

25 August 2020

Bid Bulletin No. 2

RFP312/20- Apprenticeship and Job Placement in Kirkuk and Mosul

UNDP response to Request for clarifications

Q1- What is the budget ceiling of the project? If not is there a range for the potential funding amount?

Response: As per rule we cannot disclose the budget. Based on the TOR please submit the financial proposal inline with the TOR covering all aspects of the TOR. .

Q2- Is it mandatory for International NGO to form a consortium with a National NGO and apply? Or can an International NGO apply alone?

Response: It is not mandatory for International NGO to form a consortium with a National NGO and apply. National or International NGO can apply alone.

Q3- In a consortium between a national NGO and an International NGO, can either of them apply as the lead for the project

Response: If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture. And for more detail please go through point number 14. Joint Venture, Consortium or Association from section B. Preparation of proposals, Section 2. Instruction to Bidders and part point number.

Q4- The project mandates to assess the labour market in Mosul and Kirkuk. Can it be done externally through a consultant and be budgeted in the proposal or it has to be done by the project staff

Response: The assessment should be done by the selected NGO and all cost for the assessment is included of the project budget. They can propose the options which is viable and suites the project.

Q5- Are only the project staff mentioned under clause 5.1 be budgeted for the project? Can we include additional staff for program and support based on our Organizational mandate and when we think it will improve the quality of the project?

Response: There is budgeted for only those staffs that mentioned under clause 5.1 not for additional staffs.

Q6- There are several key positions that do not feature in the clause of key personnel who would be required and be involved in the project from HR to Logistics to Security. Can they be included in the project as partially budgeted?

Response: The main key positions is featured in RFP which are project manager, Livelihood coordinators, filed assistant, financial and administration officer and legal officer. The budget is specified for those mention positions. Generally, HR, Logistics and Security is seeing as NGO's accountability.

Q7- As the project envisages to improve capacity and employability skills of the youth, based on skill gaps can

- Life Skill training be provided and budgeted for
- Can vocational trainings be provided and budgeted for

Response: The project's main objective is to support generating income for the unemployed youth, both men and women, via coordination with specific private sector to arrange training/ apprenticeship which will be followed by direct job placement (apprenticeship). The eligible candidates' beneficiaries (BNFs) will be trained for three months in order to learn to work in certain professional fields depends on the market demands and companies' offers of apprenticeship.

Q8- Within the project is there a scope for providing beneficiaries stipend for the on-job training or apprenticeship before they are placed by the private sector companies? What would be the duration in months that their stipends can be budgeted within the project? What would be the ceiling for such stipend or we follow the SOP for the Emergency Livelihood Cluster regarding this.

Response: The beneficiary's stipend for the on-job training for three months before they are placed by the private sector companies.

Q9- What is the percentage allocation for Administrative Cost / Head Office / NICRA ?

Response: The percentage allocation for Administrative Cost is 7%.

Q10- Amount of organizations rewarded with this grant: We have noticed on the NCCI website a job opening for a livelihood coordinator for Caritas Czech Republic, that seems to be exactly matching this call for proposals. Can you let us know if this is another or previous granted UNDP grant? In case the grant is promised to a specific organization already, will be hesitant to apply giving a lot of time to develop this proposal as consortium.

<https://ncciraqjobs.com/index.php/jobseeker-control-panel/job-detail/job-technical-support-livelihood-coordinator-21425/nav-15>

Response: UNDP is advertising for this RFP and there no relation between this RFP and Caritas Czech Republic (CCR)'s project.

Q11- Amount of graduates to be placed in a job and the duration: For us it is not entirely clear if UNDP is expecting us to first train 300 graduates in apprenticeships for 3 months and afterwards to place all 300 of them in a job for 6 months, or if these groups are different from each other.

Is it also possible to directly place (part of) the graduates in a job for 6 months, where others will be only following on the job training or an apprenticeship for a shorter period without a contract for 6 months?

Response: Its expecting from applied NGOs to propose a plan and submit detailed methodology in this regard

Q12- Duration of the project: The total project period that is mentioned is 10 months, 1 Oct 2020 until June 2021, including the assessments, the three months of apprenticeships and the 6 months of job placements. Later it is mentioned that the activities should be completed before 30 April 2021, which is 7 months in total. In our opinion this will be rather short to organize the job placements in in an organized and sustainable way. Can you let us know what the expected duration of implementation is?

