

13 December 2020

Subject: Clarification on RFP No.: RFP-364-20 - Third-Party Monitoring-Livelihood Projects, Iraq Crisis Response and Resilience Program (ICRRP):

All prospective bidders are advised of the following queries received from a bidder and UNDP response:

Please be guided accordingly.

Clarification Number	Clarification Area	RFP Page Number	RFP Section/Sub-Section	Text Quotation	Clarification Request	UNDP Response
2	Qualification	21	4 - Evaluation Criteria	“Minimum average annual turnover of USD 450,000 for the last five financial years (2015, 2016, 2017, 2018 and 2019)”	Kindly clarify whether the annual turnover is required for 5 years or as its stated in Form D: Qualification Form “Annual Turnover for the last 3 years”?	The requirement is minimum average turnover of US\$450,000 for the last five financial years (2015, 2016, 2017, 2018 and 2019). Form D updated
3	Technical	27	5 - Terms of Reference/ 4 - Scope of Work & Methodology	“Identify stakeholders who are associated with the program to be interviewed, such as the direct beneficiaries, implementing 5partners, and key local government representatives”	Kindly clarify how many stakeholders of the project including: 1. implementing partners: 2. key local government?. (This was raised in the Skype meeting but needs to be more clarified)	1. implementing partners: The project will have eight implementing partners; one per each targeted district. 2. key local government? The number will vary from district to another; however, it will include mainly the governor, mayor, and labour directors.
4	Technical	27	5 - Terms of Reference/ 4 - Scope of Work & Methodology	“Provide quantitative data (number of beneficiaries, demographic profile, gender disaggregated, support received, utilization of support,	Kindly clarify this specific requirement. Is it beneficiaries verification scope on 100 % coverage basis?	The quantitative data should be about the beneficiaries as elaborated in the table under section 2 (ICRRP Livelihoods Projects & Targeted Locations) of the TORs.

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				complaints/needs etc.)”		
5	Technical	27	5 - Terms of Reference/ 4 - Scope of Work & Methodology	“Verify how the selection process of beneficiaries, including returnees and vulnerable groups, was done and what payment modalities were employed for beneficiaries under all outputs”	Kindly provide the sample size for this requirement. Or otherwise advise how to sample for it?	The sample size is elaborated in the table in section 2 (ICRRP Livelihoods Projects & Targeted Locations) of the TORs
6	Technical	28	5 - Terms of Reference/ 4 - Scope of Work & Methodology	“The TPMA will visit project locations at fixed points during project implementation to ensure satisfactory progress and impact of UNDP interventions, obtain feedback from citizens targeted by project interventions”	What is the expected number of visits and list of the project locations (the fixed points)?	The number of the visits should satisfy and correspond to the number of beneficiaries elaborated in the table of section (2) (ICRRP Livelihoods Projects & Targeted Locations) of the TORs and Annex III Description of Projects, which will be implemented by each responsible party in each targeted district.
7	Technical	28-29	5 - Terms of Reference/ 5 - Key Deliverables & Terms of Payment	“Upon submission of satisfactory monthly and quarterly monitoring reports for the first six months” “Upon submission of satisfactory monthly and quarterly monitoring reports for the second six months”	Kindly clarify there is reporting gap of four months between the thirteenth and the eighteenth month, could you please confirm the following number of required reports during the 16-month TPM assignment: <ul style="list-style-type: none"> • One (1) Inception Report • Fourteen (14) Monthly Reports • Five (5) Quarterly Reports • One (1) Final Monitoring Reports? 	Confirmed on the number of reports as follows: <ul style="list-style-type: none"> • One (1) Inception Report • Fourteen (14) Monthly Reports • Five (5) Quarterly Reports • One (1) Final Closure Report?

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					(This was raised in the Skype meeting, but needs to be more clarified)	
8	Financial	45	Form G: Financial Proposal Form / Table 2: Breakdown of Professional Fees		Can we add any additional proposed personnel in table 2 rather than table 3 (Other Costs) as such costs more fit in this table (table 2)?	<p>If it is the assessment of the bidder that additional personnel, other than the team members as per the TORs, are required to execute the work, then the bidder has the liberty to include in the proposal. It should fall under other costs of the budget. Besides, the inclusion of additional personnel should be strongly supported by justification in the technical proposal and not be allocated on full-time basis.</p> <p>UNDP will negotiate only with the recommended bidder on the organization and staffing of the team, if it deemed necessary in order to achieve optimal use of personnel, distribution of person-hours, allocation of tasks and the level of effort required on various activities.</p> <p>Any additional proposed personnel should be presented in table 3.</p>
8	Financial	46	Form G: Financial Proposal Form / Table 3: Other Costs		Where we can put the cost of data collection fees other than site visits, for example, Key Informant Interviews, Citizen Feedback, Focus Group Discussion?	It can be added in table 2 under item 6 (Any other Cost).

