

**Questions and Answers upon results on the Pre-Bidding Conference,
Ref. 820-2020-UNDP-UKR-RFP-HR4U Conducting a national representative survey on transitional justice
November 27, 2020, 11:00, Zoom meeting**

№	Question	Answer
1.	In case the bidder had previous cooperation with UNDP, should Vendor ID be indicated in submission?	In case you know the Vendor ID of your company in Atlas, or you were registered on UNGM, please indicate this number in your submission. In case you do not know this number, it is not critical, since the submission of the proposal is not processed via e-tendering.
2.	What are financial standing indicators to be calculated?	UNDP requires Balance and income sheets to evaluate financial standing of the bidder. Financial indicators listed in the template for bid submission correspond to international standards of accounting, calculated based on corresponding data in balance and income sheets.
3.	In case of Joint Venture/ Consortium submission, will there be a contract award to one company only, or to both?	The contract will be signed with the main consortium participant only. Both partners of JV/Consortium should meet minimum requirements to experience and qualification.
4.	Is it possible to regard the experience of the team in the previous organization as the experience of the company, which was established after its re-organization?	In case there is a legal connection between two companies, it is possible. Otherwise this experience may be regarded as individual experience of each team member, not of the company.
5.	What is expected from sociological notes? Should it be analytical report?	Sociological analysis of the technical report. Comments to the research will be provided by the experts, who has specialization in the subject of research, for example judicial. The researching company should check the comments for consistency with the research. Sociological researches experts will be involved in the process of the report preparation by the team of UNDP experts.
6.	Is this research provided on local level only, or it will be correlated with some international level research?	This concept is local, for Ukraine only.
7.	Will open questions be included in the questionnaire?	Yes, such possibility should be foreseen.
8.	Research experts are not preparing report under this TOR, but the examples of reports are requested. Why?	The research is rather specific and complex. The experts should be experienced, to work with sensitive questions without manipulation. The requirements are high considering the importance of the subject.
9.	Interviewers training report is required under the TOR. Is there procedure prescribed how to do it, or it is up to discretion of the bidder?	It is up to the bidder to decide on methodology. Report is rather formal, technical information about provision of the training.
10.	Face-to-face interviews are required. How will it be implemented considering COVID situation?	The proposal should include both FTF interview and methodology to be used instead in case of lockdown.