

Questions and Answers – Round 3

Date: **5 May 2021**
Project: **To develop and facilitate a candidate assessment program**
Reference Number: **UNDP/OHR/RFP/2021/004**
Closing date of tender: **10 May 2021**

TO ALL INTERESTED COMPANIES

SUBJECT: Request for Proposals - Provision of Service to develop and facilitate a candidate assessment program

INFORMATION: The following are questions received from bidders and their respective answers

1. In the absence of the new competency framework would UNDP be able to supply the existing one?

Response: Yes, the current competency framework is attached. However, as indicated in Q&A-Round 1, UNDP has just finalized its new competency framework. The new competency framework will be shared as soon as it is launched internally.

2. **Section 5.4 Item # 6.** *'Provide results and analytical reports on the online exercises, interviews and psychometric tests to each candidate'*. **The above appear to be the system-generated reports. Please confirm.**

Response: The bidders are welcome to propose whether a report of a test/exercise/interview is to be written by an Assessor or system-generated based on their experiences.

3. **Section 5.4 Item # 7.** *'Provide up to two (2) feedback sessions of up to 1.5 hours per session to each candidate on all completed exercises and tests'*. **These feedback sessions appear to be linked to the online tools. Please confirm. There is no indication of feedback sessions after the Assessment Centre.**

Response: Currently, feedbacks are provided before and after the assessment centre. The bidder is welcome to propose most effective approach in providing feedback to assessment candidates based on their experiences.

4. **Section 5.4 Item # 8.** *'Prepare a summary report based on the online exercises, interviews and psychometric tests with a synthesis of the candidate's potential, skills gaps and development needs (content and format to be agreed upon with UNDP)'*. **This reads like a customised report based on the online tools. The number of expected candidates to begin with are shown as 150 to be reduced to 120 for the assessment centres. This suggests that the reports will be**

required to provide candidate performance? Please confirm. This version does not show in the pricing grid?

Response: We would like to see the reports to provide candidate performance as well as suggested developmental opportunities. The report is included as part of the pricing for online exercises, interviews and psychometric tests (1.3 for Candidate Pool and 2.4 for Senior Management Positions on the pricing table.)

5. **Section 5.4 Item # 9.** *'Prepare a report and overview of all candidates' results of the online exercises, interviews and tests to UNDP'.* **This does not show in the pricing grid. What would be the rationale for completing this for the Candidate Pools? Is this more relevant to the senior management posts?**

Response: The report will be used as part of the people analytics in UNDP and also be used as references in designing/ updating future assessments. The report is included as part of the pricing for online exercises, interviews and psychometric tests (1.3 for Candidate Pool and 2.4 for Senior Management Positions on the pricing table.)

6. **Section 5.4 Item # 10.** *'Provide an analysis and expert opinion to UNDP on the findings of the online exercises, interviews and tests in the context of career development, career and succession planning, and organizational change management'.* **As above**

Response: UNDP expect this to be delivered every half year to provide key insights through multiple assessments. The report is distinguished from the other report on Point 9 as it aims to provide key insights from multiple assessments rather than from one assessment.

7. Could you please clarify the reason for (pre-)assessment platform to be able to integrate with or at the minimum seamlessly transfer data from/to UNDP's Applicant Tracking System?

Response: The integration/ data transfer may be done for the purpose of talent management such as succession planning and career management. UNDP is currently working to implement the new Application Tracking System – Oracle Recruitment Cloud – and will discuss the best approach with the selected vendor, in case integration is needed.

8. In section 4 "Evaluation Criteria" of the RFP under Minimum Eligibility and Qualification Criteria, you mention that *"If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion."* So, for this we would like to verify the following for Previous experience: *"Minimum 10 years of experience in designing and delivering leadership assessment centers and assessments for senior recruitments in multi-cultural and international organizations. This experience should include the ability to advise on, develop and facilitate online, virtual and in-person solutions of the outlined deliverables in the TOR."* Could you kindly explain if that is a strict requirement that both partners of the JV should satisfy i.e. both partners should have 10 years of experience in designing and delivering leadership assessment centers? Or is it rather acceptable if one of them has the required experience?

Response: If the proposal is submitted as a joint venture (JV), each member of the JV should meet the minimum criteria established in the RFP document including the minimum experience required. Please refer to Section 2 item # 14 for further detail.