

Minutes
of the Pre-bidding Conference/Clarification meeting

Tender No. 10/00167:

Consultancy services to support target LPAs in strengthening their capacities to plan, budget, implement, monitor and evaluate in an efficient manner - JILDP

UN House, Conference Room
131, 31 August 1989 Street, Chisinau
04 June 2010, 11:00 – 12:00

List of participants:

- 1. UNDP :** Valeria Ieseanu, Project Manager
Alexandru Ursul, Project Manager
Corneliu Martiniuc, Programme Associate
- 2. UNIFEM:** Alexandru Osadci
- 3. State Chancellery:** George Mocanu
- 4. Centre CONTACT:** Pavel Cernocan
Serghei Neicovcen
- 5. Institute for Urban Development:** Veaceslav Bulat
- 6. InReCo Institute:** Victor Pitei
- 7. Business Consulting Institute:** Artur Macovei
- 8. CAAP Center:** Stella Jemna
Ruxanda Barba
- 9. IDIS Viitorul:** Cornelia Proca
- 10. Axa Management Consulting:** Rodica Bugaian

1. Question: The task stipulated in the Terms of Reference '*Participate in a 3-day workshop on efficient use of Capacity Assessment methodology, conducted by UNDP experts*' will be performed before or after the contracting?

Response: The representatives of the companies, which will be subcontracted, will take part in the 3-day workshop.

2. Question: The Capacity Assessment Methodology, proposed by UNDP, may imply costs that the companies are not aware of. How do we reflect this in the financial proposals?

Response: UNDP has experience of implementing projects using the ToT / workshop procedures either before the companies are subcontracted (based on a Call for expressions of interest) or after that. Both ways were successful and didn't influence the financial offer or the implementation process.

For this particular issue, UNDP will come with an answer after the pre-bidding conference and will notify all the participants in the meeting.

The clarification is as follows: the Capacity Assessment Methodology, proposed by UNDP is related to the content and should not influence the assessment process (which is common for any assessment), and implicitly the technical and financial offers. As, the assessment principles are mentioned in the ToR under p.p. II.A., the Consultant should present the implementation process and schedule, and the Assessment will be conducted according to them.

3. Question:

- a) What have you meant by 'soft' interventions in the p.p. III.5?
b) What are the amounts of money that the Consultant should budget for these interventions? c) How to reflect in the financial proposals the amounts the Consultant shall plan for the LPA's Capacity Development Action Plan's priority implementation, at the village, town and rayon levels?

Response:

a) Soft development projects should approach 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: specialized training programs, office software and hardware, study visits, ICT basis improvement designed to support LPA's development planning and monitoring capacity and operation in general, etc. All proposals for soft interventions should be submitted to UNDP by the Consultant and get approval for their implementation.

b) The amounts of money that the Consultant will budget for soft interventions shall not exceed:

- USD 3,000 for villages LPAs
- USD 7,000 for towns and rayon councils LPAs.

c) These amounts should be indicated in the financial offer as it is presented in the Annex V of the RFP.

NOTE: The amount for soft interventions was approved by the Programme Board on May 11, 2010.

4. Question: Does it mean that all activities, including the implementation of soft interventions, should be completed by October 1, 2010 as stipulated in the ToR?

Response: By October 1, 2010 the contractor should present the project for soft interventions to UNDP for approval and have received UNDP approval for implementation. All other deliverables shall be finalized by 1 October 2010.

5. Question: How were the communities for this initiative selected?

Response: The communities' selection process was made in a highly transparent manner with the participation of all relevant stakeholders (State Chancellery, other line ministries, LPAs, NGOs, SIDA, UNIFEM, UNDP represented in the Programme Board) and based on 5 criteria:

- Vulnerability (based on Small Area Deprivation Indicator provided by the Ministry of Economy)
- Regional proportionality
- Integrated approach (in each rayon there will be targeted: the rayon council, the town-rayon center and a group of rural communities selected based on the deprivation level and the possibility to implement inter-municipal initiatives)
- Non-discrimination (communities with ethnical minorities will be targeted)
- Size (communities with more than 1500 people).

6. Question: Could you explain the application procedures, considering the division of communities by LOTS?

Response: Each company can apply for 1 or more LOTS (they are specified in the ToR). In case the Consultant applies for more than 1 LOT, it should demonstrate enough capacity (sufficient and available technical resources, different implementing teams, etc.) to implement the activities efficiently and within the proposed timeframe. The Consultant should provide separate technical and financial proposals for each LOT.

If you have any more questions, please don't contact JILDП on the phone, but on e-mail:
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