

**Questions and Answers RFP-UNDP-NRO CPH-2019-Evaluation of the SDG Accelerator**

#	Questions	Clarifications
1	In the Request for Proposal, it is mentioned that the document would be complemented by the form of submission of proposal (Annex 2) as well as the detailed TOR (Annex 3). However, on the online system, only Annex 2 is currently available. Where is Annex 3?	Annex 3 (the detailed ToR) is in the RFP document (pdf file). Meaning, not separately attached since no additions are required to the annex, opposed to Annex 2. Please see page 10 in the RFP for Annex 3. Also note that Annex 4 has been added on page 14.
2	Starting date is specified as 1 May 2019 and a final report is due in February/March 2020. It is also stated that the evaluation will run over 14 months and a completion date of 30.9.2020 is mentioned. Could you please clarify the timeline of the evaluation.	The starting date is tentative, but very much preferred. Please propose another timeline, as found suitable. The project should be completed the end of March 2020 latest. Corrections have been made accordingly in the tender documents. Please see pages 4 and 10 for clarification.
3	The requirements state that "the consultant should have an excellent track record of drafting similar reports in Danish". Does that mean that all reporting on the evaluation should be done in Danish?	Similar reports in other languages are also suitable under requirements though the company should demonstrate the ability to draft in Danish, as all companies are Danish.
4	Is it correct that the proposal should be written in English, while the evaluation should be written in Danish?	That is correct. Please refer to page 7 of the RFP.
5	The ToR state that "UNDP will cover costs relating to transportation to and from company sites". Does that mean that these reimbursable costs should not be included in the budget proposal?	Reimbursable transportation costs should be included in the proposal under section E in Annex 2. Travel is not to be expected outside of Denmark.
6	What is the budget ceiling for the contract or the expected number of days of input?	Budget ceiling is 200.000 DKK.
7	<a href="https://www.industriensfond.dk/SDGaccelerator">We can read about the SDG Accelerator initiative on the webpage of Industriens Fond: https://www.industriensfond.dk/SDGaccelerator</a> . Some of the information about the initiative differs from the information in the RFP. Is it possible to receive more information on the SDG accelerator initiative?	<a href="http://www.sdg-accelerator.org/content/sdg-accelerator/en/home/about.html">Please read more on the website here: http://www.sdg-accelerator.org/content/sdg-accelerator/en/home/about.html</a>
8	Is it possible to receive a more detailed description of the companies who have participated, and those who are expected to participate in the initiative? We are curious on more information about their size, industries and whether the companies have focused on developing new products, services or business models.	<a href="http://www.sdg-accelerator.org/content/sdg-accelerator/en/home/library/Companycases2018.html">You can download all the cases from the participating companies in 2018 on our website here: http://www.sdg-accelerator.org/content/sdg-accelerator/en/home/library/Companycases2018.html</a> <a href="#">Additionally, an overview of the participating companies in 2019 is attached as Annex 4 of the RFP.</a>
9	Is there a maximum number of pages for the proposal?	No.
10	Is it acceptable to use another structure for the proposal than the Submitting Form if we make sure that all the requirements are met? If not, is it acceptable to hand in our proposal in a different format <i>together</i> with the Submitting Form?	Please submit all required documents. If you wish to attach a different format/documents together with the one required, please indicate it once forwarding the proposal.
11	Is it acceptable if the material that describes the qualifications of the service provider ( e.g. business licenses and audit statement) are annexed?	Yes.
12	Can it be accepted that CV of key personnel are annexed instead of being put in part C?	Yes.
13	On page 13 in the RFP it is written that consultants will be paid on monthly basis. However on page 5 payment term at specific times are lined up. How is that to be understood?	The Consultant/s will be paid upon deliverables. Please find adjustments accordingly on page 13.
14	What is the detail level required for the "implementation schedule indicating breakdown and timing of activities/sub-activities", given that it is a 14-month project?	It is a requirement of the RFP and should complement the cost breakdown of the RFP too.
15	The service provider must describe its track record- providing details such as scope, duration, value and references. Due to confidentiality, we cannot always provide all those details. Would it be possible to submit anonymized examples?	Yes.
16	What type of project governance framework do you have in mind?	The final Evaluator will report to the UNDP SDG Accelerator Lead. The Evaluator will also report to the Steering Committee of the SDG Accelerator when requested. Please see page 12 for clarifications.
17	If a logic model framework was used when designing the accelerator program, where can it be found?	Such a model Framework was not used, but additional information on the project's outcomes are described in the project description, which will be shared with the Evaluator.
18	What is the exact selection process for companies that are interested in participating in the accelerator? In addition to be a SME, what other relevant criteria do you use when selecting companies? What does it mean when companies are required to "possess the necessary internal resources to participate in the innovation process"?	The programme is for industrial companies in the broader SME segment, with approx. 30-500 employees and international activities e.g. in terms of sales, production or supply chain. In special cases, smaller companies may be included in the program. All participating companies must possess the necessary internal resources to participate in the innovation process in order to develop new products, services and business models in line with the SDGs, along with their normal operations. Relevant employees must hence be actively engaged throughout the process, including CEO and other key persons in management.
19	Which persons from the organizations are expected to be involved in the accelerator program?	A team of 3-5 people designated by top management including the CEO.
20	Does the program have a monitoring practice by which relevant indicators are tracked?	No.
21	What type of data have you collected so far on the participating companies? Is there follow-up data on companies that participated in 2018? Specifically whether the companies implemented the business plan developed during the accelerator program.	There is a plan to conduct a preliminary baseline survey of the participating companies in 2019. We do not currently have any follow-up plans on the companies that participated in 2018.
22	What type of data have you collected on companies that submitted an application but were not selected to participate in the program?	Most companies were proactively recruited. Therefore we do not deem this necessary.