

**Questions and Answers upon results on the Pre-Bidding Conference,
Ref. 846-2020-UNDP-UKR-RFP-SDGsFin Conducting Development Finance Assessment
January 15, 2021, 11:00, Zoom meeting**

№	Question	Answer
1.	Is registration on Global Marketplace obligatory before signing the contract?	It is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature. This registration is not a pre-condition, UNDP Ukraine does not require from the bidder to provide proves of registration on the stage of contract signature. The registration is beneficial for the contractor, Procurement Unit will provide support in case it is needed, consulting in case of any problems with registration.
2.	It is required to provide at least 2 (two) recommendation letters and at least 3 (three) relevant projects. Does it mean that the more the better? Why the quantity is different	The quantity of letters and relevant projects provided will be evaluation in accordance with technical evaluation grid provided in solicitation document. Minimum quantity is a must, but the more provided, the better scoring will be obtained by the proposal. Ideally you should provide references from all relevant projects mentioned, but at least from tow.
3.	May reference letters for experts be provided from the same clients, referred as relevant project beneficiaries?	References may be provided both from the clients of the current employer and from previous experience in other organizations, where relevant services were provided by the Expert.
4.	Is Auditor report for 2 years an obligatory document to be provided? Financial standing information should be provided for 3 years. Isn't it a discrepancy?	Financial standing documents are either Auditor reports or Balance Sheets and Financial statements as per local legislation, past 2 years at least. Financial standing data to be filled in by the bidder in the application form, for 3 years.
5.	In case of NGO, will financial standing be evaluated based on the profit?	NGO should provide financial reporting in accordance with local requirements, reflecting assets and financial capability to implement the project.
6.	In case of consortium submission, are financial standing documents required for all the participants?	Yes, both financial and registration documents should be provided for all participants of the consortium. They also should correspond to minimum requirements of the TOR.
7.	In case one of the participants is a governmentally funded organization, non-profitable, may it be the main participant of consortium to sign the contract with UNDP?	UNDP do not have contractual relations with purely governmentally funded institutions. Only in case they have partial state funding and the separate account for business and commercial activities. In this case it is better to choose the organizations meeting the above-mentioned requirement as the main participant of consortium, not the one funded by the state. In case you plan to engage experts from other institutions it is also possible to sub-contract them and provide information about a subcontracted partner, but not a consortium participant.
8.	Educational requirements to Team Lead: what is meant under other relevant fields? Is law education considered as relevant?	Yes, a degree in Law is considered as relevant.
9.	What is meant under possibility of changes to the plan in frames of the Deliverable 1?	These changes may occur in case of changes to legislation during the preparation of the plan, or additional relevant laws adopted.
10.	Requirements to the final report, please clarify the format and language. Should it be finally edited? Translated?	The contractor must provide finalized text version of report, in accordance and based on consultation with the partners. Expert assessment of the subject must be provided and reflected in text report. Further presentation will be prepared by the Project. Language – Ukrainian, translation will be ordered separately by the Project. Template of the report

		provided in TOR is only a possible example to be updated in accordance with understanding of the Experts how to do it better for specific of Ukraine.
11.	What is meant by reference to COVID in preparation of proposal?	Specific of cooperation with partners in pandemic period influenced normal way of work, restricted some possibilities. These factors must be taken in mind when drafting the proposal, for example you should include the cost of PPE in case you need them for the assignment to your financial proposal. Please take care about the balance between on-line and off-line operations. Total lock-down or other situations preventing from proceeding with the assignment are covered by force-major clause of the contract.
12.	Regions to be covered by assessment will be proposed by the Project. What about national level institutions to be assessed? Should they be chosen by the Contractor?	They also will be proposed by the project and with support of the project regarding communication. This assessment concerns legislation framework on national level, not only for several institution. Regional administrations currently proposed for participation in assessment are Kherson State Administration and Donetsk Civil State Administrations. Cooperation with ministries will be supported by the project.
13.	Technical requirements include 1 conference and 2 workshops in each region. Is it presentation after report preparation?	Yes, in order to proceed with validation phase, recommendations and draft of report to be provided to regional administrations and then to discuss it during the workshops. Experts will obtain recommendations of possible critics and then after finalization and implementation of those comments to report another workshop will be held. 2 for each region, 4 altogether.
14.	Deadline of report submission is 15.10.21 (deliverable 4), contract till 15.11.21. What is meant?	After provision of the report 1 month will be required to finalize all activities under the contract, make any final corrections and payments. It is possible that in case everything will be done effectively and correctly on previous stages, the contract will be closed earlier.