**Questions and Clarifications**

**CfP/ZWE/PCA/2174/18/12/2018: Call for Proposals from NGOs/CSOs for The Development of Social Enterprises and Employment Generation for Urban Youth and Women in Zimbabwe**

1. Looking at the Results Based Budget Template, there seems to be no provision for overhead. Does this mean UNDP does not allow NGOs to charge overhead? If they do what percentage?

According to UNDP standard practices, there is no provision for overhead in the budget. The cost of work of the involved NGO’s experts should be placed in the ‘Personnel expenditures’ row of the Budget Template. Any related costs that don’t fit in the given categories should be included under ‘Other costs’ of the Template. Please note that the overall project management costs (personnel, communications, stationery) should not exceed 10% of the overall budget.

1. In Section VII you indicated that the Proposals should be submitted by 11th January 2019 but in Section VIII on the timelines the deadline for submissions is 18 January 2019.

The submission deadline is on 18 January 2019.

1. I note the exclusion of indirect costs such as salaries and office rentals in the budget notes – does this apply to salaries directly required for implementation e.g. field officers?

The cost of work of the involved NGO’s experts should be placed in the ‘Personnel expenditures’ row of the Budget Template. Any related costs that don’t fit in the given categories should be included under ‘Other costs’ of the Template. Please note that the overall project management costs (personnel, communications, stationery) should not exceed 10% of the overall budget.

1. Is one applicant expected to cover all three areas within the budget of USD175,000?

Yes, all three areas of assignment are to be covered by the budget of USD 175,000. There is, however, flexibility in how the Contractor decides to distribute the given budget between the three indicated areas.

1. Is trust registration in Zimbabwe sufficient as legal registration?

If the organization is registered through the Registrar of Deeds, then it is sufficient.

1. On partnerships -Is a local NGO eligible to lead a partnership with international NGOs; that is, if partners include both international and local is there any restrictions on who should lead the partnership.

There are no restrictions on who should be the leading entity. However, the entity that is most qualified/has the strongest expertise should lead the proposal.

1. Mandatory requirements/pre-qualification criteria -  Does the lead partner need to have presence in all three areas or it can be spread across all partners e.g. one partner can have physical presence in Gwanda and not in Harare or Chipinge but the other partner has presence there

Lead partner does not have to be present in all three areas; they can be spread between other partners depending on their expertise in particular areas. However, a coherent, well-coordinated approach is expected throughout the implementation of the assignment.

1. Are the references required from the lead partner only or they can be spread to all partners?

References are required from each participating partner

1. Are Annexes submitted for all partners or for the Lead partner only

Annexes related to organizational requirements have to be submitted by each partner separately. However, the Proposal (Annex II) should be a joint document.

1. Will recent assessments carried out by the partners be acceptable as part of achieving Phase I, or will a whole new process need to be carried out?

Activities should be carried out in accordance with scope of work and expected deliverables indicated in the CfP.