**RESPONSE TO QUESTIONS REGARDING TENDER 258-20/22**

Assignment Name: Support to the Yemeni Peace Process

(Enhancing Internal Analysis Through Natural Language Processing Techniques)

**Based on questions received, the information below is provided for clarification regarding**

**The tender referenced above. Please note if new questions are received, they will be added to this document.**

1. **Question:** Is there a uniform format to all the dialogue summaries, or does their structure vary significantly?

Response: There is a uniform format to all the dialogue summaries but the content does vary in a number of ways. For example, because each meeting’s agenda is different, the summaries must reflect the substance of the discussions, which means that the outline for each summary will be different.

1. **Question:** Are the statements made (or positions taken) by the relevant parties broken apart in the dialogue summaries by party, or are these statements simply reported in the sequence they occurred? (This will guide our choice of algorithm, and likely influence how time-consuming preparing the corpus for analysis is)

Response: The positions are not reported in the sequence in which they occurred. All the positions that are taken by participants in relation to a specific issue are summarized in the same section of the summary, no matter when during the meeting the participants’ views were expressed. So for example, if topic 1 is placed first on the agenda, and all participants offer their views on the first day, but one participant offers additional thoughts on topic 1 on the third day of the dialogue session, all of those comments will be grouped together in the same section of the summary.

Where a specific participant offers a view on a specific issue during the dialogue session, that view will be recorded in the summaries as having been taken by the party or political group that that participant is affiliated to. The participant’s name does not appear. Sometimes, where different participants from the same party of group express different views, additional information can be given about the participants (including for example level of seniority).

1. **Question:** Would it be possible to see an exemplar report prior to submitting our proposal?

Response: We currently cannot make the reports available for a variety of reasons.

1. **Question:** May I please ask whether if we are successful will the Framework agreement provided in the website be used for this work?

**Response**: At this stage, it is not confirmed yet if the Framework Agreement or Contract for Provision of Services will be used. The Program Unit will confirm once done with the evaluation of proposals.

1. I would like to ask for a confirmation that contract amendments will be possible. I would like to ask for the following changes:
2. **Confidentiality clause (16)**. I would like to cap the confidentiality obligation to a 5 years term form the termination of the agreement. Also, we (Service Provider) is subject to Freedom of Information Act requests, and in order to comply with the legislation we would like to have the ability to include wording confirming that disclosures under FOIA are not a breach of the agreement.
3. **Publication:** We would like to include the wording allowing us (Service Provider) to publish the findings. Any publication would be provided to IDEA prior to publishing for a review and approval.
4. **Intellectual Property ownership and licences to use:** I would like include IP clauses within the agreement as currently the agreement does not seem to cover this.Foreground IP would be owned by IDEA, however to comply with our charitable obligations (Service Provider) we would like to have a free Research & Development and teaching licence. Can this be included within the agreement Background IP used?

**Response:** All such requests for derogations from the general conditions of the contract either of the Framework Contract or Contract for Provision Services will be discussed during contract negotiation. The General Condition document will remain as is, and changes (if approved) will be stated under the Special Conditions in the Contract Agreement.