

#### LOT 1:

1. The Letter of Invitation is giving an estimated volume of service within the next three years – for LOT 1: USD 350,000. Is the figure a total estimate covering all 3 years – or does it mean an estimated volume of service of USD 350,000 per year?

A: This is the estimated volume for all 3 years.

2. What are the language requirements in relation to the assessment programmes (LOT 1)? Do you require for the assessment centres to be conducted in other languages than English? If yes, how many other languages do you require?

A: Only English is required.

3. In what languages do you require the assessment reports to be submitted in (LOT 1)?

A: English

4. Is UNDP requesting multiple languages during one assessment programme (e.g. one participant speaks English, one Portuguese, one French etc.)?

A: Assessment is held in English, but as Candidates speak various languages, An Assessor would find it beneficial to be multi-lingual.

5. The material is stating that the bid can be submitted electronically (p.21) – however on p. 20 it is stated that the material to be submitted should include a CD-rom which is not possible if we submit electronically. Could you kindly clarify how to submit correctly?

A: The CD-rom is necessary only if the proposal is not submitted electronically.

6. What is the response time for the assessment programmes. Are the programmes planned several months ahead or does UNDP have set deadlines for when an assessment programme should be initiated after submitting the formal request?

A: The Assessment programs have hitherto been held in MAY and OCTOBER, there is limited flexibility of 1-2 weeks.

#### LOT 2:

7. The Letter of Invitation is giving an estimated volume of service within the next three years – for LOT 2: USD 350,000. Is the figure a total estimate covering all 3 years – or does it mean an estimated volume of service of USD 350,000 per year?

A: This is the estimated volume for all 3 years.

8. Is it correctly understood that each candidate should receive in total 3 reports (360 degree, psychometric and ability test)? Or do you wish one report with all three components together?

A: Thus far we have received 2 Reports: One for 360 + a combined psychometric and Ability.

9. Is each candidate to receive 1 hour feedback on each report – in total 3 hours feedback? Or do you mean that each candidate should receive 1 hour feedback covering on all three parts (360, psychometric and ability)?

A: Below is the breakdown:

- 360 degree: 1 hour
- Psychometric: 30 minutes
- Ability: 30 minutes

10. Could you clarify your sentence on p. 34 "2 days per session (based on deadlines provided by UNDP)". What does this mean?

A: Candidates are split into batches depending on the pool (roles) they are being assessed for. Each batch (or set of candidates) go through a 2 DAY assessment. They then leave and another batch is welcomed to the assessment center. Each batch is expected to consist of up to 7 candidates.

**Please note that Line item #1 of the “Price Breakdown per Deliverables for Lot 2 - 360 degree, Psychometric and Ability test” indicated on page 47 of the RFP is amended as follows.**

SN	Deliverables for Lot 2	Timeline	Quantity	Unit Price (Fee)	Total Price (Fee)
1	Administer access to Tools and Monitor Progress	2 days per batch of candidates (Based on deadlines provided by UNDP)	225 (over 6 sessions) Please note that each session will consist of multiple batches consisting of up to 7 candidates for each batch.		