

Request for Clarifications No. 1

UNDP-RFP-OHR-2020-015: Graduate Programme

- **Will the initial application be made through your ATS?**

The initial application will be made through UNDP's ATS and UNDP will be responsible for the initial screening.

- **If so, will we continue to use your ATS for the entire recruitment process, or would you like to use our technology and transfer all the data back to you following the successful completion of the project?**

Our system will not support the full process, only the first screening phase for eligibility. Therefore, we would like to use your technology. A requirement would be the ability to integrate with our system (currently, Peoplesoft and from April 2021, Oracle recruiting cloud will be used).

- **Do you have a standard set of eligibility questions, or would you like us to create them for you?**

We will have our set of eligibility criteria and questions for the first screening for minimum requirements.

- **If you do have eligibility questions, can we view them?**

We are currently assessing these. They will include items such as nationality, gender, language, education, experience requirements, including, first generation university graduate, Bachelor's degree with minimum 2 and maximum 3 years of experience or Master degree with maximum 1 year of relevant experience.

- **Will there be a presentation following the successful completion of the online tendering process?**

Yes, we will include a presentation of the proposal as part of the technical evaluation process.

- **Application screening – You mention you would like the provider to screen up to 2000 application forms (this is not usually part of our service). Is there the possibility for you to outsource parts of the contract to different companies?**

UNDP plans to do the first phase of screening for minimum requirements. However, depending on the volume of applications, there may have to be a second phase of screening. In case the provider does not offer this service, please state this clearly in the proposal and UNDP may consider other options for this screening for minimum requirements and will then exclude this activity from the contract with the vendor.

- **You mention bespoke SJTS & E-trays – are we able to suggest replacement assessments tools which we feel may add more value and also be more cost/time efficient?**

We would be very interested to hear about what you consider to be alternatives to the situational judgements and to see any supporting data.

- **For the virtual assessment platform, you state that the provider may be ‘in possession’ of this platform. If the platform is provided by a trusted partner who we already work with, is that ok?**

Yes

- **You mention that you would like the provider to be in touch directly with candidates as they progress through each stage. This can usually be automated by The Applicant Tracking System. Is that the intended approach, or do you intend for the assessment supplier to have direct candidate contact?**

We would seek to automate the communication through the ATS to the extent possible however, it could be envisaged that the vendor will have direct contact with applicants at some stages. For a good applicant experience and as part of our employer branding, for applicants who progress to the later stages, it would be preferable that they receive more customised responses.

- **If an integration with an Applicant Tracking System is something that you intend to move forward with, would you be willing to proceed to the Go Live stage in January using a manual process initially (so we would invite candidates from our assessment platform)?**

We would envisage that the vendor would have a digital assessment platform and that candidates can be invited from the vendor’s assessment platform. We may foresee that the target starting date could be later in the first quarter of 2021.

- **Would you be able to elaborate on what language requirements you foresee during the process?**

All the numerical ability tests should be available in multiple languages; and at a minimum in English, French and Spanish. Other tests should in general be available in English, with a possibility that we may ask for French and Spanish versions so as not to disadvantage target populations. The virtual assessment centre will be mainly in English with a possibility for French and Spanish which are our working languages.