

## Queries and Responses:

**Name of the assignment:** Assessment of the Present Status of Provincial and Local Governments to Localize the SDGs in Nepal (Reference: UNDP/RFP/03/2021)

1. Is the bid envisaged only for local firms? Usually international bids allow bidders to submit proposals in USD. Please suggest.

Response: The preferred currency is Nepalese Rupees. However, and international bidders can quote in USD which will be converted to Nepali Rupees based on UN Exchange Rate for evaluation purpose

2. The timeframe suggested for the activities and preparation of deliverables is extremely tight. We envisage more time to be taken for the engagement. This may also have implications on the person days suggested for different persons. Please suggest if we can propose alternate timeframe and person days in the technical proposal? Will it result in any negative marking?

Response: We need to complete the assignment within 90 days and anticipate the 90 days is quite good time for this assignment. Therefore, the alternate timeframe will not be acceptable at this stage. Also, it was mistakenly mentioned 120 person days instead of 210 person days. We have now corrected the RFP accordingly.

3. The timeframe suggested for the activities and preparation of deliverables is extremely tight. We envisage more time to be taken for the engagement. This may also have implications on the person days suggested for different persons. Please suggest if we can propose alternate timeframe and person days in the technical proposal? Will it result in any negative marking?

Response: We need to complete the assignment within 90 days and anticipate the 90 days is quite good time for this assignment. Therefore, the alternate timeframe will not be acceptable at this stage. Also, it was mistakenly mentioned 120 person days instead of 210 person days. We have now corrected the RFP accordingly.

4. Is there no requirement of reports to be submitted in English?

Response: The requirement of report submitted to be in Nepali only.

5. Is there no requirement of reports to be submitted in English?

Response: The requirement of report submitted to be in Nepali only.

6. Is there any ratio for technical and financial weightage for evaluation purposes?

Response: As mentioned in the RFP, the evaluation criteria are highest Combined Score (based on the 70% technical offer and 30% price weight distribution).

7. We understand that the bidder has to envisage the travel expected during the project and include the travel budget as a part of the financial bid. Kindly let us know if our understanding is correct.

Response: We had following clause in RFP for travel: *The travel needs will be discussed later with the selected supplier, depending on the needs/situation. In case of any travel to provinces headquarters and/or local governments decided, the project will separately reimburse such costs on actual.*

However, we have recently updated the RFP document mentioning the Travel Required section to "Yes" with following additional information: **At least one visit/travel in the 7 provinces and all selected LGs is required.** Therefore, your financial proposal should be all-inclusive including expected travel cost and meeting cost.

8. Due to ongoing COVID 19 scenario, there might be circumstances that reasonably restrict travel or physical presence of our personnel at your office / location. This might have an impact on the proposed methodology and timelines of the project. Please let us know if UNDP has a risk mitigation plan for such scenarios and whether time extension will be allowed along with required changes in methodology and targets on mutual agreement basis.

Response: Both physical presence and virtual are expected. In the case of only unavoidable circumstances seen to complete the assignment within the time frame, we can mutually agree changes with the selected organization.

9. We understand that UNDP will facilitate the connect and consultation with the provincial government /provincial officials for consultations during the project. Kindly let us know if our understanding is correct.

Response: Yes, in the beginning UNDP can connect the consulting firm/consultants to the provincial government/provincial planning commission. However, proposed Provincial Coordination Experts from the respective provinces are responsible to coordinate for the meetings.

10. We aim to select a robust team with sound technical and provincial experience. However, we envisage the same taking some time. Request you to please provide us an extension of 10 working days to prepare a good technical and competitive proposal.

Response: Since there are changes in the RFP, the new submission deadline is **5PM Nepal Standard Time of 28 February 2021**. Hope this gives you sufficient time to respond.