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Date: Tuesday, April 16, 2019  
Reference: UNDP-IRH-201904-CFP-06 - Awareness Raising - Rational Water Use - Georgia  
Subject: Clarification Letter 1  
Deadline: **Thursday, April 18, 2019**

Dear Sir/ Madam,

Kindly be informed that below sections are revised and should be read as follows:

1. **V Evaluation Criteria and Methodology:** Pages 4 – 9
2. **Annex 1 - REQUEST FOR INFORMATION (RFI) FROM CSO/NGO:** Pages 12 – 15 and same in Returnable Forms

**Revised: V Evaluation Criteria and Methodology**

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable	Company / Other Entity				
				A	B	C	D	E
1.	Expertise of Firm	25%	250					
2.	Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan	30%	300					
3.	Management Structure and Qualification of Key Personnel	15%	150					
Total			700					

Evaluation forms for technical proposals follow on the next two pages. The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process. The Technical Proposal Evaluation Forms are:

Form 1: Expertise of Firm

Form 2: Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan

Form 3: Management Structure and Qualification of Key Personnel



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Technical Proposal Evaluation Form 1		Points obtainable	Company / Other Entity				
			A	B	C	D	E
Expertise of firm							
1.1	Relevance of the nature of the company to the assignment	50					
1.2	More than 2 years of working experience in the area awareness rising and education in General	40					
1.3	Proven experience of at least 2 years in designing and managing awareness raising campaigns in Georgia	60					
1.3	At least 2 years' experience in organizing environmental educational events with schools	75					
1.4	At least 3 similar engagements executed by the entity with UNDP or organizations similar to UNDP (International organization)	25					
		250					
Technical Proposal Evaluation Form 2		Points Obtainable	Company / Other Entity				
			A	B	C	D	E
Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan							
2.1	Is this proposal in alignment with prescribed ToR? Moderate (1-20 points), Strong (21-40), outstanding (41-60 points)	60					
2.2	Have the important aspects of the agenda been addressed in sufficient detail? Moderate (1-20 points), Strong (21-40), outstanding (41-60 points)	60					
2.3	Are the different components of the project adequately weighted relative to one another? Is the scope of tasks well defined and does it correspond to TOR? Moderate (1-20 points), Strong (21-40), outstanding (41-60 points)	60					
2.4	Is the implementation plan and timeline logical, realistic and promise effective implementation of project?	60					



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Technical Proposal Evaluation Form 1			Points obtainable	Company / Other Entity				
				A	B	C	D	E
	Moderate (1-20 points), Strong (21-40), outstanding (41-60 points)							
2.5	Is the methodology well defined and does it correspond to the TOR? Moderate (1-20 points), Strong (21-40), outstanding (41-60 points)		60					
			300					
Technical Proposal Evaluation Form 3			Points Obtainable	Company / Other Entity				
				A	B	C	D	E
3.1	Expert Fee		50					
	Sub-Score							
	General Qualification of Environmental Education Expert (Project Coordinator)		45					
	Suitability for the Project							
	-Relevant education - Master's or above required, Ph.D. preferred in relevant field.	10						
	-At least 5 years required, preference for experience in similar assignments, and field experience in environmental education and awareness raising activities.	20						
	-Proven Experience in project design, technical and financial managing and coordination experience	15						
	-Fluency in Georgian Language and minimum good knowledge of English Language		5					
			50					



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Technical Proposal Evaluation Form 1			Points obtainable	Company / Other Entity					
				A	B	C	D	E	
3.2	Expert Fee			25					
			Sub-Score						
	General Qualification of Socio-Economy experts		20						
	Suitability for the Project								
	- Relevant education Master's or Ph.D. in relevant field	5							
	- at least 5 years required, preference for experience in similar assignments, and field experience in monitoring human interactions with water resources related challenges	10							
	- reporting and data analysis experience in socio-economic analysis, survey development and interpretation, empowering civil society in environmental protection and reducing water losses, and gender mainstreaming in water management.	5							
	-Fluency in Georgian language		5						
			25						
3.3	Expert Fee			25					
			Sub-Score						
	General Qualification of Municipal Water Expert		20						
	Suitability for the Project								



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Technical Proposal Evaluation Form 1				Points obtainable	Company / Other Entity				
					A	B	C	D	E
	Master’s or above required, Ph.D. in relevant field	5							
	- At least 5 years required, preference for experience in similar assignments, and field experience in municipal water supply systems	10							
	- reporting and data analysis experience in municipal water supply networks, including the possible reasons for water losses in the distribution network, the possible measures to be undertaken to reduce these losses, and what actions should be taken by the different groups of the society to improve water use efficiency.	5							
	-Fluency in Georgian language		5						
			25						
3.4	Expert Fee			25					
			Sub-Score						
	General Qualification of Social Media and Community Outreach Expert		20						
	Suitability for the Project								
	- Relevant education BA/BS degree in advertising, communications, education, or journalism, or other relevant field	5							



