

**Questions and Answers upon results on the Pre-Bidding Conference,  
which took place on August 28, 2020, 12:00  
Skype meeting  
Ref. 610-2020-UNDP-UKR-RFP-DIA Support  
Conducting a Study “Accessibility of Electronic Governance and Electronic Service Instruments for  
Citizens in Ukraine: Inclusivity and Human Rights at the Forefront”**

<b>Nº</b>	<b>Question</b>	<b>Answer</b>
1.	Will the recording of the Pre-Bidding Conference be available for all participants after the end of the session?	Questions and Answers in pdf format will be shared via e-mail and attached to the announcement on UNDP procurement notices web-site.
2.	In terms of taxes, where does a bidder have to depict the unified tax, income tax for individuals and other taxes that are applied in Ukraine?	Separate column to reflect VAT may be used to reflect other taxes in case the bidder is not VAT payer. Taxes related to the salary of the experts in accordance with Ukrainian legislation to be included in the daily fee without separation.
3.	Does the financial proposal have to provide detail on who is the lead organization (for instance in a consortium) and who is the subcontractor?	Financial proposal to be issues and signed by the lead company of the consortium, which will be a contract party in case of the contract award. Subcontractors to be reflected in the section of Joint Venture / Consortium with description of the role and the part of the assignment to be performed. Formal Agreement between the parties with regard to this assignment and workload distribution to be attached to the bidding package.
4.	Are there any pieces of advice or preferences on what is the desired proportion of budgetary allocations between the lead organization and its sub-contractors?	No recommendations or preferences.
5.	Shall the expert CVs be in the format identical to the one given in the template documents or can expert CVs be in a different format?	The expert may provide CV in other suitable format, still it should reflect all information needed for evaluation.
6.	Are the CVs (bios) of the subcontract experts required or desirable as part of the proposal package submission?	The formal criterion (i.e. having the CVs for the minimum required team members) is to be observed. At the same time, it would be desirable to describe other experts that you plan to be implementing with as well – to have a better idea of how the wider team will look like and what expertise it has. While this will not bring more points to the proposal, it is a welcome move.
7.	Could you explain what is meant under the requirement to have special provisions due to the COVID pandemic and depict them in the budget?	We give a chance to the bidders to budget for issues that have arisen in connection to the COVID pandemic. Only the bidder would know what kind of special expenses would be borne due to the COVID pandemic. As this research envisages not only desk research but also field research, the bidders are encouraged to consider what additional expenses this would entail in a pandemic environment.
8.	Do we have to translate the forms that are in Ukrainian into English or Russian?	You may use Russian form to be filled in Ukrainian, you also may provide profile and other information requested as per section 4 in Ukrainian.
9.	If we have testers with a disability – will this be an advantage?	The more experiences we cover from people with disabilities who have hands-on experience with the systems that we are assessing, the better. At the same time, there is no formal requirement that testers of the websites and services ought to have a disability themselves. In addition, the Study Review Board is encouraged to include such people.
10.	Is it desirable to include own or third-party software into this research?	At this point in time, a bidder may note that they have such software. The Terms of Reference specify that while preparing the methodology you specify this aspect in detail. The detailed methodology is Deliverable 1 of the contract once it is signed.
11.	How detailed to the descriptions of software have to be?	The Terms of Reference specifies the detailed requirements for the volume of the noted documents. Please refer to page 33 of the Request for Proposals for more information.

<b>12.</b>	Do the SRB members have to be entirely independent and in no way connected to the bidder to ensure impartiality?	There is no formal prohibition or requirement on this matter. At the same time, it is desirable that nominees for the SRB are able to have an arm's length relationship with the research team to be able to act and comment impartially.
<b>13.</b>	Do most of the SRB members have to have a disability themselves?	The SRB members either have to represent the community of people with disabilities or come from human rights CSOs that directly protect the rights of such persons (i.e. have hands-on experience with their needs and expectations).
<b>14.</b>	Does the research team have to have people with disabilities?	There is no formal requirement on this matter and research teams will not in any way be discriminated on this basis.
<b>15.</b>	Will the project provide a letter of support to interact with government entities in relation to the research?	Yes, such letters may be issued.