

UNDP's Response to Vendor Questions

RFP/02/2017 – GCF CV

Develop the Concept Note and the Request for Project Preparatory Facility for Submission to the Green Climate Fund

Request for clarifications via Emails:

1. The starting date of the study is indicated as April 24th in the document and ending on June 29th (see attached) but the deadline to answer the call is April 27th. Is it possible to have an updated outputs schedule?

Please note that the dates on the ToR are indicative.

2. We understand that the Concept Note is related to a future GCF project regarding water resources management in Cabo Verde. We would appreciate if you could provide us more details about the project considered in Cabo Verde, in order for us to provide the services the most adequate to your needs?

The project details are to be defined in consultation with Government in Cabo Verde.

3. Moreover, we understand this is a 60-day assignment for a consultancy firm. We will therefore dispatch several experts at the same time. Our understanding is that this corresponds to roughly a 100 man days. We would appreciate if you could confirm this estimation or provide us with details concerning the total number of man days?

Regarding the man days, that would be up to your Firm. The RFP is for a lumpsum amount, based on the amount of days indicated in the RFP.

4. We would appreciate if you could clarify if the above-mentioned process is also open to consulting firms?

Please note that the RFP is for consulting firms, and not individuals.

5. Going over the ToR, we see that 45 days of the work is expected to be conducted "in country". Is there flexibility on this regard?

Please note that the work schedule is indicative. They are based on the indicative amount that would be needed for a team to complete the work. It would be up to your company to define how long your team would need to stay in the country to deliver the intended results.

6. In the ToR, section "The Bid", second bullet (page 7) about the fields that the technical proposal should include, there is no field to present the track record of the company. We have 1 page for

"motivation", 2 pages for "understanding the task", 3 pages for the "proposed approach" and the CVs. Where should we present the company experience in similar services?

Please note that you can include all the information in the Annex 2, where the qualification of the supplier should be detailed.

7. What should be the validity of the proposal? 60 days as stated on page 1 of "RFP_02_2017_GCF CV + Annex 1" document or 90 days as on page 3 of the same document?

The proposal should be valid for 60 days. There is an error on page 3.

8. Is it necessary to include a declaration of each team member confirming availability during the period of the assignment or only detailed CVs are sufficient?

Documentation should be submitted as requested in the RFP.

9. Is the "implementation schedule indicating breakdown and timing of activities/subactivities" (mentioned on page 3 of "RFP_02_2017...") to be included within the 3-page limit required for the development of the proposed approach to the task (mentioned on page 7 of "ToR_Concept Note for GCF CV" document)?

Please note that the implementation schedule can be include under the "proposed approach to the task".

10. Please clarify if any financial information from the company is necessary to be included? The first page of "Annex 2 Form..." point A, item c), mentions the "latest audited financial statement" but, however, neither the RFP_02_2017 document nor the ToR document make reference to including financial information in the submission.

The Annex 2 is a template, therefore it has many information, you are to fill Annex 2 as per the request of the RFP and ToR.

11. Please confirm that e-mail submission is sufficient and that hard copies are not needed if e-mail is the means chosen for sending the proposal?

As indicated on page 1 of the RFP, the submission can be via e-mail or courier mail. You do not have to send a hard copy, if your submission is via e-mail.