



Проект „Интеграция на глобалните проблеми по околна среда в процеса на регионално развитие в България“

Project Integrating Global Environmental Issues into Bulgaria's Regional Development Process

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Sofia, Bulgaria
(updated – 3 Sept 07)

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Subject: Clarifications - RFP for Bulgarian legal entities for implementation of the Assignment “Develop a National Training Program Package on Integrating Global Environmental Objectives into Regional Development Policy and Spatial Planning in Bulgaria”

Question 1:

What is the starting date for the assignment?

Answer: An indicative date for the start of the assignment activities of the Bulgarian Entity (BE) is 1st October, 2007.

Question 2:

Has the international entity (IE) been already selected or the BE has to select it?

Answer: Yes, the IE has already been selected and contracted by UNDP. The RFP for IE search, as well as results from the selection process are posted at the project web site at the following link:
<http://www.rioconventions.org/en/Assignments.html>

Question 3:

Is there a maximum budget fixed for the proposals to be submitted by BE?

Answer: The maximum budget is not fixed. However, applicants should carefully examine all background documents and information published on the project web site regarding overall project budget and available budgets per project outcomes. As indicated in the RFP, a useful document that can be referred to is the project presentation delivered during the project Inception Workshop available at the following link:
http://www.rioconventions.org/website_uploads/File/Inception%20Workshop%20Files/Rio_Conventions_Presentation_Inception%20Workshop_FINAL%20ENG.ppt

Question 4:

Which organization will be contracting the BE selected for the implementation of the assignment?

Answer: The selected BE shall sign a contract with UNDP, in accordance with the standard UNDP contracting procedures.



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Question 5:

What GIS programme licenses are required for the purposes of the project?

Answer: For the purposes of the training program to be developed, the trainees that will attend it need to be trained using a licensed GIS software only. It is up to the Offeror's judgement and preference which licensed GIS software to be used for the purposes of the above-mentioned training program, as long as it can be used for developing practical skills for planning, monitoring and evaluation purposes relevant to the needs of the targeted groups..

Question 6:

In case that GIS licenses have to be purchased for the implementation of the project, can they be budgeted in the Price Schedule of the project?

Answer: Under item IX. Technical Requirements of the ToR for the assignment it is clearly stated that the Subcontractor needs “to provide a computer lab with at least 10 work stations with GIS program licenses for half a day training according to the timetable of the pilot “core” training course”, i.e. the project assumes that the Offeror (or its partners, in case a consortium of organizations applies), already has an established capacity and a track-record in delivery of GIS trainings. In any case, it is up to Offeror's choice to include whatever items it deems relevant in the proposed Price Schedule, however, potential applicants are reminded that submitted proposals compete both on substance and price.

Question 7:

In the Template for the Assignment Proposal in the Additional Documentation part you require in an annex initial reference materials. What they should consist of and present?

Answer: Additional Reference materials should be presented in the format used in Annex X of the RFP entitled *REFERENCES*, namely: title of the publication, author, year of publication and electronic address if available (one page or app. 500 words). As also stated in the RFP, the Project would like to see in particular what “initial reference materials relevant to the specifications of the assignment and the Bulgarian context” are proposed by the Bulgarian partner to be used as background materials for the TP development.

Question 8:

In the Price Schedule of the RCP are mentioned separately “Staff” and “Experts”. What difference do you make between the “Staff” and the “Experts”? Are the lecturers going to be involved in the implementation of the courses considered as “Experts”? Is the administrative staff involved in the project implementation considered as “Staff”?

Answer: Please consider the following distinction when preparing the Price Schedule: under “Staff” item should be listed all the costs for implementation of the assignment related to personnel (both full- and part-time) employed by the Offeror (and its partners, in case a Consortium of organizations applies). Under “Expert” item should be listed all the external experts to be contracted (short- or long-term) specifically for the purposes of the





implementation of the assignment. In order to facilitate the evaluation process, Offerors are welcome to present a more detailed cost break-down of the categories of employed personnel and contracted experts they have included: i.e. indicating administrative staff, lecturers, experts, etc. to be involved in the assignment implementation.

Question 9:

Are the “Travel” expenses mentioned in the Price Schedule relevant to the meetings with the IE considering the implementation of the project?

Answer: As mentioned in the RFP this is a standard UNDP Price Schedule format and it “includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples”, i.e. Offerors are expected to budget expenses under those budget items which they deem relevant for the implementation of the assignment and/or propose additional items, which are not included in the sample Price Schedule. Please also consider that all project related meetings and all pilot training activities shall take place in Bulgaria. IE and BE cover their travel related expenses, if any, relevant for the implementation of the assignment out of separate budgets.

Question 10:

Which of the two entities (BE and IE) is responsible for the hiring of external experts (lecturers) for the (delivery) of the pilot course?

Answer: The main objective behind the IE and BE working together in the TPP development, testing and finalization is to build the capacity of BE to deliver the developed training programs package after the end of that cooperation. That is, upon expiration of its initial contract, the Offeror is expected to build both technical and HR skills in order to be prepared to deliver, on its own, the developed “core” training course to approximately 120 public officials over a two-year period. As described in the assignment’s ToR for the BE under Objective: ‘...to take the leading role in the delivery of the pilot “core” training course based on the TPP’ and Scope of work: “with the active support of IE, deliver a pilot “core” training course”, the BE is expected to take the leading role in the pilot course delivery. As a result of the joint work with IE in the TPP development, BE should already have well-prepared primary lectures for the pilot course delivery, whereas IE shall have only supporting role in terms of securing 1 guest lecturer per major topic (see the initial course outline in Annex 5), assisted by 2 Bulgarian-speaking tutors who shall facilitate the IE guest lecturers in interpretation and communication with participants. Therefore, hiring of external lecturers, specifically for the pilot training course delivery, is deemed appropriate only to the extent that the BE would like to use them only as secondary/support lecturers to the primary ones that preferably should be already a part of BE team.

Question 11:

What Certificates should be provided as annexes?

Answer: As per Annex IX, art. 6 from the RFP it is clearly stated that the BE “should present a copy of certificate(s) for accreditation in a field of specialization relevant to the current ToR, issued by the National Evaluation and Accreditation Agency¹ (NEAA) or demonstrate that it is

¹ www.neaa.government.bg





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in a process of obtaining such an accreditation and indicate by when it is expected”. The copy of the certificate(s) should be accompanied by a brief translation in English. Offerors are reminded that all certificates required as attachments should be scanned and attached in electronic format as part of the Proposal (see Annex I., art. 11 from the RFP). If the Offerors are willing to attach a short description of existing programs in a relevant field, in addition to the copy of the NEAA certificate(s), or any other (brief) information/documentation, which they consider relevant to the proposal, they are free to do so, however, if those documents are in the Bulgarian language, they should be accompanied by a brief summary in the English language and attached both to the print and electronic versions of the proposal.

Question 12:

Whether and where we should comment on the proposed initial TP outline by IE appearing in Annex 5 in the RFP?

Answer: As mentioned in Annex IX. Template of the Assignment Proposal, and more specifically, art.6. Additional Documentation, “the Offeror is to present, in an annex, a comment on the proposed training approach by the selected IE to the development of the TPP (see Annex V) including overall objectives, teaching methods, learning outcomes, implementation timeline and an initial outline of the “core” training course curriculum”. Therefore, Offerors are strongly encouraged to present their opinion on the proposed initial course outline as part of their Proposal.



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