



AMENDMENT No. 1 and QUESTIONS AND ANSWERS REPORT

<u>To:</u>	Bidders
<u>From:</u>	UNDP Syria
<u>Subject:</u>	Provision Of Third-Party Monitoring and evaluation Services To UNDP In Syria
<u>Reference:</u>	
<u>Date:</u>	SYR10-RFP-19-20 08-04-2019

UNDP Syria Procurement Unit received question regarding the subject RFP. This question is documented below with respective answers.

The Deadline is extended till 29 of April 2020 at 2:00 pm (Damascus Time).

The awarding will be as below:

UNDP will award the contract to:	One Proposers only, depending on the following factors: LTA will be awarded to the proposer obtaining the highest combined scores.
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Question 1:

- a. As part of the evaluation criteria, when it states that eligible international companies are must have an “official representative in Syria,” can we understand this to mean that a company with a partner organization registered in Syria is permitted to bid?
 - i. If our partner is registered in Syria, does this bid require that we enter as a joint venture with said partner, or can we provide their company documentation as subcontractors?
 - ii. If our partner is a subcontractor, do they need to fill out the Qualification Form?

Answer

Answer: It is up to you either to bid as a joint venture with your Syrian partner in which case both the companies should submit the required documents and a signed joint venture agreement specifying the roles of each member of the joint venture and naming the leading agency in the joint venture. In case you selected the subcontractor, then yes you should mention the percentage of subcontracting, provide the profile of the subcontractor and mention what exactly the subcontractor will do in the contract. However, the subcontractor should be your official representative in Syria. You should provide an official letter from your company nominating your subcontractor as your official representative.

Question2:

- a. Is there an exact wording that UNDP requires a company/ies charter(s) or registration documents to contain in order to be eligible to bid for this project in Syria?

Answer

The company should be legally registered in Syria or has a representative registered in Syria. The company should be eligible to do similar nature of services.

All required documents available in the RFP

Question3:

- a. The Bid Data Sheet outlines two payment options, USD and SYP. Will it be the case for an international firm that payments will be made in USD from an account located outside the Syrian Arab Republic? If not, where will payments originate from and in what currency?

Answer

Payment for International companies will be made in USD only to their accounts outside Syria. Payment in Syrian Pounds at the equivalent UN Exchange rate at the date of the invoice is only applicable to local companies.

The payment for international company will be made from out of Syria through bank of America

Question4:

- b. Does UNDP have an estimated number or range of call off orders for the initial six-month period so the TPM provider can plan to allocate resources accordingly?
 - i. Can the bidder assume that the number of call off orders will be set every three months for activity one and two, and as per need for activity three?

Answer

The approximate number of call off orders is 15 per quarter.

Question5:

- a. The TOR states that “The number of person-days required for each stage of the workflow will be discussed and agreed upon by UNDP and the Contractor prior to commencement of each call-off and, will vary according to the needs of the particular assignment. At the end of each task order, the Contractor will submit to UNDP an implementation report, detailing the work completed during the period, general synthesis of lessons learned, risk analysis and other details as per task order and TOR.” Should we understand this to mean that bidders receive a (mini)TOR for each call off order, and then need to respond with proposed methodology and number of activities, which then is agreed and forms the basis of billing?

Answer

No, it means that there will be a quarterly plan for the services to be rendered

Question6:

- b. When this bid is awarded, will there be only one fixed price contract, or does UNDP envision that more than one fixed price contract can be offered to different organizations, who are subsequently provided with task orders?
- c.

Answer

Only one fixed price contract will be signed with only one organization.

Question7:

- a. How are KPIs used in the administration of the contract? Are KPIs connected to financial remuneration, or are they used solely to evaluate the TPM provider’s performance, particularly during the probation period and extension of the LTA?

Answer

There’s no probation period. KPI’s is for TPM’s provider as detailed in the bid documents

Question8:

- a. How does invoicing take place? Will the TPM provider invoice for each deliverable/report separately, or will there be monthly or quarterly billing cycles?

Answer

Payments by deliverable

Question9:

- a. The TOR states that 'prices shall remain firm and shall not be increased during the entire term of the LTA.' Does this apply to the first year only, or all year subsequent to any extension?
- b. If pricing applies up to three years, can bidders provide a provision for an annual increase to account for inflation?

Answer

Prices shall remain firm and shall not be increased during the entire term of the LTA for the three years. No annual increase is applicable here.

Question10:

- c. Can the Team leader and Senior Consultant be based outside of Syria (i.e. Lebanon)? Is it essential that the Team Leader conduct in-person meetings inside Syria?

Answer

It's important to have the Team Leader and Senior Consultant conduct meetings in person in Syria and be present in Syria most of the time.

Question11:

- a. Apart from the field logistics, data collection, briefing and debriefing sessions, are there any other activities that need to take place in person with the UNDP Team?

Answer

No meetings other than those mentioned in the ToR

Question12:

- a. Can monitoring plan be managed by the Team Leader with the Field Monitoring Officer team remotely?

Answer

This has to be decided by the firm applying.

Question13:

- a. Is the bidding firm permitted to propose a different team structure than the one proposed by UNDP in the TOR?
 - i. In particular, is it required that there are two quantitative data analysts, or can there also be one which performs other analysis and write up?

Answer

This is the suggested structure and the company may come up with a different one.

