

## **UNDP's Responses to Bidders Questions RFP/UNDP/BPPS/2016/009 (Part 2)**

8. We would like to partner with another organisation while taking the lead but it is not totally clear to us what document we would need to provide to support the establishment of this partnership. The RFP refers to various types of associations, including consortium, joint venture, partnerships and sub-contracting, for which different documents or forms are needed (notarized agreement, memorandum of understanding, joint venture partner information form, letter of commitment, letter of intent...). Given that we consider this working relationship to be a partnership, would you accept a letter of intent from the partner organisation? Is there anything else that we should provide?

**A: At this bidding stage we will accept the letter of intent for partnership.**

9. DS 23: should the technical proposal be sent with a secured password as well or just the financial proposal should have one?

**A: Technical proposal should not be password-protected files.**

10. Do all CVs submitted need to be signed by each consultant or can the team leader or project manager sign on their behalf?

**A: This is not required.**

11. DS 26 and DS 27: is there a difference between the Statement of Satisfactory Performance and the client references? Are those references related to the ones included in Section 1.5 of technical proposal (p. 38 of the RFP)?

**A: Yes.**

12. Besides the types of key personnel indicated in the RFP (p. 27), could we add other types such as research assistants, national consultants, advisors and/or quality assurance personnel? If yes, can we present these team members separately or should they be merged in one of the two types provided (senior and mid-level expert)? If allowed to be presented separately, will this personnel be rated?

**A: Offerors are expected to offer a management structure and key personnel for this assignment that lead to successful implementation of the assignment. All proposed personnel and their qualifications will be considered and assessed.**

13. Section 6- 3.2 Staff Time and Allocation (RFP p. 41): we propose to present the spreadsheet by category of team member as per the TOR (Project Manager, Senior Expert, etc) and, if possible, the categories we have proposed in the previous question (research assistants, etc). Would this approach be acceptable? The assumption would be that, overall, the level of effort will be equally shared over the members in each category. Of course, CVs of all team members will be included as well as their relationships throughout the mandate.

**A: As per published RFP: Offerors are expected to provide the information on Staff Time Allocation to show the activities of staff member and the time allocated for her/his involvement.**

14. Section 7 – (RFP p. 44): Do the types of expertise (1, 2...) refer to the actual types of personnel as discussed above?

**A: Yes. Offerors are expected to provide cost breakdown of the each personnel proposed for the assignment.**