

QUESTIONS AND ANSWERS

Reference is made to RFP for provision of services on supporting Municipalities in Improving Social Inclusion Through Employment of Vulnerable and Marginalized Groups (UNOPS-EP-2015-S-012).

Question 1: Do we engage unemployed persons only? Who has the advantage teacher with or without experience?

Answer 1: No, it is not obligatory to engage unemployed persons only. Advantage will obviously be given to teachers with experience.

Question 2: Who determines the criteria for selection of assistants? Are their references important?

Answer 2: Yes, references are important. Criteria and ToR for assistants are developed by the selected partner in cooperation with the working group and PROGRES/UNOPS.

Question 3: What is the meaning of supervision of teaching assistants for period of engagement?

Answer 3: It means to monitor their work (fulfillment of commitments, reporting, provision of answers etc)

Question 4: Does “detailed work plan for project implementation” considers only stipulated activities of assistants and the entity or at the same time the work content (work program of assistants)? Who determines the work programme of assistants? Are we responsible for the work content and work methodology of assistants?

Answer 4: Work programme of assistants, as stipulated in the ITB, will be developed in cooperation with the working group.

Question 5: For how many days will the assistants be engaged, do they have weekends off? (in financial part it is stated “number of working days”).

Answer 5: You should include full time working hours (no weekend included).

Question 6: Do assistants provide weekly or monthly reports and to whom do they submit them (this is for the purposes of narrative reporting)

Answer 6: Monthly reports submitted to the contracting entity.

Question 7: Does monthly fee for the assistants cover accommodation and food or it should be stated separately?

Answer 7: It should be included in the fee and to cover all costs including accommodation and food (it should be motivating for application for example average monthly salary for this kind of work increased for a reasonable amount for accommodation and food)

Transportation costs from to Presevo and Bujanovac should also be included – lumpsum once a month).

Question 8: Is there the application form for project proposal? Do all bidders submit the same application form?

Answer 8: No. Please follow the instructions from the RFP.

Question 9: Is there a budget available for this tender?

Answer 9: This information is confidential and cannot be shared with potential bidders.

Question 10: How to budget the costs for assistants, related to salaries, fees, accommodation, transportation – lumpsum or separately?

Answer 10: Each amount should be stated separately

Question 11: Is any additional form required except those stipulated in the RFP?

Answer 11: No. Please follow the instructions from the RFP.

Question 12: How will consortia(s) be evaluated under the conditions of this RFP in respect to the years of experience (ref. pg. 26 Section 1 Experience of the organization)?

Answer 12: Question not clear enough but years will not be summed between the consortium members.

Question 13: Should all consortia members provide all documents listed under the mandatory requirements/ pre-qualification criteria, Annex 8 (ref. pg. 21) of the RFP, or it is deemed sufficient if consortia lead only submits relevant documents?

Answer 13: Documents from the leading agency will suffice. The evaluation committee could request for documents from all consortium members if find suitable.

Question 14: Please clarify does the activity No. IX (ref. pg. 15) of the RFP - grants - include actual disbursement of grants as a responsibility of the contractor? Namely, apart from preparing manual, award criteria, call for proposals, provide administrative support and management of the small grants, should the contractor include in the budget amount allocated for grants (25X EUR 3,500) and then disburse it directly to the grant recipients (money to the account or any other form of disbursement respectively), OR UNOPS/Project, from their account, will disburse allocated amount directly to the selected grantees?

Answer 14: Yes, this is the operational responsibility of the contractor under the overall supervision of UNOPS. Grant amounts should be included in the budget.

Date: 27 May 2015