



**Amendment No. 2 and
Q&A Report**

<u>To:</u>	Interested Bidders
<u>From:</u>	UNDP Syria
<u>Subject:</u>	Long Term Agreement (LTA) Capacity Development for UNDP Syria CO Staff and Non-Staff.
<u>Reference:</u>	UNDP-SYR-RFP-099-19
<u>Date:</u>	1 October 2019

- **A Pre-proposal conference meeting is planned to be held on:**

Date: Sunday 6th Oct. 2019

Time: 11:00 till 13:00 (Damascus Time)

Location: UNDP office, Mezzeh, West Villas, Ghazzawi Street, No.8,

UNDP Conference Room in Annex 3.

Attendance: In person or via Skype.

- **UNDP Syria is answering on the received questions as in the following:**

	Question	Answer
1	Refer to Section 5. Terms of Reference, Would you please to: a. Clarify the main difference between “Training conducted inside Syria and Training conducted outside Syria”? b. Identify the geographic distribution for the training inside Syria?	1- Section 5 ToR: a. The main reason for deviding the trainings into 2 categories inside Syria and Out Syria is to clearly identify the facilities provided by UNDP and those provided by the Bidder. This will enable the bidder better to estimate the cost of the training. For example, UNDP will be responsible for the accommodation of the trainer if the training is taking place inside Syria. In this case the bidder will



	<p>c. Identify the main difference between “in-house and public training”?</p> <p>d. Identify primary training timeframe?</p> <p>e. Clarify if the facilitator will do Monitoring and evaluation (M&E) during and after the training, or just after the training?</p> <p>f. Clarify if the training will be divided according to participant’s level?</p>	<p>not incur this cost thus there is no need to take it into account when quoting.</p> <p>b. Mainly in the main Country Office in Damascus, however some trainings may take place in one of our area offices (Aleppo, Homs, Qamishli, Latakia, Tartous, Dier EzZor). In this case UNDP will be responsible for the transportation of the trainer from Damascus to the Area Offices and vice versa.</p> <p>c. In-house training is a training that is meant for UNDP’s participants only, developed and customized to fit UNDP’s needs and requirements; while on the other hand the public training is a classroom training that is held on a regular scheduled basis, that anyone from the public or any organization can register for and attend.</p> <p>d. The question is not clear.</p> <p>e. Mentioned in the Phase 2 of the deliverable.</p> <p>f. Yes, for computer / language skills only</p>
<p>2</p>	<p>Refer to Section 5. Terms of Reference page 29, do you mean by “certified courses” Internationally accredited training courses?</p>	<p>Yes.</p>
<p>3</p>	<p>Refer to Section 5. Terms of Reference page 29, please identify the nature of the participant’s certificates, attendance or passing certificates?</p>	<p>Both. However for the certified courses, it is as per the type of certificates issued by the international institution.</p>
<p>4</p>	<p>Refer to Section 5. Terms of Reference, facilitator education do you mean by “Advanced university degree”, (diploma, master ...)?</p>	<p>Master’s Degree</p>
<p>5</p>	<p>Refer to Form G: Financial Proposal Form</p> <p>a. Refer to table 2: Breakdown of In-house Training:</p> <p>* Please clarify the meaning of "Unit cost per Day", do you mean by unit cost is session cost?</p>	<p>Financial Proposal Form:</p> <p>a. Breakdown of Inhouse Training:</p> <ul style="list-style-type: none"> • The cost of the training (regardless of the number of sessions) divided on the number of the training days = the cost per day; • As indicated in the RFP, Duration of Training Courses, In-house Training. <p>b. Breakdown of Public Training:</p>

<p>* Refer to table two, number of training days wasn't mentioned in the table so we can't calculate the total cost?</p> <p>b. Refer to Table 3: Breakdown of Public Training: * Would you please determine the number of participants?</p> <p>c. Refer to Table 4: Breakdown of Retreat Facilitation service: * Please identify the meaning of number 3 at column A "Number of retreats" * Number of training days wasn't mentioned in the table so we cannot calculate the total cost.</p>	<ul style="list-style-type: none">• We have estimated 40 participants over 3 years' time. <p>c. Breakdown of Retreat Facilitation Service:</p> <ul style="list-style-type: none">• The estimated number of retreats that will be organized over 3 years' time and which will require the facilitation service provided by the bidder; <p>1 Day / Retreat</p>
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