

**Roster of Pre-Qualified vendors  
for the Provision of Technical Support Services  
to Carry out Targeted Scenario Analyses for UNDP**

**FREQUENTLY ASKED QUESTIONS**

**\*NOTE:** Please note that Section 6 – Technical Proposal Form has been revised in Sections 2.3 and 3.2.

**QUESTION 1:** If we are pre-selected as a vendor we still have to apply for each TSA RFP? Or, can we be selected without applying and simply presenting our CVs? Not sure how this works.

**ANSWER 1:** Please refer to the TOR section C. *“Institutional Arrangements”* in the TOR (RFP pg. 28): *UNDP, including any of its business units, Country Offices or individual projects, will contact the service providers with specific details for an assignment including specific deliverables and timeline, and request the availability of service providers, a brief technical proposal for the assignment, and a financial proposal outlining staff members’ roles, daily fees, and number of work days, as well as, travel costs.*

Therefore, pre-selected companies will be directly contacted to ascertain their interest and availability for specific assignments. If available for the specified time period and interested, pre-selected companies must submit a brief technical proposal for the specific assignment, and a financial proposal outlining project team members’ roles, daily fees, number of work days, as well as, travel costs for the specific assignment (if applicable).

**QUESTION 2:** We’d like to apply the roster. The document 1 is a letter of invitation. Should we be invited or is it possible to apply without a formal letter of invitation sent to us?

**ANSWER 2:** You can apply for the Roster without any formal letter invitation sent to you. The Roster has been internationally advertised so there are no invitations being sent to suppliers.

In order to apply for the Roster, instructions established in the RFP document should be followed. You will find specific information in pg. 18, onwards. Sections 4,5 and 6 together with the requested supporting documents shall be submitted to the email address and within the deadline also established in the RFP document. All these documents can be found in the following links:

<https://www.ungm.org/Public/Notice/69835>

[http://procurement-notices.undp.org/view\\_notice.cfm?notice\\_id=45133](http://procurement-notices.undp.org/view_notice.cfm?notice_id=45133)

**QUESTION 3:** In section 3.2 we are asked to provide activities and time allocation of each staff member. Can you please provide guidance here given that we don't have the Terms of Reference for the actual Analyses that UNDP will solicit to the qualified vendors? In particular,

- 1) do all potential staff need to be included now? Or can we include them later once countries are determined? For instance, our staff in Indonesia would be most likely to participate in a project in that country if one is solicited, but not necessarily in other countries. It is challenging to anticipate who would participate in all potential countries.
- 2) Can level of effort vary according to specific targeted scenario analyses, as appropriate? Depending on the theme, level of effort by person will vary according to who has the particular skills most appropriate to the project.

**ANSWER 3:** Whilst the TOR for the specific analysis is unknown yet, Section 3 (Terms of Reference) of the RFP does outline most of the scope of work that will be expected from the pre-qualified vendors. Future requests will not deviate to far from this TOR in the RFP. Additionally, Section 3 (Terms of Reference) Paragraph F (Qualifications of the Successful Service Providers at Various Levels) of the RFP, clarifies that: "Depending on the specific assignment, the service provider might have to work with a local team of experts to support activities such as: 1) the process of stakeholder consultations and workshops, and 2) a range of technical activities related to generating, collecting, and synthesizing data relevant to indicators, including socio-economic and biophysical data. The local team, if needed, will be provided by the relevant hiring unit for each specific assignment." Therefore, at the minimum, service providers should propose a team composed at least of the following: 3 Senior Consultants (Team 1 Leader and 2 Senior Economists) and 3 Consultants (Environmental Economists).

As no contract is being signed at this time, service providers can provide generic information about staff, such as possible activities the individual would be involved in, a generic/estimated staff time allocation, the professional fee for that staff member, country or region they cover/service, etc. Note that we would still require the information requested in Section 3.3 of the Technical Proposal Form. You can include all qualified staff now (as outlined in Section 3 {Terms of Reference} Paragraph F {Qualifications of the Successful Service Providers at Various Levels} of the RFP) that could be available/proposed for any specific analysis globally, however, this does not imply that all staff included in the proposal will be involved in the future, as this will depend on forth coming needs/requests.

Once the roster of pre-qualified vendors is finalized and vendors notified of their inclusion in the roster, and a specific assignment for a specific analysis is solicited, pre-qualified vendors will only be able to propose staff that were listed in the original proposal (and approved for the pre-qualified roster) suitable for the specific assignment and at that time will indicate the activities of each staff member and the time allocated for his/her involvement.

