



QUESTIONS AND ANSWERS REPORT

<u>To:</u>	Bidders
<u>From:</u>	UNDP Syria
<u>Subject:</u>	Provision of Development of integrated intelligence labour market information system (LMIS)
<u>Reference:</u>	UNDP-SYR-RFP-023-21
<u>Date:</u>	23-5-2021

UNDP Syria Procurement Unit received question regarding the subject RFP. This question is documented below with respective answers.

#	Questions & answers
1	<p>we ran out of time we are afraid that we will not be able to submit before the deadline, so we would like to know if it is possible to delay the deadline submission for 14 days or 10 days, so we can have the opportunity to participate in this project:</p> <p>The deadline is extended till 6 June 2021 @ 3:00PM Damascus time.</p>
2	<p>I would like to confirm whether the service provider is expected to develop the entire LMIS platform, or only the demo version?</p> <p>The entire platform as identified in the TOR</p>
3	<p>In the case where the service provider is expected to develop the platform, are we expected to include a detailed costing at the proposal stage? The reason I ask this is because we can develop an estimate of the platform costs, however, the details of the costs might vary depending on the data collection and design process that will happen throughout the project.</p> <p>Pricing to be as per the provided pricing table. You should fill out the requested two tables, the first one for the grand total costs, while the second table is for the breakdown of the same costs. It is up to the vendor to provide detailed costing and to add lines if needed.</p> <p>But to clarify, platform development costing here refer to the soft and programming part while for the hardware and needed equipment it will be procured by UNDP based on the identified specs from the service provider.</p>
4	<p>In the qualifications of the service providers, it is mentioned that we should “have a minimum of Seven years’ experience in provision of similar services including employment, labour market governance, or relevant fields in the region preferably in Syria.” Regarding Syrian-specific</p>

	<p>experience, we as a firm are planning to include local experts that would fit this criteria. Would this be satisfactory to UNDP, or are we expected to partner with a local organization instead?</p> <p>Both options are acceptable and satisfactory to UNDP.</p>
5	<p>The LMIS effectiveness is based on the availability of data. We understand that it is our role to identify the data requirements, but in the case such data is not available, is the service provider expected to explore options for data collection?</p> <p>Example: One relevant data point could be size of population, for which the source is the natural bureau of statistics. In case no actual data is available (no population census), are we expected to have a solution?</p> <p>The service provider is responsible to identify the data required and the tools and methods on how this data will be collected. As for the example mentioned (size of the population) this is will be taken from the Central Bureau of Statistics CBS. Accordingly, service provider will identify all needed data and will identify the tools and methods to collect and have this data but this will be not apply on all data required such as size of population in which CBS is in charge to provide.</p>
6	<p>Will UNDP facilitate access and reach to stakeholders for interviews/focus groups needed as part of this assignment?</p> <p>YES</p>
7	<p>It's mostly that the LMIS will have several access points with different permissions. Who will be responsible for providing the required equipment, staff, and training for each entity with access to LMIS?</p> <p>For the equipment related to the system and platform (such as servers) this to be identified by the service provider and procured by UNDP. As for training provision, it will be the responsibility of the service provider as he is the developer and most capable party for such training and capacity building, however, all related logistics such as training rooms and relevant matters, it will be provided by UNDP.</p>
8	<p>The proposal states that the service provider should identify the key LMIS team. Who will be hiring this team and when? How can the system be installed and implemented if the team is not yet hired? (same for equipment)</p> <p>As for the equipment, as stated above, specs to be identified by the service provider and the procurement to be done by UNDP. As for the LMIS team, service provider will identify the needed team structure and the counterpart will hire and/or re-allocate staff as needed. However, a group of staff will be available from the counterpart side till finalizing the team structure. For your information, it is expected for the first period to have the platform closely managed and mentored by the service provider as the TOR indicated.</p>
9	<p>The proposal states that the service provider will formulate the TOR for E-Portal. Will the provision of this portal be part of this RFP?</p> <p>YES it will be developed by the service provider as part of the system itself. But to clarify, this portal is specifically for the system while it is expected to have other available portals linked to the system as well in indirect way as needed and possible.</p>

10	<p>For the pricing of the proposal. Do you imply that both tables A and B should have the same Total price, with break-down by different categorization?</p> <p>Yes; list A for the Grand total cost, while B list for the breakdown of the same cost.</p>
11	<p>In case delays take place on the side of UNDP in other - but related - RFPs/RFQs, such as provision of system equipment and staffing, the delivery of some items will be also delayed (such as installation and testing). Will the pricing of the RFP be adjusted? And will the payment installments dates remain as planned?</p> <p>In case of any un-expected delay regardless the source of this delay, if it is justified against the circumstances at that moment, service provider is responsible to apply an extension request. No adjustment to the pricing of the RFP will apply as this TOR is delivery base. Payment installments will be eligible based on the delivery as per the timetable identified in this TOR.</p> <p>Looking forward to receiving feedback.</p>

All other terms and condition remain unchanged.