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**Clarification Note No. 1**

**Request for Quotation – RFQ 633570 Request for Quotation for the  
Provision of Monitoring & Evaluation tool License for the OSCE WIN Project**

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The Organization for Security and Co-operation in Europe has received request for clarifications from potential bidders and would like to provide the following clarification:

**Important Note! Submission deadline is extended until  
Monday, 28 March 2022, 14.00 hrs CET (Vienna time)**

Question 1: Would it be possible to host a meeting to clarify the project scope and present solutions.

Answer 1: Meetings are not possible. All questions for clarifications have to be send in writing.

Question 2: Can you describe the high-level workflow of data collection/ visualization? Who designs the questions, who provides the data and how it should be presented?

Answer 2: The data is entered based on the logical framework indicators by project staff and implementing partners. The data points are already designed based on the project proposal.

Question 3: What does the “Logical Framework Matrix” mean? Our assumption is that the matrix is a description of result that should be presented to donors / partner states. Is this assumption correct?

Answer 3: Please refer to the Logical Framework that is attached to the RFQ.

Question 4: Do you have a model of the questionnaires (CSV/ SurveyMonkey)? And also, can you share it with us to understand the structure of it?

Answer 4: This could be post-event and post-training surveys, which require participants to rate their own knowledge and skills on specific topics.

Question 5: Can you shortly describe the 10 “enter data” users? What is their purpose in the application? Are they designing the survey, or they are collecting the data?

Answer 5: These would be OSCE staff responsible for certain project activities, as well as implementing partners. They are responsible for collecting and submitting the data.

Question 6: What user roles do you envision?

Answer 6: Data entry, data extraction, data visualization, updating the indicators/data points in case of any changes to the project.

Question 7: Can you describe the purpose of the Project Risk management tool? We suppose a user will select the probability and the impact value for an activity. Using an algorithm, this will provide a risk score / matrix. Is this correct?

Answer 7: Yes, that is correct.

Question 8: What type of information should be linked to SharePoint?

Answer 8: Meeting reports, visuals, participants’ lists, etc.

Question 9: What should the public dashboard contain?

Answer 9: Progress update information on selected indicators.

Question10: are you interested in licence only OR do you want a contractor to customize the tool with correspondence to your logical framework matrix?

Answer 10: The tool should be customized to our logical framework OR your license allows adapting it to our logical framework.