



QUESTIONS AND ANSWERS REPORT

No. 1

To: Bidders

From: UNDP Syria

Subject: LTA for Third-Party Monitoring Services for UNDP Syria

Reference: UNDP-SYR-RFP-005-22

Date: 8-02-2022

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

#	Clarification Request	UNDP's Clarification
1	Due to the detailed Tender requirements, would you consider extending the submission deadline:	The deadline to submit the proposals has been extended until 20 Feb 2022 @ 3:00 PM Damascus time
2	Our understanding that assessing impact is not related to monitoring scope of more and more likely of evaluation scope. Please advise what is specifically the impact assessment required here in terms of scope of work, required data collection tools and deliverable report?	As stated in pages 27 & 28, monitoring impact would target specific interventions to assess whether or not the intended results materialized. For example, if the intervention aims at enhancing the employability of youth, impact monitoring will include focus groups discussions, surveys or interviews with the direct beneficiaries to assess whether or not they got employed as a result of the intervention. The outcome of impact monitoring will inform and enhance the quality of future similar interventions.
3	Can you please provide us with the Scope of Work (job description summary) For the "Financial Officer" role?	This is to be provided by the bidder. The financial officer will mainly be responsible for supporting the team leader regarding calculations under section k page 34 and also in issuing invoices and following up on money transfers in addition to other financial issues if any. The CV of the currently employed financial officer within the company is sufficient. No need for adding additional tailored tasks.

4	<p>The management structure proposed by UNDP and the contractor should adhere to did not consider a Reporting Specialist among the team members. We think this is an important role to considered in view of the required reporting framework and number of reports.</p> <p>Could you allow adding this role to the proposed management structure and the financial proposal form to include the cost related to this staff role?</p>	<p>No, we cannot allow additional roles in order to enable fair evaluation of financial proposals submitted by all bidders. Reporting is supposed to be done by the Data Analysts supported by the Quality Assurance Officer for quality check.</p>
5	<p>Through our careful reading of the Team Leader role, we still think that there is a need for additional staff beside the “Team Leader” as “M&E Specialist” or “Sector-related Specialist” with experience in impact assessment and capacity Building. This is a core technical role of the management structure. The technical involvement of the Team Leader does not include for instance general methodology and tools development, technical documents desk review, review sustainability or exit-strategy, review operational performance develop impact monitoring approach, update capacity building monitoring methodology, review findings and update recommendation, lesson learnt, etc....</p> <p>Could you allow adding this role to the proposed management structure and the financial proposal form to include the cost related to this staff role?</p>	<p>No, we cannot allow additional roles in order to enable fair evaluation of financial proposals submitted by all bidders. It is up to each bidder to manage these roles internally.</p>
6	<p>Number of required filed monitors for each report/activity were only two (2), which means that each report will only include one governorate in terms of data collection. If this is not the case, then the number of required field monitors per one report/activity should be more than two (2).</p> <p>Can you please confirm on this understanding or advise otherwise?</p>	<p>Yes, each report will cover/include one intervention in one governorate only.</p>
7	<p>The number of hours required for each report for the “Data Analyst” role is only 22 hours.</p> <p>We think that the data management process starting from data cleaning until data analysis shall need more than this number of hours considering the type and number of methods, quantitative and</p>	<p>No, we cannot reconsider the time effort inputs for the “Data Analyst” role. Bidders can manage the distribution of tasks internally for their best interest to allow a smooth and efficient workflow.</p>

	<p>qualitative tools and the sample size which is unknown. We also noted that, for instance, the required time contribution for “Quality Assurance Officer” is more than the same of the “Data Analyst”, while we think that the role data analysis is wider and shall require more time.</p> <p>Can you reconsider the time effort inputs for the “Data Analyst” role?</p>	
8	<p>Is it possible to share some details of the project, the nature of project, implementation modality, geographic areas, and expectations from the consultancy in terms of key deliverables?</p>	<p>For details about UNDP’s projects, implementation modalities and geographic areas, interested bidders can check UNDP Syria’s Annual Report via this link: https://www1.undp.org/content/dam/syria/UNDP-Syria-Annual-report19.pdf</p>
9	<p>A. We need your kind support to clarify whether market, vulnerability and livelihood assessments will be considered as similar to TPM especially that performing this assessment includes steps that are very identical to TPM, and that our company will recruit high experienced international TPM experts.</p> <p>B. And please confirm your last paragraph “If your company not achieving this requirement, it is eligible to participate in this case.” Will it be eligible or not, as it was stated . The first part that the condition is mandatory.</p>	<p>A. No, market, vulnerability and livelihood assessments are considered similar to TPM</p> <p>B Eligibility and Qualification will be evaluated on Pass/Fail basis in the beginning in the preliminary evaluation then the passed proposals will enter the technical evaluation process.</p>
10	<p>We would like to enquire about the possibility of bidding on the UNDP TPM opportunity given the following:</p> <ul style="list-style-type: none"> • Our company has an existing LTA for services provision to the UNDP. • To mitigate any conflict of interest, we will partner with another company that will be fully responsible for all visits related to activities delivered by our company. • We will be willing to commit to any safeguards suggested by UNDP to tackle the any Col concerns. 	<p>Any company that has an existing LTA for services provision to the UNDP Syria is not eligible for this tender</p>
11	<p>The ToR included the below conditions for the bidder:</p> <p>Certificate of Registration of the business in Syria, or at country of registration plus registration document for representation office in Syria,</p>	<p>A. Yes, the above conditions are disqualifying (rejection conditions)</p> <p>B. Yes, an international bidder who has MoU with a local registered company is acceptable for above conditions.</p>

	<p>including Articles of Incorporation, or equivalent document.</p> <p>Official Letter of Appointment as local representative (which should be registered in Syria), if Bidder is submitting a Bid on behalf of an entity located outside the country</p> <p>Could you please confirm if:</p> <p>A. The above conditions are a rejection condition or only will affect the evaluation points only.</p> <p>B. if an international bidder who has MoU with a local registered company is acceptable for above conditions since the official registration with the Syrian government takes a long time.</p>	
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