

UNDP's Responses to Vendors Questions – Round 2

1. For Lot 1: how many candidates would you have per assessment centre?

A: As per ToR in the RFP, the assessment is expected to review candidates per year over 2 sessions a year, totaling up to 75 candidates in a given year.

2. You have mentioned that you require 2 assessors per lot – for 75 candidates and multiple assessment centres this may not be sufficient. Can we indicate that we have more than two assessors to meet the needs of UNDP?

A: 75 candidates will be assessed through two sessions annually. UNDP will not use by default 2 assessors at the same time for any given session. Two assessors are required to back each other up. RFP, page 27 indicates “During LTA implementation both experts will be utilized if one becomes unavailable or performs poorly”. Only one centre will be used per assessment.

3. Can the assessors be used across lots?

A: Yes if the company is submitting its own proposal for each Lot then and answer is yes. However, for cases involving sub-contractors, please refer to Question 1b of the first round of Q&As “UNDP's Responses to Vendors Questions”.

4. In Lot 2 there is reference to on-line tools e.g. 360 and tests. From your previous communication you indicated that the 360 is not a bespoke tool – could you please let us know whether you are using a tool at present; if so, which one is it?

A: We have used an internal 360 tool as well as SHL's 360 questionnaire.

5. The RFP states that UNDP has been using this process since 2011 – can you disclose the name of the supplier?

A: There is no current vendor, the program ended in December 2012, this RFP is to initiate a new program.

Section 7: Financial Proposal

Lot 1

6. Item 1: states three weeks and a lump sum fee and then asks for unit price. Is this for each exercise?

A: This is a ONE time cost for development of the assessment document which will be reimbursed as a lumpsum.

7. Item 2: again please clarify what is meant by 5 sessions? Also, please clarify what is meant by 'quantity' and then 'included'?

A: It is expected that a total of 6 sessions will be held over the 3 year period. After the Assessment Document is developed (item #1), UNDP expects the contractor to update this Document for the remaining five sessions at no price to UNDP. Therefore, "Included" indicates that UNDP expects no cost for item #2.

8. Item 3: It is not clear as to the numbers involved in the assessment process. For the 2 weeks per year you have mentioned that 75 candidates will be assessed. There is further reference to 225 candidates for the 6 sessions. Could you please explain the best way to show the costs for this area? Are we required to indicate the fee per candidate and a separate fee for facilitation of group activities at the Assessment venue/running the Assessment Centre/running the day?

A: It is expected that 2 sessions (2 weeks each) per year will be conducted for a total of 75 candidates per year. Meaning that each session can hold up to 30-40 candidates. For item #3 in the price schedule, the vendor is expected to provide the unit price for each candidate. Please note that Item #3 requests one unit price as a package which includes all services from item #3.1 to #3.4.

Lot 2

9. Item 1: please explain '2 days per session' – is this 2 days out of the 2 weeks?

A: Lot 1 and Lot 2 are different contracts. Item 1 of Lot 2 requires 2 days only.

10. Items 3 and 4 I presume are not required at this stage?

A: They are required as part of the services. However, UNDP expects that this will be included as part of the package at no additional price to UNDP.