**Questions and Answers as a result of pre-bid meeting on June 09, 11.00 a.m. at Kyiv time**

71-2022-UNDP-UKR-RFP-RPP

**“Provision of training sessions on e-commerce skills development”**

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| **№** | **Questions** | **Answer** |
|  | Is it possible to replace the candidate for the position of Trainer, which was proposed in the tender application, during the performance of the project task due to unforeseen conditions? | Replacement is possible with the prior agreement of the candidate with a UNDP representative.  In this case, the qualification and experience of the alternative candidate should not be worse than the candidate to be replaced. |
|  | If the tender application proposes an additional candidate for another Trainer in addition to the required three, how will the team's gender balance be assessed? | In the tender application it is necessary to indicate which Trainer is the main expert. Considering that, the whole team will be evaluated. |
|  | What are the requirements for documents confirming company’s registration? | Such a document may be an extract, registration certificate, etc. If it is a Ukrainian company, it must be registered in the territory controlled by the Government of Ukraine. |
|  | What confirmation should be provided regarding the requirement for a trainer “Proven facilitation experience in at least 3 (three) training programs”? | This can be confirmed by a detailed description of the program in which the trainer participated. This can be stated both either in CV or in the Annex to the CV. |
|  | What confirmation is needed regarding the requirement for a trainer "Proven experience in public presentation in Ukrainian and / or Russian language (at least 3 (three) audio, video records of such presentation (links to such records or training to be provided).")? | As a confirmation, it is necessary to provide links to audio / video recordings of relevant events in which the trainer participated. |
|  | What confirmation should be provided the requirement for a trainer “Proven experience in developing training curricula, publications, handout materials and manuals related to digital marketing, e-commerce sales, branding and media relations / business communication, at least 3 (three) relevant samples shall be provided ”? | Examples of such materials developed by the trainer should be provided as confirmation. |
|  | What evidence should be provided regarding the language proficiency requirements of experts? | At the tender stage, such information can be summarized, but UNDP reserves the right to request additional confirmation. |
|  | 200 participants who will take part in the events, must they be unique participants? | Yes, these are 200 unique participants who have been trained.  The selection should be guided by the requirements specified in the Terms of Reference.  The selection process is developed by the contractor and agreed with UNDP. |
|  | Are there any recommendations for an advertising budget? | UNDP does not provide such recommendations. Budget at the discretion of the bidder. |
|  | What are the recommendations for uniqueness of participants who will take part in both online and offline events ? | The participant will be considered unique only when participating in one of the events. At the same time, the participant's participation in both online and offline events is allowed. |
|  | What is the probability of gathering the required number of people who did not leave the territory of Ukraine? | In the experience of UNDP, there were no problems with the number of participants in such events. But it is difficult to predict, given the situation in the country. |
|  | What are the requirements for the time frame of the trainings? | The duration of the trainings is two days. |
|  | Is it possible to adjust the number of hours of online training other than the standard from 9.00 to 18.00? | Adjustments are allowed, but the bidder must indicate this in the bid. |
|  | Should the tenderer include in the tender application the costs of organizing the training (coffee break, meals, accommodation of participants, etc.)? | All costs of organizing the event are covered by a logistics company hired by UNDP. |