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Date: 06 August 6, 2019


ADDENDUM 01 - RESPONSE TO REQUEST FOR CLARIFICATIONS – PRE-PROPOSAL MEETING
RFP 186/19 PROVISION OF BUSINESS GRANTS FOR WOMEN LEAD BUSINESSES IN MOSUL -NINEWA
GOVERNORATE, IRAQ

All potential bidders interested are hereby informed to take note of the response to clarifications as were provided;

No:	Bidders Requests for Clarification	UNDP Response to Clarifications
1	How much is the grant for each beneficiary?	RFP Section 5: Terms of reference item #2 project description indicates the grant as US\$1,500 for each participant. This grant will be processed in two tranches see the proposed methodology schedule.
2	What is the percentage of each tranche?	All interested proposers/bidders should demonstrate and propose the percentage of each tranche as per the maximum grant amount.
3	What is the Target number of Beneficiaries?	The target # is 175 business women in the Mosul area.
4	Please clarify the duration of the project	The duration of the project is for 5-6 months. The starting date is expected on 23 September 2019 until March 2020.
5	Please clarify the requirement of the audit financial Reports.	<ul style="list-style-type: none"> - The submitted technical proposal shall include Audited Financial Statement for the past 5 years: [2013-2014-2015-2016-2017]. The proposer/bidder with completed certified Audited Financial Statement for 2018 can also submit the report which will be considered for evaluation. - Please note this modification applies to Section 4: Evaluation Criteria – RFP Section 1 item # 1.1 technical evaluation criteria and RFP Section 6: returnable bidding forms/checklist Form B – Bidder information Form and attachments.
6	The original financial report is in Arabic, is it necessary to provide a Certified translation in English?	No. There is no need to translate the audited financial statements from Arabic to English. However, the audited financial statement in Arabic shall be duly endorsed by a certified auditor.
7	Please clarify the deliverables and Estimated Payment Schedule	Payments to the NGO will be in two tranches and each payment worth 50%. First payment will be after finishing 50% of activities while the second payment will be at the end of the project based on the actual expenditure.
9	For the purchase of items (using the small	It must be considered in kind and the NGO is

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	business grants), is it considered in-kind or cash? In other words, who takes care of purchasing the items? If it is the selected bidder, is it then considered in-kind?	responsible of purchasing the items.
11	<p>For the activities related to professional training & coaching, is it considered as HR (direct recruitment), or sub-granting to another organization/company, or forming a consortium with a NGO specialized into business trainings and skills development?</p> <p>If it's HR, is it related then to the Management fees or Consultancy fees, such as the table below?</p> <p>a) Costs include: In-country Fees (<i>All inclusive</i>): For example, professional daily rate, insurance, daily living allowance rate- which includes food, accommodation, etc.</p> <p>b) Indicate the maximum number of days in (21.75 working days).</p> <p>c) Based on the Proposed Methodology the Consultancy Firm may adjust the distribution of work days among the Team Members. The maximum number is 24 man-months, full time key resources/staff engagement [estimated at 21.75 working days * 4 Key Staff positions].</p>	<p>- Professional training & coaching should be conducted in Mosul in either a nominated office or Government training institution/center. In addition, the NGO should include a business trainer & coach.</p> <p>Please note that the RFP requirements are related to professional/business training & coaching for the development and maintenance of Small/Medium business Enterprises (SMEs). All interested NGO/consortium of NGOs/service provider shall submit a financial proposal with a cost structure including all required key personnel for the trainings and coaching to allow for the successful implementation of the business grants.</p>
12	Technical Evaluation Criteria	Please find attached the revised Technical Evaluation Criteria.
13	Do we have to follow a specific percentage of target women in East Mosul vs. West Mosul?	The criteria for the target project area is Mosul – Ninewa Governorate. Therefore, if possible ensure an equal percentage representation of women from both East and West Mosul to allow for equal chance of participation.
14	Please confirm if the end of the eligibility costs will have to respect the limit of the 31st of December 2019, or if a No-Cost Extension can be provided?	The anticipated project start is 23 September 2019 until March 2020 with no cost extensions expected.

This Addendum - I forms an integral part of the RFP 186/19.
All other Terms and Conditions in this ITB will remain unchanged.

Yours sincerely,

Piero Emanuele Franceschetti
 Head of Service Center - UNDP