

Request for Proposal RfP12/00531

Clarification Questions and Answers (received as of 11/06/2012)

Question 1: Regarding the Ministry of Environment: under this one Institution there are 3 projects to be assessed (headed by various Offices). Are there any common control flows (financial/procurement personnel, authorising flows, policies, procedures etc) or should we treat these as three separate assessments?

Answer 1: Yes, there are definitely common and/or similar control systems and business processes, since both Environment Pollution Prevention Office and Biodiversity Office are activating under the overall guidance and control of the Ministry of Environment. Nevertheless, 3 different projects need to be assessed, and therefore 3 different reports should be presented to UNDP as result of the micro-assessment.

Question 2: If the 3 projects under Ministry of Environment are separate assessments then the entire scope of work would consist of 5 assessments - 5 different entities with different staff and different availability. Can the 4 weeks allocated for delivery in the RFP be extended if needed?

Answer 2: It is important that the offer is submitted as requested in the Price Schedule – separate fee per each of 3 assignments (3 lots): the Ministry of Environment (including 2 smaller entities); the 2KR project; and the Ministry of Foreign Affairs. Yes, since the RFP was amended with one additional entity/Implementing Partner, the final term of providing the assessment reports can be adjusted accordingly.

Question 3: When do you expect the work would start? We need to plan accordingly taking also into account our staff availability.

Answer 3: As soon as possible, although, taking into consideration the overall timeframe of 5 weeks for final report delivery.