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Technical Proposal Evaluation Form 1				Points obtainable	Company / Other Entity				
					A	B	C	D	E
	- at least 3 years of proven experience in social media campaigns, and applied experience in building awareness through community outreach. Experience working with database development, reporting results via social media, and generating enthusiasm and tangible results from outreach and social media campaigns.	10							
	-training, meeting facilitating, reporting and data analysis experience	5							
	-Fluency in Georgian language	5							
		25							
3.5	Expert Fee		25						
		Sub-Score							
	General Qualification of Graphic Designer	20							
	Suitability for the Project								
	- a strong portfolio of graphic design for educational materials and stakeholder awareness building for environmental issues.	10							
	-at least 5 years graphic design experience and computer design focusing on youth and communities, info graphics and social marketing or advertising	10							
	- Fluency in Georgian language	5							
		25							



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Technical Proposal Evaluation Form 1		Points obtainable	Company / Other Entity				
			A	B	C	D	E
		150					

**Revised: Annex 1 - REQUEST FOR INFORMATION (RFI) FROM CSO/NGO**

Topic	Areas of Inquiry/ Supporting documentation	Response
1. Proscribed organizations	<p>1. <i>Is the CSO/NGO listed in the UN's list of proscribed organizations, UNDP Vendor Sanctions List, or indicted by the International or National Criminal Court?</i></p> <p>2. <i>Is the CSO/NGO banned by any other institution/governments? If, yes, please provide information regarding the institution/Government and reasons.</i></p>	
2. Legal status and Bank Account	<p>1. <i>Does the CSO/NGO have a legal capacity to operate in the UNDP programme country, and does it comply with the legal requirements of the country to register and operate an NGO/CSO? <u>Please provide copies of all relevant documents evidencing legality of operations.</u></i></p> <p>2. <i>Does the CSO/NGO have a bank account? (Please Submit proof indicating latest date)</i></p>	
3. Certification/ Accreditation	<p><i>Is the CSO/NGO certified in accordance with any international or local standards (e.g., ISO), such as in:</i></p> <ul style="list-style-type: none"> <li>• Leadership and Managerial Skills</li> <li>• Project Management</li> <li>• Financial Management</li> <li>• Organizational standards and procedures</li> </ul>	



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	<ul style="list-style-type: none"> <li>• Other</li> </ul>	
4. Date of Establishment and Organizational Background	<p>1. <i>When was the CSO/NGO established?</i></p> <p>2. <i>How has the CSO/NGO evolved since its establishment? (no more than 2 paragraphs)</i></p> <p>3. <i>Who are your main donor/ partners?</i></p> <p>4. <i>Please provide a list of all entities that the CSO/NGO may have an affiliation with.</i></p> <p>5. <i>In how many cities/provinces/regions/ countries do you have capacity to operate in? Please provide a complete list and indicate the size of the offices in each location.</i></p>	
5. Mandate and constituency	<p>1. <i>What is the CSO/NGO's primary advocacy / purpose for existence?</i></p> <p>2. <i>What is the CSO/NGO's mandate, vision, and purpose? (no more than 2 paragraphs)</i></p> <p>3. <i>Is the CSO/NGO officially designated to represent any specific constituency?</i></p>	
6. Areas of Expertise	<p>1. <i>Does the CSO/NGO have expertise in any of the key areas identified above in this RFI?</i></p> <p>2. <i>What other areas of expertise does the CSO/NGO have?</i></p> <p>3. <i>Does the CSO/NGO have in knowledge transfer on education and awareness issues in Georgia</i></p>	





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	4. Please describe any relevant expertise and previous experience that the individual CSO/NGO members have.	
7. Financial Position and Sustainability	<p>1. What was the CSO/NGO's total financial delivery in the preceding 2 years? Please provide audited financial statements for the last 2 years. If audited financial statements are not available, please provide an explanation regarding why it is not possible to obtain them.</p> <p>2. What is the CSO/NGO's actual and projected inflow of financial resources for the current and the following year?</p> <p>3. Please provide a list of projects with description, duration, location and budget over the past 2 years (arrange from biggest budget to the lowest).</p>	
8. Public Transparency	<p>1. What documents are publicly available?</p> <p>2. How can these documents be accessed? (Pls provide links if web-based)</p>	

All other terms and conditions remain the same.

Thank you and best regards,

Procurement IRH Istanbul  
UNDP Europe & CIS  
Istanbul Regional Hub, Turkey  
[www.eurasia.undp.org](http://www.eurasia.undp.org)