**Clarification for UNDP/AFG/RFP/2022/ 0000011471 - Engagement of organization(s) for identification and in-person training of individual women on business skills while facilitating mobile based remote training and establishing new women business associations**

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|  | Queries | Responses |
| **Lot 1** | | |
| 1 | Can you please confirm what are the objectives of training the 4,000 women in this project? | It was mentioned in the TOR that:   1. The objective of the project is to create an enabling environment for women-led SMEs and informal businesses with a view to maintain and promote local livelihoods and other economic opportunities. 2. After training each batch on business management skills, help the top 3,100 trainees (77.5% of the total with highest scores in course assessments) prepare business plans/ grant proposals to access funding from the programme through another partner. |
| 2 | Can you please confirm what competencies should the women have afterwards? | It is expected that after the business trainings, the trainees will be able to use the newly acquired skills to expand or set up new businesses in their respective sectors. |
| 3 | Can you please confirm the goal for what women will be able to do with their small business/production activities post-training? | Please refer to the answer to Q2. |
| **Lot 2 – Statement that forms the basis for below questions** “Through training and capacity building develop a cadre of highly specialized 10 business advisors in each of the 7 specific business sectors to provide mentoring, coaching and continuous technical assistance to the women associations. A total of 4 advisory/mentorship clinics per month (1 per week) per sector should be conducted for each of the 7 sectors by the advisors. In total, a maximum of 28 sessions would be conducted per month focusing on the needs and requests of the members.” | | |
| 4 | Can you please confirm that there will be 28 clinics/workshops per month for 2 months during this project, after which these activities will end? | 1. Yes, that is correct. |
| 5 | Can you please confirm if the Business Advisors should be women and will based somewhere in the Western region? | Business Advisors can men or women, however if man, the selected company needs to ensure that they will have access to the communities they are working in and that women entrepreneurs are allowed to meet with them and receive guidance from them. They need to be based in the Western region, possibly. |
| 6 | Will the 28 clinics/workshops per month be split between the 20 business associations being supported? Or are you suggesting some other way of dividing the 28 monthly clinics? | The RFP clearly defines the number of clinics per week/month. These will be on a certain topic that needs to be further elaborated for any of the 20 business associations who want to participate. It is not envisaged that there will be a split between who will attend from which business associations. |
| 7 | Can you please clarify what is the expected outcome of these clinics/workshops? | The main objective of the clinics / workshops is to train 10 highly specialized business advisors to provide mentoring, coaching and continuous technical assistance to the women associations in long run. |
| 8 | What if none of the members of that business association are involved in a certain sector? Shall we still conduct 1 clinic/workshop in each sector topic for each business association? Similar question, what if none of the members in ANY identified business associations are involved in business activities in a certain sector. For example, if there are no members of any of the 20 business associations who work in the health business sector. Shall we still conduct clinics/workshops in that sector or we simply increase the numbers of clinics/workshops in the other sector topics and remove that sector? OR, will we select the business associations first, determine which sectors their members are involved in, and THEN select the sectors of focus accordingly and only provide clinics/workshops in those sectors? | The sectors proposed in the TOR are the most common ones, however the selected partner would have to finalize the chosen sectors with the business association to ensure that the offer is relevant to their members and reflects their areas of work. |
| 9 | Considering the recent situation in Afghanistan and the short timeline, the requirement is to "capacity build" these advisors, it will be very challenging to identify/train female "highly specialized, sector-specific business advisors". Is it possible if we will: a) recruiting not so specialized, not very sector-specific business advisors on the ground or b) potentially identifying some outside the country who could provide clinics/workshops remotely via Zoom c.) do a ToT model to train a local trainer to conduct the clinic/workshop. | The trainers must be on the ground and be able to attend to the needs of women entrepreneurs in person. Please note that, as per the current timeline, there is possibly time to do a ToT. |
| 10 | UNDP mention "continuous" technical assistance. We assume that these Business Advisors would be paid a salary under this project. When the very short project ends, the Business Advisors will no longer be paid a salary for this work. Can you please confirm if "continuous technical assistance" will only be for the project duration? | Yes, this is for the project duration. |
| **Procurement** | | |
| 11 | Hope this message finds you well. First of all thank you for the wonderful Presentation. As discussed, we had the following concerned on the requirement criteria for LoT 1.   1. One of the contract must be US $, 200,000 in the last 5 years; 2. Minimum average annual turnover of USD 400,000 for the last 3 years.   As requested, please lower the requirement criteria  for this specific project, as this will enable many organizations to participate. We suggest either increase  the number of years from 5 to 7 or 8 years or at least request two similar contracts worth 200,000 combine for the same fiscal year.  Similarly, for the 2nd project we kindly request to lower the annual turnover to at least USD 300,000.  This will allow many organizations to participate in the bidding process for the relevant project. It will also facilitate many NGOs to participate. One of the financial goals for selecting NGO is to save costs and thus UNDP have more funds to give to society. | Kindly refer to the pre-bid meeting minutes where the same question has been addressed in Q 22.  UNDP also fully agrees that annual turnover and past contract value cannot be the sole indicators to assess the bidder’s capacity, which is why we also consider the bidder’s experience and qualifications in the relevant fields, as listed under the RFP section 4, Technical Evaluation Criteria.  UNDP greatly values the varieties in bidder’s experience and we welcome anyone to submit a proposal demonstrating their capacity to deliver UNDP requirements. |