**Request for Proposal: RFPMUS2022-005**

**Clarification No.1 – Response to queries received by email**

Consultancy services for the Development, Hosting and Maintenance of a project website

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| 1 | **We refer to the requirement on page 3. “They will describe the projects and activities or any such related material:**

   **iii. Videos and Photos”**

   a. Please can you confirm the approx. number of videos and number of photos to be stored on the website.

   b. Please also confirm the approx. size of each video and photo. Please note we reply on this information to do a proper sizing of storage required to host the website. |
|          | - **Videos**
   o Difficult to estimate size of video at this point in time. The bidder can propose any alternative mode of storage rather than the server |
|          | - **Photos**
   o Around 200 photos per annum
   o Max weight of a photo = 1 M (bidder should optimise to 200-300 ko) |
| 2 | Regarding the CMS system, do you have a preference for a system in particular, for the elements needed to be integrated or technological platform/stack used | The system should respect all requirements as per the RFP and should ensure value for money. |
| 3 | Regarding the formation of the team:

   a) Firstly, according to the GDPR European Legislation there are certain limitations on including personal data in the CV’s.

   b) There are limitations on the candidates signing on their behalf to assure their commitment and availability, seeing as this depends wholly on the company, not on the employees.

   Therefore, we understand that:

   i. **Using the candidates initials for their identification is considered to be valid?** |
| | i. As per the RFP the ‘names and curriculum vitae of individuals who will be involved in completing the services’ are required. All |
### ii. The commitment of placement and availability regarding the project is signed on behalf of the company and not the employees/candidates that make up the team?

Submitted documents will be treated in strict confidentiality.

### ii. It is important to have the commitment of the staff working on the project as this can disturb the work schedule at the time and during the implementation.

### 4

**Considering that the project implies a first stage of development and a second stage of further maintenance, in each stage we would need different profiles to intervene. We understand that the availability of each professional will be associated with the part of the project they will be needed for? Would this be correct?**

Yes

### 5

**Our initial approach would be to present separate teams: one for the development of a solution and one for the following maintenance. Therefore those that will be developing may not be included in the team we present for the maintenance of said development and vice versa those who we present for the maintenance team may not necessarily be in the development team. Could we do it this way? Would that be a valid proposal?**

The human resources assigned to do the development and maintenance could be different teams. However, there should be one and the same Project Manager/Team Leader to coordinate all the teams/support staff.

### 6

**Is there a project budget range?**

UNDP procurement practices do not allow disclosure of project budgets.

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**Signature**

Name: Fatuma Musa

Title: International Operations Manager

Date: 6 June 2022