

QUESTIONS AND ANSWERS REPORT

<u>To:</u>	Offerors
<u>From:</u>	UNDP Lebanon
<u>Subject:</u>	Provision of Professional Services for the Support to local entrepreneurs in the establishment of start-ups in Mount Lebanon
<u>Reference:</u>	LEB/CO RFP/82/15
<u>Date:</u>	17 June 2015

UNDP Lebanon Procurement Unit has received several questions regarding the subject Tendering Procedure. All questions received to-date are documented below with respective answers.

Questions and Answers		
1	Q.	In the request for proposal document, Section 3 (TOR), point 4-activities, sub point 8 it is mentioned: " <i>Identification of additional support required.... This includes the provision of capacity building, business management training and coaching/mentoring to entrepreneurs, marketing support</i> ". Does it mean you are asking us to give these services or you want us to guide the entrepreneurs to other institutions that provide such services (ex: incubators, accelerators...)
	A.	At the end of the project and specifically after the dissemination of the cash grants to the start-ups as per the information mentioned in the winning business plans, the implementing partner should identify any additional support needed to ensure the sustainability of the start-ups; this support would ideally include linking up these start-ups with entities and facilities that would provide incubation support services and capacity building (i.e incubators, accelerators, business centers, MFIs etc...)
2	Q.	The ownership and Management of the new project will be for UNDP and we will be only as contractors for the projects.
	A.	UNDP will supervise and monitor the activities implemented by the selected NGO as per what will be agreed upon in the proposal. The selected NGO will be fully liable for the management of the project throughout its duration. Regarding "ownership", the project is a UNDP project implemented in partnership with a local NGO.
3	Q.	We are teaming with other NGO but the ownership will remains for the NGO.
	A.	There is no problem with teaming up with other actors; however, UNDP will consider the selected NGO as the only responsible party.

4	Q.	Can we have a role of the project delivery in the management of the center and coordination of the programs.
	A.	There is no problem with teaming up with other actors; however, UNDP will consider the selected NGO as the only responsible party.
5	Q.	Within the project should we give entrepreneurship trainings and coaching? Should we recruit trainers and include their fees in the budget?
	A.	Refer to activity 8 in the ToR," Identification of additional support required and provision of incubation services to the newly established start-ups. This includes <u>the provision of capacity building</u>, business management training and coaching/mentoring to entrepreneurs, marketing support and other business advisory services as per identifies needs (e.g. support in the identification of productive and commercial partnerships, assistance with regulatory compliance, networking activities, team building etc.)" Provision of training is required and should be parallel in the budget i.e. trainer fees, cost of training material etc...