

**Questions and answers as a result of pre-bid meeting conducted on January 06, 2023**

**at 11.00 a.m. via Skype**

UNDP-UKR-00075

**“Elaboration of the Charter draft in 6 target communities of Sumy, Chernihiv, Dnipro, Donetsk oblasts”**

<b>№</b>	<b>Question</b>	<b>Answer</b>
<b>1.</b>	Is experience related to elaboration of the charter (-s) of other community (-ies) considered as relevant?	Such experience can be considered relevant to respective requirement of Terms of Reference.
<b>2.</b>	What are these communities, which need Charters? What is the estimated volume of these communities?	There are requests from a number of communities, e.g.: Sumy, Bilopilska, Romnenska communities of Sumy oblast; Korobska, Koryukivska communities of Chernihivska oblast; Slobozhanska, Pokrovska, Kamianska communities of Dnipropetrovsk oblast. Herewith it can be other communities, which will be identified at later stages. Overall there will 6 communities identified in those 3 oblasts
<b>3.</b>	What is the maximum budget for current project?	At the tender stage information as per available budget is not shared. Bidder should prepare the budget, which will be sufficient enough to perform the project as per requirements of Terms of Reference.
<b>4.</b>	Considering current conditions in country, whether online format of focus groups, public hearings and other meetings is allowed?	In case the restrictive measures connected with war escalation of hostilities in the territorial community, COVID-19 pandemic, or any other possible tough conditions, the meetings can be conducted online. However, any changes in dates or replacement of the meeting with a similar one in remote mode (online) should be approved by UNDP in advance. In case the remote mode is applied, all the video records of WGSD meetings should be submitted to the UNDP specialist.
<b>5.</b>	Are any difficulties with communication with representatives of local governance representatives expected?	Considering the fact, that requests were submitted on behalf of communities, difficulties during communication as per subject of Terms of Reference are not expected. Nevertheless, UNDP may facilitate initial stages of communication with respective focal persons from each community.
<b>6.</b>	Is Contractor responsible for adopting the final version of Charter by local council?	Contractor should prepare the draft of document and provide necessary support. Actions as per finalization of Charter and adopting charters by local council are with Communities.