

Minutes

of the Pre-bidding Conference/Clarification meeting

Tender No.32-09: Support for Local Public Authorities for better planning, budgeting, monitoring, evaluation and service provision – ILDP

UN House, Conference Room
131, 31 August 1989 Street, Chisinau
23 April 2009, 16:00 – 17:00

1. Question: The Lots slightly differ by tasks and activities, so does it mean that the approach shall be also different?

Response: The difference is that some localities already have socio-economic development Strategies and there is no need to develop additional strategies. However, it might be necessary to update the existing strategy and develop distinct compartments addressing human security issues, including human trafficking and domestic violence. The strategies should include the monitoring and evaluation framework. Respectively, the Consultant's workload will be different for the localities where the strategies are absent.

2. Question: The Vulcanesti rayonal administration is actually embodied in the LPA of the Territorial Administrative Unit of Gagauzia, How shall the Consultant perform there?

Response: It's up to the Consultant to decide upon the approach and methodology in this rayon. The par. 4 of the ToR stipulates this issue.

3. Question: Are there any support policies and documents the Consultant shall be guided by while elaborating the development planning documentation?

Response: The first supporting policy and document shall be the National Development Strategy, the rayonal/town development strategies (if exist) and harmonize the Consultants' intended outputs with documents mentioned above. In addition UNDP will provide a Capacity Assessment Tool which will help the Consultant to perform the activity. A special attention shall be paid to ToR requirements and outputs.

4. Question: The contract period is 10 months, and the Consultant is required to guide the LPA and monitor the 'soft development intervention projects', don't you think that the period is too limited?

Response: The Consultant shall assist each LPA to develop a project proposal and provide advice and expertise during its implementation. The proposals shall represent **soft** development projects approaching a clear-cut, non-expensive but vital priority, with a limited

implementation period – from 2 to 3 months. Therefore, the consultant shall plan this activity within 10 months period.

5. Question: What is the maximum amount, the Consultant shall plan for the LPA’s Capacity Development Action Plan’s priority implementation, at the village, town and rayon levels?

Response: There is no minimum or maximum amount for the Capacity Development Action Plan (CDAP). The consultant shall support the LPA to design the activity plan according to the needs identified during the capacity assessment exercise and budget resources accordingly for the implementation of these activities. Then, the Consultant will support the implementation of one priority activity from the CDAP, identified in a participatory manner, something that is durable and useful for well-functioning, i.e. but not limited to: office software and hardware, ICT basis improvement designed to support LPA’s development planning and monitoring capacity and operation in general, etc.; as well as LPA’s community-focused activities, such as information dissemination through the installation of billboards and public info-units, etc. The consultant shall allocate resources for the implementation of this activity, the amount shall cover the most relevant to scope needs and exclude any contribution to LPA budget (wages, fuel, lubricants, repairs, etc). This support shall serve as a seed capital for further development and therefore modest in amount. **This support shall be minimal and integrally allocated to LPAs. While evaluating the Consultants’ financial offers, the UNDP Evaluation Board will deduct this support from the overall contract amount and evaluate only the Consultant’s services budget.**

6. Question: 1) What have you meant by the ‘soft development intervention’ in the p.3.3 of ToR? 2). And, does the Consultant have to deliver such support to rayonal Councils where the Consultant works?

Response:

1). The consultant shall support the LPA to design/update the Social-economic development strategy and the action plan according to the needs identified during analysis and support the LPA to budget resources accordingly for the implementation of these Strategies/Action Plans. Then, the Consultant will support the implementation of one priority ‘soft development intervention’ from the Strategies/Action Plans. The intervention shall derive from the Strategies/Action Plans and may refer but not limited to improvement of the management of services delivery and infrastructure etc.

2). Please read carefully the ToR for each Lot as they clearly specify the levels of LPA (rayon and municipality) where the support is envisaged. Pls, refer to Chapter 2. “Objective of the assignment/Outputs” and Chapter 5. “Deliverables”.

7. Question: Can we transfer amounts from the LPA capacity development support fund to soft development intervention fund, or vice-versa?

Response: No, the funds, as well as parts of them are not transferable.

8. Question: Shall the selection of soft development intervention proposals be approved by UNDP Moldova?

Response: Yes, each proposal shall be evaluated and approved by ILDP/UNDP consultants. Same for the priority activity from the CDAP.

9. Question: How strict are the ToR? For example, do we need to do public debates for the SWOT Analysis?

Response: Based on ILDP experience, we would encourage you to do so. It's very important for all community stakeholders to participate to SWOT analysis elaboration, not only the mayor and council members. This will help the Consultant to better comprehend the situation in all areas of socio-economic life of the community. Moreover, for UNDP/ILDP is important that the Strategies will be elaborated in a participatory manner.

10. Question: ToR stipulates that UNDP/ILDP will provide the Consultant with training modules. Does it mean that not only modules but also the trainers will be provided?

Response: According to the ToR, UNDP/ILDP will provide only training modules on human trafficking and domestic violence area. The trainers shall be provided by the Consultant.

11. Question: In case the local Consultant would agree to bid in consortium with an international consultant, are there any limits for international and also local experts' honoraria?

Response: All offers will be evaluated according to the criteria provided in the RfP one important of which is the best value for money. Therefore the honoraria as well as all other expenses shall be planned according to the criteria mentioned above.

12. Question: How many lots the Consultant may bid for?

Response: The Consultants may bid for as many as they want and are able to. It's important to submit separate technical and financial proposals for each lot separately. In case the Lots are more or less similar, the technical offer shall highlight the differences in activity and deliverables, but the financial offers shall be submitted separately in sealed envelopes as required.

If you have any more questions, please don't contact ILDP on the phone, but on e-mail: mircea.ursu@undp.org