



QUESTIONS AND ANSWERS REPORT

To	Bidders
From	UNDP Syria
Subject	Long Term Agreement (LTA) Capacity Development for National Civic Society Organizations (CSOs) and Active Local Partners in Syria
Reference	UNDP-SYR-RFP -048-21
Date	30-08-2021

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

The deadline for submission of proposals has been extended till Thursday 9 Sep 2021

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No.	Q&A
1	<p>How is the action plan for activities developed? Is it on a monthly / quarterly basis?</p> <p>Generally, it is prepared on quarterly basis, but the bidder needs to be prepared to provide any requested training within 15 days from UNDP's notification.</p>
2	<p>Are the titles provided in the financial template exhaustive? Or only tentative?</p> <p>Titles are exhaustive and based on accumulated TNAs convened by UNDP and aligns with UNDP's programme for NGOs Engagement and for Social cohesion portfolios.</p>
3	<p>Similarly, the tables illustrates that some topics have international trainers assigned, and others national trainers. Is this a fixed request, or can we provide a different approach? (for example more international trainers covering other topics)</p> <p>Indicating national or international expert/trainer was based on UNDP's experience in the domain since 2014, and preliminarily UNDP supports national trainers and experts , But with limited number of relatively new topics, UNDP requested International trainers /experts.</p>
4	<p>What is the delivery language for the trainings and webinars? Is possible to provide some activities in English?</p> <p>Arabic Language is adopted for all trainings and webinars</p>

5	<p>Are all training activities provided on-site? Can we deliver some sessions online? (either by having attendees participate from their locations or by grouping them in a conference room)</p> <p>All training activities have to be in person (on-site) with all needed COVID-19 precautions, only topics tagged as webinars are to be delivered online.</p>
6	<p>Venue rental: the RFP requires the bidder to have a one-year rental agreement. This is hard to achieve as most rental agreement would be for one year renewable before the rental period end. Please advise it is acceptable to commit to renewing the rental agreement. If not, would it be possible to submit a letter from the landlord indicating his approval to renew the lease agreement once the current contract ends?</p> <p>The aim is to ensure having a suitable training venue that can be used for most of the NGOs trainings, so in case of having less than a year contracting period, a letter from a landlord indicating approval for renewal of lease contract will suffice.</p>
7	<p>Aleppo Trainings: the financial form assumes training workshops delivered in Aleppo to be delivered by local trainers, as no transportation or DSAs are provisioned for these trainings. Would that mean that trainers for all subjects are expected to be available in both cities? If not feasible for technical reasons, would it be possible for the bidder to differentiate the pricing for Aleppo-based courses in any way?</p> <p>The bidding company is required to have stand-by teams of trainers based in Damascus and Aleppo, those can serve a wider range of the Syrian Geography. Therefore, if the bidder doesn't have the trainers in Aleppo, the bidder shall cover the trainer's DSAs without charging UNDP.</p>
8	<p>Are there any standard preparation or reporting days to be included in the pricing per course? Or is it up to each bidder to suggest this?</p> <p>the winning bidder is required to implement any new thematic topic training within 15 days from requesting date, Given that the bidder do have a pool of experts and trainers that cover the listed topics beforehand. No additional fees can be charged for preparation of any training, with one exception that is the <u>Webinars</u> : where the bidder can charge up to 0.5 day facilitation fees for preparation and reporting.</p>
9	<p>For the international trainers, the financial form does not include columns for DSA or transportation. Does that indicate these trainings are to be delivered online? And if they are requested in person, should we include these costs in the days rate of trainer? Noting that if they are included in the day rate, the online delivery costing would be not be reflected in the costing if requested as it will be lower.</p> <p>there are 2 different types of services that require an international trainer/ expert : for the Training in person (i.e. delivered in Syria) the bidding firm can charge DSAs as needed, But when service needed is a Webinar: then no DSA can be charged for obvious reasons.</p>
10	<p>Is an entity registered as a national NGO, eligible to bid?</p>

	<p>This tender is open for all interested bidders, if your entity achieves the requirements and have the qualification and the official registration in the capacity development and training field; you can participate, whether your entity is a company, institute , or NGO.</p>
11	<p>In the Proposed Methodology Can we insert several figures ,illustrations and tables into the technical offer sheets when we explain the proposed methodology?</p> <p>Yes; as long as it has added value to the offer and mindful of paper consumption.</p>
12	<p>In the Suggested Training Topics for Syrian NGO</p> <ol style="list-style-type: none"> 1- Are you going to consider the suggested training topics to the training calendar in addition to the programs listed in the Excel sheet? Yes 2- Do you want us to write down a course description sheet3-4 Pages (Course objectives - Main Outlines and Contents- Outcomes – Target Participants – Training Methodology) for each course listed in the Excel sheet? <p>A brief outline including the main objectives and learning outcomes and methodology will suffice (2 pages Max).</p>
13	<p>In the Relevant Qualifications; Can you explain the term " Relevant Qualification" Is it from local or international perspectives?</p> <p>it means similar university degree or post graduate degree in similar majors relevant to the needed expertise.</p>
14	<p>In the Facilitation : On-the-Job Facilitation services Are our facilitators will work and collaborate with the internal supervisors and management officials or will work independently?</p> <p>Both methodologies will apply, this needs to be agreed upon with UNDP relevant portfolios.</p>

All other terms and condition remain unchanged.