**QUESTION 4:** Do we need to submit an “expression of interest”, before we submit the proposal? <https://www.ungm.org/Public/Notice/69835>

**ANSWER 4:** There is no need to submit an “expression of interest”; such request is by default in UNGM system. The instructions for submission of proposals and which documents shall be submitted are stated in the RFP. Submissions should not be made via UN GM.

**QUESTION 5:** Timelines charts. How exact does this information have to be? The Request for Proposal is not very clear. For example in Page 28, under institutional arrangements, it implies that specific timelines must be prepared. At the same time, the RfP does not give specifics about the potential assignments.

**ANSWER 5:** Section 3 (Terms of Reference) of the RFP is a reference document. This RFP seeks to establish a roster of pre-qualified vendors; not solicit proposals for a specific assignment at this time. Please be guided by the Instructions to Proposers: DS 26, Section 5: Documents Establishing the Eligibility and Qualifications of the Proposer, and Section 6: Technical Proposal Form of the RFP for proposal submission requirements.

Whilst the TOR for the specific individual analysis is unknown at this time, Section 3 (Terms of Reference) of the RFP does outline most of the scope of work that will be expected from the pre-qualified vendors when the needs arise. Future requests will not deviate too far from this reference TOR in the RFP. As no contract is being signed at this time, service providers can provide generic information about staff, such as possible activities the individual would be involved in, a generic/estimated staff time allocation, the professional fee for that staff member, country or region they cover/service, etc. Note that we would still require the information requested in Section 3.3 of the Technical Proposal Form.

Once the roster of pre-qualified vendors is finalized and vendors notified of their inclusion in the roster, and a specific assignment for a specific analysis is solicited, pre-qualified vendors will be contacted with specific details for an assignment including specific deliverables and timeline, etc. as stated in Page 28. At that time, pre-qualified vendors will submit specific timelines, indicate the activities of each staff member and the time allocated for his/her involvement, etc.

**QUESTION 6:** Is there a specific format for the MOUs that the leading institution has to sign with other entities in the Joint Venture, or can we use the format that IIED has for similar types of agreements? Do we need to draft similar MOUs for engaging with individual consultants (i.e. not associated to a legal organisation).

**ANSWER 6:** \*There is no specific format for the MOUs that the leading institution has to sign with other entities in the Joint Venture. As stated in the RFP section C.17 (page 9): *“If the Proposer is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Proposal, they shall confirm in their Proposal that:*

*(i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally, and this shall be duly evidenced by a duly notarized Agreement among the legal entities, which shall be submitted along with the Proposal; ... ”.* Please refer to Section 2: Instructions to Proposers paragraphs 15.1 and 17 for detailed instructions on requirements if submitting your proposal as a Joint Venture, Consortium or Association. Submission of similar MOUs for engaging with individual consultants is not required. However service providers must submit a list of all qualified staff now (as outlined in Section 3 {*Terms of Reference*} Paragraph F {*Qualifications of the Successful Service Providers at Various Levels*} and Section 3.2 of the Technical Proposal Form of the RFP) that could be available/proposed for any specific analysis globally. This however does not imply that all staff included in the proposal will be involved in the future, as this will depend on forth coming needs/requests.

**QUESTION 7:** At this stage, it is not clear whether we have to submit financial information about the individual members of the Roster.

**ANSWER 7:** \*At this stage there is no requirement to submit financial information about the individual members. Once the roster of pre-qualified vendors is finalized and vendors notified of their inclusion in the roster, and a specific assignment for a specific analysis is solicited, service providers will be contacted *“with specific details for an assignment including specific deliverables and timeline, and request the availability of service providers, a brief technical proposal for the assignment, and a financial proposal outlining staff members’ roles, daily fees, and number of work days, as well as, travel costs.”* (RFP page 28).

**QUESTION 8:** We saw your RFP for the above Roster some time ago, which had a submission date of 27th April, 2018. However, I have now come across what seems to be an identical call from yourselves, where the submission date is 11th May, 2018. Could you please confirm that the submission date is now indeed 11 May, instead of 27 April? Could you please also confirm that the call is identical to the one with submission date of 27 April?

**ANSWER 8:** We confirm the RFP for Roster of Pre-Qualified vendors for the Provision of Technical Support Services to Carry out Targeted Scenario Analysis for UNDP is the same and deadline has been extended to 11 May 2018 (instead of 27th April). Therefore, submissions will be accepted until 11th May.