and included in the unit price of the corresponding price item of the subject deliverable.

Question 8: It is stated in the ToR that “*promoting the participation of women to the labor force*” would be one of the objectives of trainings, but this topic is not determined as a separate topic and a specific trainer is not allocated for it. How should proposers address this specific topic in both their sample curriculums and during conduct of trainings?

Answer 8: Proposer should clearly indicate how they will include women’s participation in the labor force reflecting the objective of promoting the participation of women to the labor force addressing its importance, advantages and possible positions that are suitable for women in an enterprise during the training. As stated in Item c. “Scope of the ToR”, this topic can be addressed in a separate session or mainstreamed in main topics.



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Question 9: In Item m. “Recommended Presentation of the Proposal” of the ToR, written confirmation of proposed team leader and trainers that they will be available for the entire duration of the contract is required. If a key personnel (either team leader or trainers) stated in the ToR quits the company in the duration of the contract, will it be acceptable to change that staff?

Answer 9: If a proposed staff quits during the duration of the contract due to an acceptable reason such as resignation or medical excuses, the service provider shall submit to UNDP the detailed CV of its replacement personnel who at least meets the minimum qualification criteria stipulated in the TOR for the respective function. The Contractor shall deploy the replacement personnel only after receiving UNDP’s approval.

Question 10: Proposers are required to submit a sample curriculum within their proposed methodologies. Is it acceptable to meet this requirement via providing UNDP a login profile and password for an existing online sample curriculum owned by our company?

Answer 10: The sample curriculum requirement can be met via providing a user login and password to an existing online curriculum.

Question 11: In Item j. “Duty Station” of the ToR, it is stated that the trainers shall be present in Gaziantep and Mersin during the training sessions (10 weeks). Is the service provider obliged to keep this staff in each province for the whole 10-week period?

Answer 11: Trainers shall be present in Gaziantep or Mersin during the trainings held in those provinces. In other words, they will not be required to be present in those provinces during days when trainings are not conducted.

Question 12: If the service provider fulfills the provision of trainings to all 6 groups of trainees (ie. 150 Syrian owned enterprises) earlier than the end of 10 weeks period allocated for the conduct of trainings, will it be required to continue trainings till the end of 10 weeks?

Answer 12: The service provider will not be required to continue trainings till the end of 10 weeks, if all trainings are completed before this time period. Whereas, the service provider will be required to deliver the next deliverable (evaluation report for trainings) that is required 1 week after actual completion time of trainings as per Section E. “Deliverables and Schedules/Expected Outputs and Duration of the Assignment” of the ToR.



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Question 13: Is there a cap for contract value for this RFP?

Answer 13: It is not possible to share the estimated contract amounts with prospective proposers, as per the corporate UNDP rules and regulations.