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Date: 25<sup>th</sup> November 2019

**ADDENDUM 02 - RESPONSE TO REQUEST FOR CLARIFICATIONS**  
**RFP 186R19 PROVISION OF BUSINESS GRANTS FOR WOMEN LEAD BUSINESSES**  
**IN MOSUL -NINEWA GOVERNORATE, IRAQ**

All interested potential proposers to take note of the clarifications provided to the requests during the pre-bid conference via skype.

No:	Bidders Requests for Clarification	UNDP Response to Clarifications
1	Will there be deadline extension to allow ample time to access the documents via the system, prepare and submit our proposals?	All interested proposers to note that the proposal submission deadline has been extended from 4 <sup>th</sup> December 2019 to 18 <sup>th</sup> December 2019, time 1400Hours (Bagdad – Iraq local time).
2	Is there a deadline for submitting requests for clarifications/questions	Please see <b>RFP Section 2 -Bid data sheet</b> item #11: The deadline for submitting requests for clarifications will be <b>three (03) days</b> before the submission deadline.
3	On the evaluation criteria, "1.3 Proven (min 2 years) technical expertise and experience in implementing CfW either as an NGO or consortium of NGO based programming in the semi-emergency, post-conflict context". Please clarify?	<b>Delete:</b> implementing cash for work.  This is to further clarify that the technical experience should be in implementing NGO based programmes like business development or grants management.
4	In case of forming a consortium, and in case the consortium is selected, will it be a consortium in which UNDP is dealing with each of the partners, or will it be subcontracting in which the lead partner will channel the fund from UNDP to the rest of the implementing partner(s)?	Please be guided by <b>RFP Section 1: Instructions to proposers'</b> item # 14 "where if legal entities form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that they have designated one party to act as a lead entity".
5	What's the budget ceiling? In the case of business grants, is	Please refer to the <b>RFP Section 5: Terms of Reference</b> item # 2 project description, 3 <sup>rd</sup> paragraph.

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	a cash grant methodology acceptable, rather than asset delivery?	
6	Are companies that are not NGOs eligible to bid?	NO. All interested proposers are hereby informed that this solicitation process is open to only INGOs/NGOs.
7	What would be the form of grant distribution? Is it material based on business plan or we give cash and they will purchase their materials?	Please refer to the <b>RFP Section 5: Terms of Reference</b> item # 6 proposed methodology and activities.
8	Please confirm when's the proposed start date - January 2020?	The proposed start date of project implementation will be in January 2020.
9	<p>a) What kind of business training should be? Financial management? Promotion....or?</p> <p>b) Can we consider vocational training as well?</p> <p>c) Can we consider beneficiaries of previous projects? Female beneficiaries who received grants from other donors but still need more money to expand/develop their business.</p> <p>d) Can we include Life Skills training and psycho social support services for the beneficiaries?</p>	<p>The proposed business trainer/mentor should conduct business trainings that empower the eligible returnees specifically to women who lead micro/ small businesses to improve and ensure sustainable Value Chains in their business.</p> <p>Yes. If the identified training is for the improvement of those women who have already established their small businesses, if the vocational training will lead to longer-term livelihoods recovery.</p>
10	<p>Given the short timeframe of the project cycle, is this project supposed to be considered as a pilot project, and if so, if successful, is there a chance that it could be extended (in regard to a matter of sustainability/exit strategy)?</p> <p>Could we do joint Business grants (i.e. 3 women together) as well as individual Business grants?</p>	All interested proposers/firms are hereby informed that the outcome is a one-off project to the benefit of 175 vulnerable (Preferably equal representation for both East and West Mosul), productive women (individual) among the returnee and host communities benefit from small business schemes.
11	Duration of the project is 6	Please refer to the <b>RFP Section 5: Terms of Reference</b> item # 7

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	months, right? What about post monitoring from NGO's side? included?	proposed monitoring and reporting requirements for this consultancy.
12	<p>a) On the budget part, does the support and HR comes under US\$1,500 ceiling? Is organization allowed to charge overhead cost? if so, what would be the %?</p> <p>b) Are you evaluating the budget based on a best value determination? Is the budget subject to negotiation after shortlisting on financial proposal?</p>	<p>The grant to each business woman will be under US\$1500. All interested INGOs/NGOs should present a management fee that should be a percentage of the total grant including the HR/handling fees.</p> <p>No. the budget is not negotiable after opening of the financial proposals. Please note that proposed fees will be firm and fixed for the entire implementation period and will not be negotiated after shortlisting.</p>

This Addendum - I forms an integral part of the RFP 186R19.

**All other Terms and Conditions in this ITB will remain unchanged.**

Yours sincerely,



**Piero Emanuele Franceschetti**  
Head of Service Center - UNDP