Question14:

- a. Does UNDP require CVs of all personnel for this bid, including field monitors (if so how many)?
 - i. Since field teams are flexible by nature, is there an understanding that field monitors may change over time?

Answer

CVs of all key personnel, at least few field monitors (but not a must)

Question15:

- a. In the TOR terminology, what is the difference between an implementing partner and a responsible partner?

Answer

Implementing partner implements a complete project, while responsible party (not partner) implements some outputs/activities of a project.

Question16:

- a. Has a baseline/needs assessment, or mid-term reviews taken place across activities? If so, what is the data output format (i.e. qualitative, quantitative, in report format) and can evaluators expect to use it?

Answer

No

Question17:

- a. Does UNDP have pre-defined indicators for project activities, or does it envision that these will be developed during/as part of the LTA?

Answer

There are output indicators and targets for projects and their relevant activities.

Question18:

- a. Is it a strict requirement that all activities require “written/signed consent from respondents,” including when numerous (anonymous) surveys are conducted or participants are illiterate?

Answer

No

Question19:

- a. The TOR says the TPM needs to cover all 14 governorates. Does this include hard-to-reach and contested areas?

Answer

Wherever access is possible

Question20:

- a. Can bidders propose a methodology which re-arranges the tasks so as to inform their proposed methodological process, while also keeping to the deliverables as requested?

Answer

Yes

Question21:

- a. Does this project allow for different methodological options (per tool) which can be priced accordingly?

Answer

Yes

Question22:

- a. Does UNDP have any minimum standards for survey confidence levels given the proposed scope of any survey?

Answer

No

Question23:

- b. Do you have a sample of a quarterly monitoring plan which can be shared in advance?

Answer

Yes, please find a sample attached.

Question24:

- c. Will UNDP provide facilitation letters to TPM field teams to use during deployment? Would these be project or monthly facilitation letters, or would facilitation take another form?

Answer

A facilitation letter might be provided for each project visit specifically when needed.

Question25:

- a. For any travel required for non-Syrian team members (such as the team member) will UNDP facilitate invitation and visas to Syria for said staff.

Answer

No

Question26:

- a. Does UNDP have prior authorisation to conduct TPM from national authorities, and are relevant authorities aware of this exercise?

Answer

Local authorities were aware of this exercise; prior authorization was not required as these visits were targeting UNDP's projects sites during the implementation phase to verify progress and performance by the service provider which was officially registered and authorized.

Question27:

- b. Does UNDP envision that TPM will attain their own authorisations from national authorities to conduct TPM activities?

Answer

Yes

Question28:

- a. Can we assume that IPs will facilitate logistics related to monitoring requirements? If IPs are unhelpful, irresponsible and/or preventative of TPM activities, what course of action is envisioned for the TPM provider and/or UNDP?

Answer

The service provider is fully responsibility for the needed logistics, nonetheless, all IPs with signed agreements are committed to facilitate monitoring activities as required by UNDP.

Question29:

- b. Who will ensure research teams have a neutral location to conduct FGDs activities?

Answer

The service provider

Question30:

- a. Who will be responsible for sourcing beneficiary samples with appropriate profiles?

Answer

The service provider

Question31:

- a. Do you have samples of the following reports which can be shared:
 - i. Performance Reports
 - ii. Trend Analysis Reports
 - iii. Impact Monitoring Reports

Answer

The service provider should provide

Question32:

b. Can you confirm that the submission date has been moved to April 22?

Answer

Yes The submission date has been extended till 22 of April, and now will be extended till 29 of April.

Question33:

Other than the field monitors, can you specify which of the other positions have to be present in Syria on a full-time basis throughout the period of the contract?

Answer

It's important to have the Team Leader and Senior Consultant conduct meetings in person in Syria and be present in Syria most of the time.

Question34:

Can the Team Leader be based outside Syria, with intermittent travel to Syria?

Answer

Yes.

Question35:

Can you provide more details about the projects to be monitored (their nature, sector, number of sites, geographic distribution, frequency of visits). This helps with recruiting monitors with relevant experience.

Answer

Please check [this link.](https://www.sy.undp.org/content/syria/en/home/library/LEAVING_NO_ONE_BEHIND_2018.html)

https://www.sy.undp.org/content/syria/en/home/library/LEAVING_NO_ONE_BEHIND_2018.html

The one for 2019 will be issued soon.

Question36:

TPM contracts usually require the Contractor to visit a pre-determined percentage of the projects implemented by the Donor, what is the case here? are all UNDP projects to be visited, or only a sample?

Answer

Only a sample, about 50 project activities annually. As per the ToR, a quarterly meeting will be conducted between the service provider and UNDP to discuss pre-identified project activities that going to be monitored in the next 3 months.

Question37:

Where is UNDP's M&E Team physically based?

Answer

UNDP Country Office in Damascus

Question38:

Where are UNDP's Area Managers based?

Answer

Area Managers are based in their respective governorates. The area manager for the entire southern area (Damascus, Rural Damascus, Daraa, Sweida and Quneitra) is based in Damascus. The area Manager for Ar-Raqqa is based in Aleppo.

Question39:

Can you please provide a job description, or brief expected roles and responsibilities, for the Senior Consultant and the Finance Officer positions?

Answer

The service provider should provide this.

Regards,

All other terms and condition remain unchanged.