

10<sup>th</sup> April 2013

**Clarifications No.1 for Request for Proposal - RFP-004/13**

**Entering into a Long Term Agreement for The Provision of Manpower Services to Support the Implementation of UNDP-Iraq Projects in Iraq**

The below are clarifications to queries received from companies.

**Question 1:**

On page 25, under Annex 1 -Technical Scoring Sheets, first row in box 3. Competencies, it states, “List of Consultancy and Manpower services provided in the past three years with specialization level, duration, location, client and project name/Counterpart.” Can you please clarify if you would prefer that offerors provide examples of recruitment/staffing projects? Or should offerors provide illustrative projects/experience relevant to the UNDP’s identified priority areas?

**UNDP-Iraq Answer 1:**

Offerors should provide examples of staffing projects.

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**Question 2:**

Regarding Annex C- List of Consultancy and Manpower Services Provided in the Past Three Years, found on page 26 under Section 4: Proposal Submission Form, we have the following related questions:

*Sub-Question 2-A:* Can you please confirm that offerors should provide herein a list of the prior similar projects that the offeror has implemented?

*Sub-Question 2-B:* Could you please clarify the information that UNDP is seeking with this form, and particularly under the following headings:

- “Specialization Level” (Does UNDP have definitions or descriptions of the levels?)
- “Years of Experience with the Organization” (We are unsure whose experience and with which organization the information should be provided.)
- “Total Years of Experience” (We are unsure how to relate this to a project or service provided.)

**UNDP-Iraq Answer 2:**

Sub-Answer 2-A: Same answer as in Question 1 above.

Sub-Answer 2-B: Please find below answers for the information required to be submitted in Annex C Form

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- Specialization level refers to either expert, senior specialist, specialist, junior specialist, assistant, associate....etc..
- Experience of the individual and the years of experience with the organization refers to the years of experience with your company.
- Total years of experience of the individual.

### **Question 3:**

In Annex B: CV Form on page 25, under Section 6: Technical Proposal Form, in the “Relevant Experience” section, there is a column titled “Period: From-To” and a second column titled “Date.” There is also a column titled “Name of activity/Project/funding organization” and a second titled “Client.” May we delete the columns “Year” and “Client” as they appear to request duplicate information?

### **UNDP-Iraq Answer 3:**

You may delete “Year”. Please do not delete “Client” as it refers to the name of entity to whom your company has provided the services.

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### **Question 4:**

Can UNDP provide an estimate on the Level of Effort it anticipates for this LTA?

### **UNDP-Iraq Answer 4:**

As indicated in the TORs different level of efforts are needed where this LTA will be used for provision of manpower services as and when needed.

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### **Question 5:**

Can UNDP please provide the list of interested offerors that have registered their intent to bid and will participate in the pre-proposal conference?

### **UNDP-Iraq Answer 5:**

The minutes of meeting shall indicate the name of participating companies in the pre proposal meeting that shall be shared with participating companies.

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### **Question 6:**

In Section 3, Terms of Reference, on page 10, section 17) Fees for international and National Consultancy and Manpower Services, it states: “LOT A: Fees for International Consultancy and Manpower Services For "Specialized Services" will be as follows...”

We have the following questions regarding these rates:

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*Sub-Question 6-A:* Can you please confirm that these are salary rates to be paid to the individuals and do not include corporate overheads or fees?

*Sub-Question 6-B:* Is there an annual increase in these rates over the life of the project?

*Sub-Question 6-C:* Can you please clarify if these rates include fringe benefits (such as statutory social security payments, retirement, health insurances, etc.) or if fringe benefits would be considered a reimbursable expense?

### **UNDP-Iraq Answer 6:**

**Sub-Answer 6-A:** The fees are to be paid for individuals and do not include management fees.

**Sub-Answer 6-B:** The fees are not subject to increase and shall be fixed for the duration of three years from placement of LTA. However, any market fluctuations affecting the given fee scale which is was based on the current market survey, UNDP may consider revisiting the established fees as and when deemed necessary at the discretion of UNDP.

