

Minutes

of the Pre-bidding Conference/Clarification meeting

**Tender No.51-09:
Support for Local Public Authorities (Soldanesti rayon) for better planning,
budgeting, monitoring, evaluation and service provision – ILDP**

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

List of participants:

- 1. UNDP - Aliona Niculita, Assistant Resident Representative
Alexandru Ursul, Project Manager
Corneliu Martiniuc, Programme Associate**
- 2. AXA Management Consulting – Vitalie Popa
Rodica Buzu**
- 3. Centre CONTACT - Margareta Vames**
- 4. Continuing Education Institute - Caisin Simion**

1. Question: Which will be the contract period?

Response: As it is mentioned in par.4 of the ToR, the Contract duration shall not exceed the period of 6 months.

2. Question: Which is the difference between this tender announcement and the Tender No.32-09 that was launched by UNDP in April-May 2009?

Response: This ToR does not include the elaboration of the Social-Economic Development Strategies and Action Plans for the town and each community. These documents were elaborated by other Consultants. You should present your proposals only for the requirements set up in the present ToR.

3. Question: How to reflect in the financial proposal the amounts, the Consultant shall plan for the LPA's Capacity Development Action Plan's priority implementation, at the village, town and rayon levels (p. 2.3)?

Response: These amounts should be indicated in the financial offer as it is presented in the Annex V of the RFP. The proposals shall represent **soft** development projects approaching a clear-cut, non-expensive but vital priority, with a limited implementation

period. The proposal should be 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.**

4. Question: p. 2.4 of the ToR stipulates that the consultant shall provide 4 one-day training sessions on the following topics: planning, budgeting and service delivery. Does this mean that, for this time, it will not be necessary to provide one-day induction training on human security issues, such as human trafficking and domestic violence?

Response: No, the Consultant shall provide 4 one-day training sessions for the 7 targeted LPAs and other stakeholders on the following topics: planning, budgeting, service delivery, including one-day induction training on human security issues, such as human trafficking and domestic violence. The module and training materials for induction training on human security issues will be provided by UNDP.

5. Question: Are the selected LPAs open for collaboration?

Response: Yes, all the communities are very interested in the implementation of this project.

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