

Minutes
of the Pre-bidding Conference/Clarification meeting

Tender RfP10/00231:

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 October 2010, 16:00 – 16:45

List of participants:

- 1. UNDP : Valeria Ieseanu, Project Manager
Corneliu Martiniuc, Programme Associate**
- 2. Centre CONTACT: Pavel Cernocan**
- 3. Institute for Urban Development: Veaceslav Bulat**
- 4. InReCo Institute: Victor Pitei**
- 5. Avensa Consulting: Angela Cascaval
Moraru Oana**
- 6. Expert-Grup: Victor Prohnitchi**
- 7. IDIS Viitorul: Lozovanu Valentin**
- 8. Center for Training and Organizational Consultancy “CICO”: Tatiana Tarelunga**
- 9. ARIA Business Solutions: Galetchi Maria**
- 10. Center “Partnership for Development”: Buzu Alexei**

1. Question: How many communities are involved in the capacity assessment and whether the name of the rural communities is already known?

Response: The number of territorial-administrative units to be assessed is specified in the Terms of Reference (ToR) as follows: 10 Rayon Councils (names specified in the ToR), 10 Town Halls (names specified in the ToR) and 50 Village Halls. The names of the villages will be known upon the JILDP Steering Committee approves them at the next meeting, which will be held in the 2nd half of October 2010. This should not be an impediment in preparing the documentation for the tender, especially the financial one, as the distances between local communities within the rayon are relatively short.

2. Question: Which part of the Dubasari rayon should be considered for capacity assessment initiative?

Response: The part of the Dubasari rayon that falls under the jurisdiction of the Republic of Moldova.

3. Question: Is it the same deadline for applying for all 3 LOTS?

Response: Yes, the deadline of October 15, 2010 is the same for the 3 LOTs. In case the company decides to apply for more than 1 LOT (as stipulated in the ToR), it should demonstrate enough capacity (sufficient and available technical resources, different implementing teams) to carry out the activities efficiently and *within the proposed timeframe*.

4. Question: The Terms of Reference specifies that all tasks should be performed starting with October 15, 2010. In the same time, the deadline for submitting offers for this tender is October 15, 2010, as well. Will it be possible to extend the implementation time frame in case the contracts are concluded later than the specified date?

Response: As specified in the Terms of Reference, the implementation period for the capacity assessment is October 15, 2010 – February 1, 2010 (3,5 months). In case the contracts with companies are signed later than the specified starting date, this implementation time frame will be expanded with a respective number of days so that it remains 3,5 months.

5. 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 from the Capacity Development Plan, 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.

6. Question: Could we modify the Capacity Assessment Methodology?

Response: The proposed LPA Capacity Assessment Methodology is based on UNDP Capacity Assessment Methodology and was adjusted to Moldovan legislation and LPA realities by experts from the 3 local companies involved the UNDP LPA capacities assessment initiative (1st stage). The

draft adjusted methodology was presented and discussed with the representatives of the State Chancellery and LPAs of both tiers from Moldova, subsequently being improved. But there is always place for improvement. In case you consider it should be amended, we can discuss your suggestions and agree on modifications, if necessary.

7. Question: Can the companies, whose experts elaborated the LPA Capacity Assessment Methodology, take part in this competition?

Answer: All companies that match the eligibility requirements are welcome to participate in competition and will be evaluated according to the criteria from the Evaluation table, part of the Request for proposals document.

8. Question: Is there a Matrix of Donors at the level of rayon?

Answer: UNDP doesn't have such information, but it may be available at the State Chancellery, Department of External Assistance to LPAs.

9. Question: Do target LPAs know that they were selected for the capacity assessment initiative?

Answer: Once the villages are approved by the JILD DP Steering Committee and we know the names of the companies which will carry out the assessment, we notify the mayors of the target communities and chairmen of rayons, and launch the project.

10. Question: Will the national study on LPA administrative capacity be amended considering the results of the capacity assessment in the present LPAs?

Answer: This option is under discussion now, it depends on many factors: the results of the assessment, the companies that were selected, etc. If decided on this task, it will be a part of a separate contract.

11. Question: How will the evaluation be made considering that the competition implies 3 separate LOTs?

Answer: Each LOT will be subject of a separate evaluation and will be evaluated according to the evaluation criteria stipulated in the Request for Proposals document.

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

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