

**Questions and Answers upon results on the Pre-Bidding Conference,  
which took place on October 08, 2019, 15:00**

**UNDP office, Kyiv, 1, Klovskiy uzviz, "Lviv" Conference Room**

**Ref. 495-2019-RFP-PR**

**Provision of services to conduct functional and institutional analysis of the Ukrainian Parliament's  
Secretariat (Apparatus of the Verkhovna Rada)**

<b>№</b>	<b>Question</b>	<b>Answer</b>
<b>1.</b>	Does it mean that by submitting the proposal the bidder accepts General Terms and Conditions of UNDP?	The acceptance of GTCs is a prerequisite of cooperation with UNDP and of the contract award. Links to the GTCs are provided in the bidding document and it is assumed that the bidder is informed about its content and accepts them.
<b>2.</b>	In case the bidder is restricted with NDAs with clients what kind of information must be provided in the reference letters from the top clients?	UNDP requires provision of overall performance evaluation and nature of services provided to be pointed out in the reference letter, so that it could be accepted as supporting experience.
<b>3.</b>	The last requirement of Deliverable 2 looks as duplication of Deliverable 3. How do the tasks correlate?	Second deliverable foresees development of the action plan on recommendations implementation and third deliverable foresees drafting strategic development plan of the VRU Secretariat.
<b>4.</b>	The deadline for Deliverable 3 is 27 March 2020, while the final report should be submitted by 31 March 2020. What is the reason for this difference?	March 27 is the tentative deadline for the implementation of the whole Deliverable 3 but it does not mean that all task from deliverable 3 should be finished in one day. That is why we foresee several additional days to draft a final report on the implementation of all tasks.
<b>5.</b>	In accordance with TOR requirements the updated structure of VRU should be proposed. Are there any similar projects in action currently? Can there be any progress on the mater by the moment of this deliverable not connected to the assignment?	VRU is expecting from EU-UNDP project to support them with development of the new structure of the VRU Secretariat. There are no similar projects in action currently, but the contract awarded company can consider experience of other countries which made similar analytic activities.
<b>6.</b>	Does the assignment need cooperation with committees of VRU?	Yes, as secretariat of the VRU committees are part of the VRU Secretariat.
<b>7.</b>	List of the final repots includes the analysis of external environment. What does it mean? Is it cooperation with other state authorities?	Analysis of external environment should show what and how external stakeholders can influence VRU Secretariat functioning. It does not mean that company should cooperate with other state authorities.
<b>8.</b>	What is the role of the working group organized by the project and its place in the structure of VRU?	The working group will be created in VRU and it will consist of representatives of the VRU Secretariat. The main purpose of the working group is to support company in conducting the functional analysis.
<b>9.</b>	Will there be any task force team from secretariat and what is the role of the project in this?	Working group will be force and supporting team. The joint team of the Project and the Parliamentary Reform Office will support company in conducting analysis.
<b>10.</b>	Who will accept the deliverables?	UNDP as per TOR clause Reporting and Monitoring
<b>11.</b>	What do you expect from the preliminary questionnaire as per Deliverable 1?	List of questions and information which is necessary to conduct proper analysis of the VRU Secretariat.
<b>12.</b>	When the role of the service provider will be finished in terms of final document negotiation? Should it take part in further discussions with VRU?	Upon due acceptance and certification of Deliverable 3 by UNDP.
<b>13.</b>	What do you expect from budget review and	To analyze the amount of budget provided for

	analysis?	different activities of the VRU Secretariat and how it correlate with efficiency of its implementation.
14.	Who will take responsibility for accessibility of budget information?	Working Group and the VRU Secretariat.
15.	Does the company have to be officially registered in Ukraine? Is there an option of joint venture with the local organization?	A bidder should be officially registered company notwithstanding the country of registration. It is also possible to apply from a joint venture filling in appropriate form and pointing out the main company and the distribution of responsibilities in JV.
16.	What do you mean by alternative proposal?	Possibility to provide extended expert team only. Though the evaluation committee will consider only the basic team described in TOR, it is also possible to include other experts if needed.
17.	Speaking of the information about similar projects will it be enough to provide overall description of the projects, key deliverables, reference letters from donor organizations?	In case this information reflects experience relevant to the subject of the tender, yes it will be enough.
18.	Is it necessary to translate registration documents and some default local language docs?	The documents originally issued in local language, such as registration documents, may not be translated into English
19.	Audit reports for the last two years – what is an option?	You may also provide balance sheets as per Ukrainian tax format.
20.	Is it only multinational company who can apply?	No, please see answer 15.
21.	Is banking guarantee needed?	No, it is not.
22.	In case a sub-contractor hires another sub-contractor, is It acceptable?	No.
23.	Key expert - can it be only one team member proposed for the role, or it may be combined by several experts? How are you going to evaluate?	There should be a clear indication of the members of the team proposed as basic scenario experts. It is not acceptable to provide services of 2 experts to close one basic scenario position.
24.	Form of Technical proposal	Approximate template to provide understanding of the format how to provide information. Details should be provided as per the TOR requirements and not based on the format. The task is to demonstrate experience and methodology as per TOR requirements.
25.	Is it possible to provide links to open data such as registration documents instead of document scanned?	Yes, it is.
26.	Eligibility criteria for consortium, do the requirements concern to all the participants?	Yes, both companies should correspond to minimum requirements in the field of their specialization in this assignment.
27.	Does it matter what kind of agreement regulates cooperation of experts with the bidder?	UNDP does not check whether the consultant is hired as a core staff or as an individual entrepreneur.
28.	Is it possible to change a team member after the contract award?	Only in case the proposed team member has the same or higher qualification and it is subject to approval by UNDP authority signing the contract.
29.	Is it possible to provide previous experience information in some other form than it is required in the form attached to the bidding document?	It is preferable that the template used for experience declaration included all required information as per TOR.