

Could you please provide information on the number of electronic advance data capacity-building projects that are the subject of the assessment and the accompanying SWOT analysis?

- 4

In how many countries are these projects currently being implemented?

- 192 member countries

3 Are detailed documentation of the implementation methods and the current status of these projects available? If so, are these documents exclusively in the English language, and are they stored and accessible in a central archive?

- Yes, project materials are in the English language. Some projects have documentation stored in a central archive others do not.

Do designated contact persons (for example project managers) exist for each of the capacity-building projects, and are they available for potential collaboration during the assessment project?

- Yes, they are available to provide insights and information about projects.

Section 2.4: "The study is to measure the effectiveness of all UPU-driven projects relating to EAD compliance on a global scale within the last three years, up to and including 2023". Please provide clarification on the scope of the study. What is the estimated number of capacity building projects that will be included in this study?

- 4

Section 3: "For each of the requirements listed in this call for tenders, Bidders shall answer with one of the following..." Please clarify which requirements this is referring to - Bidder Requirements, Consultant Requirements, others?

- Consultant requirements

Section 4.2: "Bidders shall demonstrate a record of satisfactory performance in similar activities (i.e. reference letters and/or work completion certificates)." Would a copy of the contract or scope of work, and a reference contact be acceptable?

- Yes, that and ideally a sample of similar work will be acceptable.

Section 4.3: The only language requirements are fluency in English. Does UPU anticipate any portion of the work being conducted in a language other than English or any other need for translation services?

- The final report may be requested to be translated into all UPU working languages. (i.e: French, Spanish, Portuguese, Arabic, Russian)

Section 4.6: "The Vendor...may be required from time to time to carry out certain tasks from the headquarters of the UPU in Berne, Switzerland." Section 4.8: "Bidders shall also confirm that their tender covers all costs associated with the provision of the services referred to herein. Any other costs to be incurred by the Vendor, including any travel and subsistence costs incurred in the provision of the services at locations other than its own premises and specifically designated by the UPU, shall be subject to the prior written consent of the UPU. No other fees shall be paid, with the exception of reimbursement of other unavoidable costs incurred for successful delivery of the services, which shall also be subject to the prior written consent of the UPU." Should travel costs be

included in the full-service quotation? Is there an estimated or existing expectation of work that will be done at UPU headquarters?

- Yes, travel costs should be included in the quote. At least twice during the duration of the study.

What is the number of projects subject to evaluation and analysis?

- 4 projects

Will the vendor receive details of all projects from the last three years and then analyse them project by project, or is a different work schedule planned?

- Vendor will receive pertaining information for each project and produce analyses on what gaps remaining preventing countries from reaching full EAD compliance.

Should the deliverable be a document containing conclusions from the evaluation of all projects, or will it be individual analyses of each project separately?

- One report with findings and accompanying presentations/ briefing to stakeholders.

As part of deliverables, does the UPU expect the vendor to propose new solutions to improve EAD compliance or only to evaluate and improve existing projects?

- UPU would expect vendors to point out the opportunities on how to assist members of the Union in reaching EAD compliance

Does UPU expect a technical assessment of IT tools and systems, such as IPC or CDS, provided by UPU?

- No.

Due to the requirement to address the regional specificity of DOs, does the project require site visits to individual DOs from different regions?

- If so, please let us know how many visits are planned and how the costs of these visits will be covered. No regional in person visits are expected.

Will UPU provide statistical data on EAD compliance of individual DOs as it has changed over the last three years and information on which project was dedicated to which DO?

- Yes, this information can be provided to the selected vendor.

Where does the apparent discrepancy in project duration from 6 months to 1 year come from? Please provide more clarity.

- If referring to the EAD projects it has to do with the timeline UPU and or sponsors agreed upon for the deployment of project initiatives.