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REQUEST FOR PROPOSAL (RFP)

FOR Consultancy on Institutional Needs Assessment and Capacity Development plan

Process No: 35-39720

CLARIIFICATION TO BIDDER'S QUERIES

Reference to the above RFP, UNDP has received the below queries from bidder and we would like to share the clarification as below:

Query 1

Is there a public meeting opportunity for consultation/engagement other than the June 20 meeting that has just occurred?

Clarification:

No. However, bidders are encouraged to send the request for clarification to UNDP by email.

Query 2

In general we would observe again that the Scope of Work pg23 is not feasible in 50 days. Is it possible to have this extended?

Clarification:

No additional number of day to be added as we already estimated to the maximum need.

Query 3

Is there additional time built in to create (develop curriculum, training case studies, interactive mixed method learning modules etc, summative/formative evaluations etc etc), deliver, evaluate the two training programs?

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United Nations Development Programme

Clarification:

No additional time is envisaged.

Query 4

Given that it is a 50 days' timeframe (from start to end) we are assuming, given the level of effort required for the objectives that it would be 3 consultants = 150 person days?

Are these 50 days continuous or intermittent, given that UNDP wants to consult on the draft report and plan (see pg25 deliverables)?

Clarification:

Maximum number of days per individual consultant is 50 days but it should be calculated based on actual need, some members may not need all 50 days.

50 days is intermittent but the last deliverable is no longer than end of Nov 2016.

Query 5

Objective 1 says conduct an ICA to update ASAC strategic objectives and strengthen their institutional and human resources, but it is not clear what this refers to specifically. If it is an assessment of their institutional and human resource capacity to achieve their SOs then it is suggested that it is very ambitious to update both the strategic objectives and strengthen the HR capacity in one 50 day assignment.

Clarification:

The consultant needs to review the gaps of current internal institution (capacity of finance and human resources, system and mechanism) and enabling/ environment (external factors—anticipated opportunities and risks) such as government policies/programs (fiscal decentralization, administrative decentralization and functional reassignment, social accountability), collaboration with development partners, civil societies etc. With global/international experiences, theories/academy and result of assessment, **the consultant will clearly identify strategic areas and directions (in SMART form) for ASAC, ASAC-secretariat and PAs for the medium and long term perspectives.** To do this, consultant will review the existing documents/reports and discuss with ASAC-S and project staffs, ASAC presidencies and relevant stakeholders including government's institutions, development partners and field visits to some provincial associations (PAs).

Query 6

Objective 2 refers to an advocacy strategy to support the institutional assessment recommendations. But this is not addressed in the deliverables. Is it a separate document or something to be addressed as part of the ICD plan?

Clarification:

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It was included in deliveries 2, the consultant is required to outline advocacy strategy for ASAC, but it does not mean to develop a detail the strategy. The consultant will provide technical guidance and roadmap to ASAC-S staffs in developing this strategy by its own.

Query 7

Some detail on the size of ASAC and the general secretariat would also help shape the proposal How many staff are employed and how many people are the consultants expected to engage with?

Clarification:

There are 6 core staffs working in the general secretariat. To provide technical supports for the secretariat, ACES project has employed 3 advisors including (1) international and (2) local advisors. Due to limited ASAC-S human resource/core staffs, other councillors in ASAC governance bodies are regularly requested/mobilized for ASAC activity implementation.

Query 8

There appears to be an inconsistency between the Deliverables on pg25 and the scope of work on pg. 23 and there appears to be much more to cover in the scope than the deliverables. Can we assume that with some of the items addressed in the scope, the consultants will be proposing a way forward rather than engaging in detailed work, for example with respect to para 2 on pg24.

Clarification:

Some training topics was clearly indicated in the scope, the consultant needs to develop in detail and applicable training curricular/manual for ASAC and ASAC-S to use for training for councillors of sub-national administration councillors. To do this, the consultant should illustrate successful experiences and best practice on these. Additionally, the consultant is requested to provide or suggest additional prioritized topics on a proposal. Please note that this may relate to the finding/result of institutional and capacity assessment conducts by consultant and international experiences.

Query 9

In regards to the RFP, are they seeking a full training package, as the bid indicates on page 9 that a 'new training programs for professional staff and elected officials of associations and their members' AND a training of trainers will also to be delivered to ASAC's core staff, etc.

Clarification:

After capacity development plan and training manual (training package) developed, the consultant is required to train core staffs and selected councillors in governance bodies (call master trainers) on how to use this manual/package, so the master trainers can use the manual/program to train other councillors of sub-national administration (by themselves).

Query 10

Numbers or attendance at training would be essential, including their backgrounds, their availability and expected learning outcomes?

Clarification:

As this information would not involve in cost estimation, it can be further discussed when start designing the training package. The consultant will surely learn about these information during the assessment phase.

Query 11

Is there a venue provided for the training or is that cost to be included in the bid?

Clarification:

All training related costs + venue will be covered by ASAC-S separately for this bid.