

Case ID: BBRFP155750 - Communications for Behavioural Change Framework and Action Plan.

Clarifications

14th Oct 2021

No.	Question	Response
1.	Whether companies from Outside USA can apply for this?	This Assignment is homebased (virtual) and is open internationally.
2.	Whether we need to come over there for meetings?	Due to COVID-19 restrictions, no travel is envisioned at this time. If the situation changes then an amendment could be discussed with the awarded company.
3.	Can we perform the tasks (related to RFP) outside USA?	This Assignment is homebased (virtual) and is open internationally.
4.	Can we submit the proposals via email?	As per the directions on Page 1 of the RFQ. Proposals are to be submitted by email to the procurement.bb@undp.org .
5.	Whether unaudited financial statements can be submitted due to the short timeline available and submitted later? For example, at negotiation stage if the proposal is successful?	Unaudited financial statements can be accepted.
6.	Whether the reference letters must be submitted according to a specific UNDP template?	No UNDP Templated is needed for reference letters
7.	Whether more than two reference letters can be submitted or is two (2) the maximum?	More than 2 references could be submitted but no more than 5.
8.	How current must the reference letters be? For example, if a reference letter was procured in 2020 or 2019 and is relevant to this Request for Proposal can it be submitted?	Reference letters should be as recent as possible but within the last 3 years would be accepted.
9.	On the number of Stakeholder groups to be targeted in each of the eight territories?	The number of stakeholder groups to be targeted in each of the eight territories are three (3). They are inclusive of decision makers (senior to mid-level technocrats)within the national Climate Change and Disaster Recovery coordinating agencies as well as the decisions makers (senior to mid-level technocrats) within the Gender Machineries.
10.	Is there any possibility of an increase to the timelines for the deliverables?	2 months is ideally the preferred length of time however an extension is possible depending of

		the risks that emerge. Project delay can be identified as a possible risk and mitigation measures to address that risk can be highlighted.
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