

United Nations Development Programme



AMENDMENT NO:1

Date: 13 January 2022

Subject: Amendment No:1 to Request for Proposal (RFP) for “Provision of Consultancy Services and Trainings for SME Digitalization in Industry and Tourism Sectors” within the scope of “Beyond Recovery of SMEs through Digitalization (Digital Way)” titled project issued on 10 January 2022

Ref: UNDP-TUR-RFP(DW)-2022-01

Dear Madam/Sir,

Please find attached “Attachment 1- Answers to Questions from Prospective Proposers” in the context of subject RFP issued on 10 January 2022 for “Provision of Consultancy Services and Trainings for SME Digitalization in Industry and Tourism Sectors” within the scope of Beyond Recovery of SMEs through Digitalization (Digital Way) titled project.


You are kindly requested to prepare and submit your proposal in response to our subject RFP with the consideration of this amendment, with all other clauses of the RFP remaining valid.

Please be sure that your proposal is submitted via email on or before the submission deadline on **January 24, 2022; 14:00 (GMT+3, Local Time-Turkey)** to the email address tr.procurement@undp.org.

Attachments:

- 1- Answers to Questions from Prospective Proposers

Yours sincerely,

DocuSigned by:

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Sukhrob Khojimatov

Deputy Resident Representative

United Nations Development Programme



ATTACHMENT 1- ANSWERS TO QUESTIONS FROM PROSPECTIVE PROPOSERS

Question 1: According to the Terms of Reference, 'the SMEs will be selected through a selection process facilitated by the DAs' (p.5) and the tasks under the Deliverable 1 include 'conducting outreach activities and finalization of the application process' (p.7). Could you clarify how the SMEs to receive the training will be determined and reached out in more detail? (in terms of consultant's and DAs' responsibilities)

Answer 1: As clearly indicated in Annex 4 – Detailed Terms of Reference document, SMEs will be selected by the Project Team and DAs. The duty of the Contractor will be preparing training activity plan in accordance with the needs assessment conducted by the Contractor and will cover activities for outreaching the target group. The Project Team and DAs will be selecting the SMEs based on the application forms designed by the Contractor according to the needs assessment. Moreover, the Contractor is expected to conduct outreach activities (dissemination from social media, networks etc.) for an increased demand from SMEs with approval of the UNDP Project Team.

The applications for trainings and consultancy services will be received through SME Digitalization Platform (which is being developed simultaneously). The outreach activities refer to activities for increasing the number of applications, whereas selection refers to criteria-based selection among applicants.
