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23rd November 2020

Attn: All bidders  
From: Varisara Anansiribovorn  
Procurement Analyst  
UNDP – Bangkok Regional Hub

Subject: Amendment for RFP-2020-30: Procurement of Consultancy Services for Mentoring Programme for Women Serving in mid-level positions in UNDP in Asia and the Pacific

Dear all,

Referring to RFP-2020-30, please find enclosed Addendum No. 01, which includes the following:

1. Refer to the **Section 3. Bid Data Sheet, p.18 point 14** (Deadline of bid submission) is extended from Wednesday 25<sup>th</sup> November 2020 to Sunday 29<sup>th</sup> November 2020

2. Refer to the **Section 3, Management Structure and Key Personnel under Technical Evaluation Criteria p.23**, section 3.1 a) Team Leader is amended with detail as follow.

**Original:**

- At least <b>Master's degree</b> in psychology, organizational development or related fields	15
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**Amended to:**

- At least <b>Bachelor's degree</b> in psychology, organizational development or related fields. Master's degree in the same field is preferable.	15
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3. **Annex 1** – A minute of pre-bid meeting conducted on 19th November 2020 including questions and Clarifications to all bidders.



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## **Annex 1**

### **Minutes of Pre-bid meeting for RFP-2020-30**

**Subject:** RFP-2020-30 : Consultancy Services for Mentoring Programme for Women Serving in mid-level positions in UNDP in Asia and the Pacific

**Date:** 19 November 2020

**To:** All bidders

**From:** UNDP Procurement unit, Bangkok Regional Hub

1. A non-mandatory pre-bid teleconference via ZOOM was held on Thursday 19th November 2020 at 8:00 am BKK time. The duration of meeting was 1 hour. The participants sheet is listed below for reference.

**UNDP:**

- Marta Vallejo, Strategic Planning Advisor
- Hugo Barillas, Regional Procurement Advisor
- Varisara Anansiribovorn, Procurement Analyst

**Bidders:**

- Commonwealth of Learning
- Unifai Solutions
- Seedstars
- Shine Consulting

2. A General Overview of project background and solicitation document was presented as the following.

- Project Background
- Procurement instruction: evaluation process, evaluation criteria
- E-Tendering

3. The minutes are a synopsis of the entire meeting. Nothing referenced in the minutes is intended to change the meaning of the solicitation documents unless, and until, specifically amended by a formal, written addendum.

4. Questions and Answers



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The bidders could raise their questions and concerns after the presentation was finished. Some questions were sent to procurement's email prior the meeting which were responded during the session.

**1. Question: Are externally audited financial statements mandatory?**

**Answer:** Yes. The audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- b) Historic financial statements must be audited by a certified public accountant;
- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

**2. Question: In Switzerland there is no requirement for an external audit. If we have no external audit specifically, will we be excluded.**

**Answer:** If you can prove this is not a requirement in the country, then it will be taken in consideration. You will have to provide evidence that this is within your country law.

**3. Question: Do you accept Joint Ventures as bids?**

**Answer:** Yes. Please read carefully paragraph Section 2 Instructions to bidders, item 14. Joint Venture, Consortium or Association.

**4. Question: Are there existing mentoring programmes at UNDP and if yes, could information about their target audiences and curriculum be shared?**

**Answer:** Yes, UNDP has different kinds of mentoring programme but very few targeted to only women. The JPO (Junior Professional Officers) programme offers an online mentoring programme by which JPOs are put in contact with more senior former JPOs, who can provide guidance. It is not structured nor managed. There are other ad-hoc mentoring programmes for junior staff or volunteers. The audiences are mostly junior staffs and mentors help them understand how to navigate the system. There are however very few programmes for women staff at lower level. These programmes when they take place are ad-hoc and developed at the initiative of a specific bureau. They are not run by human resources. The curriculum of former programmes can't be shared due to the copyright issues.

**5. Question: What kinds of learning and development programmes are currently available to the target audience specified in this RFP, and in what modality are they delivered? Furthermore, how are the expected outcomes of the Mentoring Programme different in comparison?**

**Answer:** Most of learning and development programmes are conducted via online. The Talent Groups in Copenhagen runs a talent curriculum and offers both a wide range of online programmes and some very specific face to face which are limited and costly. Since COVID there has not been any face to face learning. The outcomes of the Mentoring Programme need to address a gender gap issue, and parity issues. It also needs to work on the empowerment and nurturing of female emerging leaders in the organization.



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**6. Question: Is there expectation for the bidder to provide a learning platform for the virtual mentoring programme?**

**Answer:** The bidder can propose the tool in the proposal. UNDP has no specific learning platform.

**7. Question: Who will be choosing the mentees women? UNDP?**

**Answer:** UNDP expects a joint effort between UNDP and contractor in selecting the target participants. UNDP will be asking for support to the contractor in the most suitable criteria and approaches to make the final selection of the most appropriate mentees.

**8. Question: Is mentoring programme been advertised internally as yet?**

**Answer:** Not yet. The programme will be launched internally after the contractor is on board.

**9. Question: Is there a larger a UN women's development strategy this needs to be aligned to?**

**Answer:** The two main strategies that the Mentoring Programme needs to be aligned to are 1) the UNDP People 2030 Strategy (which is a human resources strategy) and UNDP 2018-2022 Gender Strategy

**10. Question: Is there any budget to be proposed in the proposal e.g. Social media?**

**Answer:** This is internal programme focusing on UNDP staffs, so there are no requirements for social media.

**11. Question: Since this is an internal programme , will there be any external communication**

**Answer:** The emphasis is to develop the talent women. There is no expectations from the contractor to communicate externally.

**10. Question: We do not have a Master's Degree or higher on our team. Instead we have practical experience across an array of cultures, nations and organizations. Including developing similar programs focused on Gender.**

**Answer:** The minimum criteria has to be followed the announced RFP. However, in case there are modifications or updates in requirements, UNDP will issue the addendum and post to eTendering website.

END OF MINUTES

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