

Questions & Answers Round 2

Request for Proposal (RFP) Ref. #: UNDP-BMS-LO-RFP-2020-006 Service to conduct a review of the UNDP Legal Function

- Q:** Does the UNDP Legal Office operate a matter management system for tracking matters supported internally by the department and/or for matters sent for external legal support? If not, what volumetric data is available on matters supported by the UNDP LO?

A: The LO has 2 separate systems, one for each team based in excel. The bidder should look at this aspect as part of its review and recommend options for appropriate case management software including possibly using the to be implemented UNDP case management system, which would meet confidentiality requirements.
- Q:** For Stage 2 (consultations), how many individual interviews should suppliers assume will be necessary or advisable to achieve the objectives?

A: This is left to the bidder to propose, taking into context the stakeholders listed in the TOR and the 3-month time duration and recommend that the bidder prioritize consultations as part of its methodology.
- Q:** Does UNDP LO operate an eBilling or similar system which houses data on external legal spend and if so, will this data be accessible?

A: The Legal Offices uses inhouse expertise and resources for delivering its services and only rarely uses outside legal services for specific expert matters.