Response: There is a typo mistake and would like to mention that the project duration is nine months, the expected duration of implementation is eight months and there will be one month for final report.

Q13- Target group: you mention the target group as 'Fresh Undergraduates and those employed but hold diploma's or bachelor's degrees and willing to find a job'. Later the specific universities are mentioned that are requested for cooperation. Is it also possible to work with graduates from other universities or colleges? Especially in Kirkuk there are presumably more graduates from other universities in Iraq.

Response: The selected NGO should coordinate with Mosul University, Northern Technical University, Ninewah University, Kirkuk University and MoLSA to advocate for this project in order for the fresh under graduates to apply their C.Vs to the NGO directly.

Q14- Do you have a preference for a national or international NGO to lead the consortium?

Response: There is no preference for a national or international NGO to lead the consortium, If the I/NGOs would like to lead consortium please go through point number 14. Joint Venture, Consortium or Association from section B. Preparation of proposals, Section 2. Instruction to Bidders and part point number.

Q15- In case we believe to be able to place more than 300 graduates in a job, would you be interested to propose higher number of job placements?

Response: The RFP is developed for 300 Beneficiaries.

Q16- Are only Consortia eligible to apply for the RFP? And if the consortium is not mandatory, Does UNDP have a preference of consortium versus individual application?

Reference from RFP P.28 : "UNDP Iraq intends to **contract a national or a consortium of national and international NGOs** to implement the apprenticeship and job placement for job seekers among host communities and returnees in Mosul and Kirkuk cities."

Response: Actually, NGO and INGOs **a consortium of national and international NGOs** could apply. For more detail please go through point number 14. Joint Venture, Consortium or Association from section B. Preparation of proposals, Section 2. Instruction to Bidders and part point number

Q17- Should all the 6 months of formal employment take place within the project timeframe?

Response: Three month is for job placement is within the project timeframe.

Q18- Can you please clarify the contract start and end date referred below?

Reference from RFP Page 33: "The overall contract duration will be a period of **ten months**, from 1 October 2020 to 30 June 2021."

Note: As per the above dates, there are **9 months instead of 10**.

Reference from RFP Page 22: "Expected date for commencement of Contract **November 1, 2020**"

Note: In this setting, how are "contract duration" and "expected date for commencement of contract" different: 1st October vs. 1st November?

Response: There is a typo mistake as the duration of the project is nine months, we can only estimate the expected starting date, after the advertisement the evaluation will take place then this might take months. So it means the project might be start from November 2020 and complete on July 2021.

Q19- Are there any rates that UNDP expects for apprenticeship stipends? And if UNDP welcomes or forbids incentive for trainers?

Response: Its expecting from the applied NGOs to propose the stipend in Financial proposal.

Q20- Is it allowed to add more staff to the mandatory personal mentioned in the RFP?

Response: It's not allowed because its not considered in budget.

Q21- Does UNDP prefer the consortium or partnership between organizations than one organization?

Response: UNDP does not prefer consortium over an NGO, If any organization would like to apply proposal as consortium or partnership they should read point number 14. Joint Venture, Consortium or Association from section B. Preparation of proposals, Section 2. Instruction to Bidders and part point number.

Q22- Is there a preference for the national organization over the international by giving more scores to the national NGOs? Especially if they equaled in the scoring

Response: There is no preference for the national organization over the international by giving more scores to the national NGOs.

Q23- The ToR for this procurement notice states that “UNDP Iraq intends to contract a national or a consortium of national and international NGOs to implement the apprenticeship and job placement for job seekers among host communities and returnees in Mosul and Kirkuk cities.” Can you please confirm if it is a requirement (or strong preference by UNDP) that applicants apply in consortium, if they are not a national NGO? Or will UNDP will accept applications submitted by international NGOs as a single member?

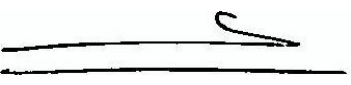
Response: If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.

And for more detail please go through should read point number 14. Joint Venture, Consortium or Association from section B. Preparation of proposals, Section 2. Instruction to Bidders and part point number.

Q24- Does UNDP expect applicants to provide match (contribution), including financial and non-financial contributions, in their bids?

Response: The I/NGOs are required to submit the financial proposal in accordance with the activities mentioned in the TOR.

Signed :



Halwest Karim
Livelihoods Project Officer

Date : 25 August 2020