Questions and Answers upon results on the Pre-Bidding Conference,

which took place on October 09, 2019, 15:00

UNDP office, Kyiv, 1, Klovskyi uzviz, "Lviv" Conference Room

Ref. 558-2019-RFP-PR

Provision of services to develop and support the implementation of the comprehensive parliamentary educational programme of the Verkhovna Rada of Ukraine

№	Question	Answer
1.	What is preferable language of the proposal?	English is universally applicable, it is also possible to submit the proposal in local language, which is Ukrainian, or another UN language, which is Russian.
2.	What is a currency of proposal and payment?	The proposal may be provided in USD, UAH or EURO. The currency of the contract is the same as the currency of the proposal. Payments to local companies are provided in UAH based on the UNORE currency rate, **not** based on NBU or any other exchange rate. All the proposals are re-calculated in USD based on the UNORE for comparison and financial analysis.
3.	What is the preferable format of the proposal? Should it be a set of separate files or combined PDF?	PDF files, combined logically, are the most operationally suitable format. Please take care not to exceed maximum file size of 5 MB
4.	What is preferable format of progress meetings and strategic sessions with stakeholders? Will the Project support the awarded company in organizational issues?	Minimum one strategic session is required during developing the comprehensive parliamentary educational programme (deliverable #2). Other meetings with stakeholders can be hold via skype or in person. Project can provide company with contacts and help with the first introductory meeting. All next meetings have to be organized by company itself.
5.	How the presence of stakeholders should be ensured?	Key responsible people from the VRU and Ministry of Education and Science of Ukraine have been involved to the process and informed about main stages of the development of the comprehensive parliamentary educational programme. Day to day communication with stakeholders should be provided by the awarded company.
6.	Where can we find information about the project and its activities?	More information about Project and its activities you can find: https://www.ua.undp.org/content/ukraine/uk/home/projects/parliamentary-reform-project.html https://www.facebook.com/VRUreform/
7.	What is the ideal result of the Deliverable 5? Format of the training product?	Training materials should include: methodological recommendations, text of the lesson/tour/course, handouts for participants.