**Sub-Answer 6-C:** Fees do include social security payments, retirement and health insurance. The fees exclude management fees for the services to be performed by the company as indicated in Section 3 “TORs” page 3, “Contractor’s Responsibilities”.

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### **Question 7:**

Can UNDP please clarify what additional costs would be considered reimbursable expenses under the subject contract? Such as the following types of costs:

*Sub-Question 7-A:* Allowances, such as danger pay, R&R, home leave, mobility and hardship, rental subsidy/housing, etc.?

*Sub-Question 7-B:* Travel costs, such as assignment to post, shipment of personal effects, visas, airport transfers, etc.?

*Sub-Question 7-C:* General support costs such as communications, work supplies, courier services, photocopying, etc.?

### **UNDP-Iraq Answer 7:**

Sub-Answer 7-A: Reimbursable costs are indicated in the TORs on page 8 under Section 14 “Applicable Reimbursable Fees”. Also, please read pages 3 and 4 and 5 Section 5 “Contractor’s Responsibilities” and Section 6 “UNDP’s Responsibilities”.

Sub-Answer 7-B: Same answer as in Sub-Answer 7-A.

Sub-Answer 7-C: Same answer as in Sub-Answer 7-A.

**Question 8:**

Can you please clarify if home office costs such as project management should be considered reimbursable costs (other services) or as part of the Management Fees?

**UNDP-Iraq Answer 8:**

Question not clear, please give example.

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**Question 9:**

Can UNDP please provide further guidance regarding the costs that should be included as part of the Management Fee (and would not be reimbursable expenses)?

**UNDP-Iraq Answer 9:**

Please read Section 3: Terms of Reference , page 3, Clause 5 “Contractor’s Responsibilities” up to item 6, as Item 6 management fees shall be included in a separate Price Schedule Sheet.

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**Question 10:**

Can you please clarify if services expected under Lot A: International Consultancy and Manpower Services will be provided in Iraq only? Or, services could also be provided in Jordan or other countries as well?

**UNDP-Iraq Answer 10:**

The majority of the required services shall be provided inside Iraq.

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**Question 11:**

There seems to be some discrepancy between the requirements for the expected positions in LOT A (found on pages 11-15 in Section 6: Technical Proposal Form, Pro Forma Terms of Reference for Expected Required Consultants/Manpower Lot A) vis-à-vis the classification of the positions (found on page 10 of Section 3: Terms of Reference (TORs), in Section 16) Qualifications of Contracted Consultants/Manpower under each Category and level of Services) and the classification of the positions in on page 30 in Annex 2 – Financial Hypothetical Scenarios) as follows:

- Project Management Engineer
  - Required: Masters Degree and 10+ years experience
  - B-IMS = MA and 10 years experience / C-IMS = MS and 11-14 years experience
  - Financial Hypothetical Scenario indicates: C-IMS

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- Vocational Training Advisor:
  - Required: University Degree and 20 years experience
  - D-IMS = BA and 17+ years experience
  - Financial Hypothetical Scenario indicates: C-IMS
- MSME Senior Expert:
  - Required: Masters Degree and 15 years experience
  - D-IMS = MA and 15+ years experience
  - Financial Hypothetical Scenario indicates: C-IMS

We have the following related questions:

*Sub-Question 11-A:* Can you please confirm that offerors will not be expected to field the actual proposed advisors into categories that are lower than the qualification required by UNDP?

*Sub-Question 12-B:* Or alternately, would UNDP consider amending the Financial Hypothetical Scenario to include the categories consistent with the UNDP requirements for each position?

### ***UNDP-Iraq Answer 11:***

Sub-Answer 11-A: The TORs provided in the RFP are sample TORs. The given levels in the TORs are used for reference and guidance. Note that UNDP-Iraq shall decide on the level to be assigned for each of the given TORs at the time of request.

Sub-Answer 11-B: The hypothetical Scenario is for evaluation purposes only as mentioned in the RFP document.