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Date: Friday, April 24, 2020
Reference: UNDP/IRH-202003-CFP03-POLISH CHALLENGE FUND
Subject: Clarification Letter 2
Deadline: **Thursday, April 30, 2020**

Dear Sir/ Madam,

Please be informed that, further to inquiries from prospective Offerors, we are sending both the clarification request received and the respective UNDP response to all invited Offerors and posting on relevant procurement websites in accordance with our standard practices.

Clarification Note:		
No:	Question	Answers / Corrections
1	<p>I. Project application - descriptive part</p> <p>1. POINT 10. PROJECT MANAGEMENT</p> <p>The Applicant should describe how the project will be managed, including the role of partners. The Applicant should provide a description of its relevant competences and previous experience as well as those of the key staff who will be involved in the project implementation. Please, do not forget to attach the CVs of the key staff as a proof of the capacity to implement Project effectively.</p> <p>It is understood that in this chapter we should shortly introduce (including relevant competences & previous experience): the Applicant, Local Project Partner and project management team (describing project management - division of tasks). More information on key staff should be in their CVs. Is this right?</p>	<p>In the point 10. Project Management of the Application Form in Annex 2, please provide general, descriptive information on both your entity's and your partner's previous experience, as well as the project management team's members competences. Team's CVs are mandatory, please send them with other relevant documents as separate attachments.</p>
2	<p>2. On very end we have point 13 Attachments to the application:</p> <p>2.1 Background of the Entity – Do we need to describe the applicant again (if we did that in point 10 “Project management”)?</p> <p>2.2 Extract from Public Registry, i.e. Commercial Register or other declaration of the legal entity like the charter of the university etc. It is assumed that relate only to the applicant?</p>	<p>As stated in the point 2.1. of the Application Form, the application can be supported with CVs and documents referring to the background of the entity and its previous activities (such as former projects descriptions, press releases, recommendation letters etc.).</p> <p>Requirements stated in the point 2.2. refer to the applying entity.</p>



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3	II. Questions re. BUDGET 1. Budget Ref. No. : UNDPIRH-202003-CFP03-POLISH CHALLENGE FUND. Is this right?	Budget reference for the Polish Challenge Fund Call for Proposals is UNDPIRH-202003-CFP03-POLISH CHALLENGE FUND.
4	2. Can we add in budget short information on used colours describing budget contributions coming from the Applicant, Local Partner and Beneficiaries? I would like also to add respective amounts and proportions to total budget.	Budget Breakdown in the Annex 3 should be drafted in a clear and understandable way. Adding short explanations, different colours to distinguish between own financial/in-kind contributions and award funding, as well as between contributions of diverse entities is recommended.

All other terms and conditions remain the same.

Thank you and best regards,

Procurement IRH Istanbul

www.eurasia.undp.org