

Date: September 12, 2018

Subject: Rule of Law Capacity Assessment

Hadramowt, Sana'a, Ibb and Hodeidah (various lots)

Reference: RFP-YEM-0056-2018

### **Pre-bid minute**

<b>Question</b>	<b>Notes &amp; Answers</b>
1. <i>What are the targeted entities to be assessed and how to select them?</i>	Police and Justices system. Plz refer to the RFP
2. <i>The RFP references the Advisory Committee. Can you clarify who the membership of this committee includes, aside from UNDP and KAS?</i>	KAS & UNDP
3. <i>The RFP references "20-30 key informant interviews / observations / focus groups" in each governorate. Does this mean a total of 20-30 data points in each governorate or 20-30 KIIs in addition to observations and FGDs?</i>	20-30 for each
4. <i>Can you clarify the process for the Advisory Committee to provide feedback on the methodology and report? One could see this process becoming a lengthy back and forth process. Who speaks on behalf of the Advisory Committee?</i>	They only play advisory role and give comments whenever required
5. <i>The RFP also mentions that the report should include feedback from stakeholders and the Advisory Committee. Who speaks on behalf of the stakeholders? What happens if there is disagreement among the Advisory Committee and/or stakeholders?</i>	There are focal points at each ministry who will be providing feedbacks  The advisory will only give feedback whenever needed
6. <i>With the 3 lots included in the RFP, how likely does UNDP anticipate it will be that different lots will be contracted to different vendors? If this happens, what process will there be to harmonize research methods so the separate assessments can be compared to each other?</i>	A5. If contract is awarded per LOTs then each company will be working independently according to the assigned LOT
7. <i>What is the anticipated range desired for the length of the preliminary and final reports? 30-40 pages? 100-200 pages? Just want to get a sense of the expectation for the final deliverable as this will impact budgeting.</i>	30-40 pages maximum. UNDP will prefer to have short reports that include substantive information

8. <i>The TOR references a role for KAS on the Advisory Committee, but does not explain what or who KAS is and its relationship to UNDP for purposes of this research? Will the contract be solely with UNDP or will it be with both UNDP and KAS?</i>	KAS is a partner working in this field
9. <i>The TOR mentions that KAS will provide technical support to the contractor - what sort of technical support will be provided? Will this happen solely through the Advisory Committee?</i>	KAS will be part of the advisory committee and will not interact with the firms
10. <i>The TOR mentions that KAS will assist in supervising and monitoring the implementer's activities. How will this happen - just through KAS's role on the Advisory Committee or through other means?</i>	Same as above