



QUESTIONS AND ANSWERS REPORT

<u>To:</u>	Offerors
<u>From:</u>	UNDP Lebanon
<u>Subject:</u>	Provision of Professional Services for Preventing Violent Extremism in the Arab States Region Project
<u>Reference:</u>	LEB/CO RFP/201/16
<u>Date:</u>	07 October 2016

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.	It is not entirely clear the scale of the project you are looking to undertake. Is it 50 days per consultant (so 100 days total) or 50 days between two consultants (ie, 25 each).
	A.	The assignment is for a total maximum period of 100 working days, thereby 50 working days for each consultant. However, if the firm employs more than 2 consultants for this assignment, the total would also be a maximum of 100 working days.
2	Q.	In the TOR, under Phase II, it says that the methodology is to be tested in two countries. In the Deliverables Table, under Deliverable 6, it says it is to be tested in one country. Could you please confirm whether it will be tested in one or two countries?
	A.	One country
3	Q.	It is unclear from the TOR what the test is intended to entail. Phase II indicates that it is not a pilot, simply a process of designing a country-specific M&E plan based on the overarching methodology. Deliverable 7 in the Deliverables Table, however, refers to the test as a pilot. Could you please clarify what UNDP contemplates with regard to this test in Phase II?
	A.	It says in the TOR that this “not a long piloting” but indeed it’s to pilot or test the methodology in a way that the proposed methodological framework can be revised as necessary based on some findings from a country situation. It is understood that this can not capture all elements of the overarching methodology but at least enough to inform a finalization. It will be up to the offeror also to propose an approach for this.

4	Q.	Deliverable 5 and Deliverable 7 are both listed as due within 2 weeks of completing the field visit. However, 2 weeks after the field visit would actually occur before even the workshop, and Deliverable 7 is supposed to be the final revised methodology after both the workshop and country-testing. Should the Target Due Date for Deliverable 7 be corrected to read "Within 2 weeks of completing the pilot test"?
	A.	Note that that the pilot test includes a field visit to one country, it's this field visit that is referred to here. So yes, deliverable 7 should be within 2 weeks of completing pilot test (including related field visit/testing).
5	Q.	If each of the due dates listed in the deliverables table is treated as a dependency (and most of them are), the total project length would be roughly 12 calendar weeks. This is roughly consonant with 50 "working days". However, the TOR also states that all work is to be completed by February. Does UNDP anticipate making an award decision and beginning the contract in time for the entire project to be completed by February?
	A.	Yes and if not we may consider an extension of the final completion date.
6	Q.	Expected duration of the contract: Point C.15.2 of the data sheet references approximately 50 working days between contract signature and end of February 2017. The TOR/Section 3 of the RFP under duration (page 36) mention that the 'duration of the assignment shall be a total of 50 working days x 2 consultants'. This would suggest an overall number of 100 working days for this assignment. Can you confirm i) whether the approximate duration is 50 days or 100 days, and (ii) whether, in the case it is 100 days, the deadline for delivery of work is also February 2017?
	A.	It is a total of maximum 100 working days, and as mentioned earlier the end date could be extended, and in the proposal an estimated date of completion can be submitted.
7	Q.	Number of allowed consultants on the team: the TOR highlight that it is possible to apply with a proposal including more than two consultants. Can you confirm if there is a limit to the number of experts allowed on the team? We intend to apply with a team of 3 or 4 consultants – depending on the response to question above.
	A.	There is no limit, it's up to the offeror to propose the best team for their suggested approach.