**Questions and Answers**

**Request for Proposal - Developing the municipal Disaster Risk Reduction in 6 municipalities of Fier qark (region)**

UNDP has organized a virtual informational meeting in order to address any potential questions and/or clarifications from the interested applicants related to the proposal requirement.

Pre-Bid Conference No.1 in ZOOM conducted as per following details:

Date: 03.06.2022

Time: 02:00 pm hrs. local time

Meeting URL: <https://undp.zoom.us/j/88540071569>

Meeting ID: 885 4007 1569

**Q.1. –** **Looking to the terms of reference. How is the submission procedure? Is it obligatory to send hard copy and submit electronic copy by e-tendering or just one of those? Because it is not clear.**

**A.1. –** The submission of the offers should be in e tendering platform. You have access to the e tendering platform, and everything should be there, no hard copy of the documents to be submitted to the country office, except the bid security which should be submitted to the UNDP country office in original. The copy should be uploaded in the platform.

**Q.2. –** **One thing I wanted to talk about one practical thing related to that application forms because in the terms of reference are in PDF, I know that there is a program that can change PDF in, but it would be more reluctant if you can send us the forms of application in word it's much easier.**

**Because sometimes it could be turning from PDF to word and the document the terms of reference sometimes can do some crash when we send by emails according to my experience sometimes transmitting and zipping docs can be a problem if those documents are changed from PDF to word, and then turn the PDF again. I think you have all terms of reference and this submission forms in word so if you can send us or to have them in the website forms can be much easier for us?**

**A.2. –** All the templates that are part for the solicitation’s documents, forms from A to the bid security and the TOR will be uploaded in the platform in the word format. It’s easier for you to fill them in also to provide it to the bank to fill properly the bid security.

**Q.3. –** **I have a question regarding the key position and key expert positions. Is it allowed to propose one expert for two or more positions? If this is allowed, how it will be reflected in the evaluation grid?**

**A.3. –** We have required a team of experts and profiles, there is a reason for that but if you think that one expert can cover two or more positions, this should be mentioned. But we would prefer having separate experts or each expert for the required field of expertise as for RFP.

**Q.4. – I have another question, regarding the final report on disaster Risk assessment, this final report would be provided only relied on municipal level or even in regional level?**

**A.4. –** Based on the Albanian Law on Civil Protection 45/2019, there is not a regional Risk Assessment document required. The local risk assessment document for each of municipalities will be done separately per each of the municipalities within Fieri prefecture, but please consider that risk assessment needs to include risk cascading effects as these municipalities are boundary to each other, and the risk is not so clearly separated, so some risks that affect one municipality might be affecting the other one. As said it will take into consideration also the cascade effect and considering having a joint risk for two or more municipalities, but as per the law requirements we need to have one report per each municipality. Each municipality should have its own risk assessment document and as mentioned no regional risk assessment report required.

**Q.5. – The first question is about the qualification of the service provider in the term of reference, it is mentioned that minimum seven years of experience working with the local government entities is required. Indeed, we are a Turkish company, and we have a lot of experiences in the DRR. However, unfortunately we didn't have any experience in the Albania please advise us in this regard?**

**A.5. –** Kindly note that we recommend relying on some Albanian experience and collaborate with them in order to meet the required qualifications, this is a work that will be done at the local level and for sure it requires quite a good knowledge of the national context, so through consultancy companies, you need locals in this case.

**Q.6. - In the term of reference, it said that the consultants, they should identify the risk assessment, however about the hazard. For example, for the earthquake hazard analysis it is required to consult to go through it and an extensive study should be done or not, the hazard already exist, and the existing data should be employed for the risk assessment, but it is very crucial point?**

**A.6. -** In Albania based on the law 45/2019 on Civil Protection there are six major risks in the country and other several minor risks. The preparation of the local documents will be based on the national risk assessment report, but it will also include potential risks at the local level, which are not for sure, part of the of the national risk document, and this is the work required from the consultancy to bring up the potential risks at the local level in the six municipalities selected for the for the intervention.

**Q.7 - The duration of the Project is mentioned to be about nine months, is the approval duration is considered within this time framework or not? My question is that is the approval, getting the approval from the client is considered within these nine months or not?**

**A.7** – We expect the six reports to be delivered within the nine months and then the approval from local authorities can be within nine months or so after this period, and in this case, they will be in charge of approving them as per law requirements through the Municipality Council which in charge of doing it.

The best scenario is that the Risk assessment reports are drafted and finalized before and the consultants of the service provider works in the meantime all the time with the beneficiaries, the municipalities so that they know the content and everything on the risk assessment and they will facilitate for them, the approval process and if the approval process happens during the nine months of the implementation, it would be excellent. So, it means that not all the six reports will be delivered the last day of the nine months because, well, otherwise, well, it is also acceptable, but it's not the ideal situation.

**Q.8 - What kind of topology of a risk assessment is required, it is qualitative or quantitative or both there is any orientation on that?**

**A.8** – This is something that will be decided by the service provider and its experts once they will go through the process of consulting the national risk assessment document. Also, it depends on the data available and the how much data it will be found at the local level. It depends as well on the ability of the selected company and its consultants to collect those data available Let us also brief you that the national risk assessment document will be provided at the beginning of the work. Also, some orientation and recommendations how the data will be collected at the local level and the process in itself, will be guided based on the national process and risk assessment document. The national risk assessment is informing the local, but also the local one is informing the national document. So, in this case, it is the service provider`s approach if it will be qualitative or quantitative it is supposed to be based on the data available and also this would be the decision of a team of consultants and the team leader. So based on the consultation that we will have at local level and in coordination with NACP and UNDP. But it can be either quantitative or qualitative, because, well, in any case it will be a mixture of both, it cannot be one or the other one. And in some cases, for some risks, you might have more data available that can lead to certain risk assessment report.

**Q.9 – Till which level will be the risk assessor, there are modeling tools, cost benefit analysis It will be on risk visualization, so platforms online and others, or still It's up to consultant?**

A.9 – The report will be standard. We don't have any Platform available for reporting them and even for modelling. And as I said before, the document will be based on the national risk assessment final updated document for sure, the team of consultants and the entity selected for this consultancy will go through it and it will be clearer for them the document required and the product to be delivered. In the terms of reference you have also a reference for the pilot experience in Lezha and you have the reports of Lezha pilot intervention. It has followed the VCA model and risk assessment.

According to that, is that the risks have been estimated based on their level of threats, frequency importance and a few other criteria, it becomes a bit quantitative in that sense, but it's a combination of impact and probability. So, these are some initial elements that should be taken into account when you think about, proposing an approach for the 6 municipalities in Fier, but also the lessons recommendations a national from the national process of risk assessment have to be taken into account. It will not, it might Not be a copy and paste because when we speak national, we speak in aggregate when we speak local, we can go much deeper and we have the luxury or the necessity to go much deeper, but the logic should be the same and if you exceed what the recommendations say much the better if it is visible and the realistic and meaningful.

And something else, please keep into consideration that the risk is local. When we are talking about risk, it is situated in a place somewhere and this is the most important process also for following up the update of the national document after 3 years.

**Note:** The companies have seven days before the deadline to provide their questions to procurement unit and all the answers will be posted at UNDP webpage.