

Minutes
of the Pre-bidding Conference/Clarification meeting

Tender RfP10/00277:

**Provision of consultancy services to design and conduct training workshops for the project
beneficiaries in the target-communities of the Project
“Protection and empowerment of victims of human trafficking and domestic violence”**

UN House, Conference Room
131, 31 August 1989 Street, Chisinau
12 November 2010, 16:20 – 17:00

List of participants:

- 1. UNDP: Viorica Cretu, Project Coordinator
Corneliu Martiniuc, Programme Associate**
- 2. Training and Business Consultancy Centre (MACIP) of the Economic Academy of
Moldova: Ludmila Stihi**
- 3. ARIA Business Solutions: Vasile Ionesii**

1. Comment / question: In order to provide the participants to the workshops on „Basics of book-keeping” with 1C certificates, they should have some basic knowledge / experience in book-keeping. What is the minimum number of hours for this training expected by UNDP?

Response: Participants to the workshops on book-keeping can be the accountants from local communities and people who have their own businesses or want to start a business, and have to deal with book-keeping. For the other training topics, it is not necessary to provide the participants with formal certificates.

The TOR specifies the minimum of training hours for all the topics, except for the “Basics of book-keeping”. According to the information received from a number of organizations providing training on book-keeping, in order for the trainees to receive 1C certificates, they have to attend a minimum of 60-80 training hours. Normally such courses are up to 120 hours.

2. Question / comment: In the target communities, are there computers available that could be used for the training workshop on „Basic computer literacy”?

Response: Local authorities from the target communities submitted information about the number of available computers (see Annex 1 at the end of this document). It is expected that no more than two persons would be working at one computer during the workshops. The winning organization / company / consortium will have to double check whether the available computers are functional and can be used for the training.

3. Question: Can one organization / company / consortium apply for one or several training topics, or does it have to apply for all topics under one LOT?

Response: They organizations / companies / consortiums can apply for one of the two LOTs, or for both LOTs. But they will have to organize the training on all topics listed under the LOT. That is why the organizations / companies are encouraged to apply as Consortium (with one organization being the leading applicant), or to hire relevant experts from outside of the organization. Also the applicants are encouraged to use local human resources, for instance, informatics teachers from local communities can be hired to provide the training on the computer literacy.

4. Question: Who will be selecting the participants?

Response: The winning organization / company / consortium in close collaboration with the local public authorities. Relevant information / suggestions regarding the selection of participants can be provided by the local NGOs involved in the project, as well as the UNDP consultants working with the target communities.

5. Comments from UNDP: Community mobilization activities are implemented in the target communities for the last two years already. LPA, NGOs, local specialists (community-based social assistants, police officers, doctors, teachers, etc.), as well as the general population were involved in a participatory process of identifying the needs of their communities and in developing community development strategies and action plans, as well as local initiatives to prevent and combat human trafficking and domestic violence.

Under the Empowerment / community mobilization component of the project, different public spaces in the target communities were rehabilitated, community information centres were established and equipped. The applicants are encouraged to contact local public authorities in the target communities in order to agree on the use of available public spaces as venues for the training workshops. See Annex 2 (at the end of this document) for the list of names and contact details of the representatives of the LPA in the target communities.

*Should you have any more questions, please send them via e-mail (**not** on the phone):*
viorica.cretu@undp.org and/or corneliu.martiniuc@undp.org

**Availability of computers in target communities
(according to the information submitted by the local authorities)**

Districts and communities	Number of computers / location
<i>Șoldănești district</i>	
Șoldănești town	- 5 computers - the office of the NGO «Perpetum mobile» (within the premises of the primaria) - computer rooms in both lyceums in the town
Cobîlea village	9 computers in the school
Parcani village	- 6 computers in the gymnasium - 3 computers in the Community Centre
Salcia village	- 3 computers in the culture house (casa de cultură) - 2 computers in the primaria
Poiana village	- 3 computers in the gymnasium - 2 computers in the primaria
Gauzeni village	- 11 computers in the gymnasium - 2 computers in the primaria
<i>Rezina district</i>	
Rezina town	9 computers - Information & Training Centre
Meșeni village	4 computers - gymnasium
Ignăței village	- 11 computers - lyceum - 5 computers - Community Centre
Țareuca commune (Tareuca and Tahnauti villages)	- 18 computers - school in Tareuca (11 new and 7 old ones) - 2 computers - school in Tahnauti - 5 computers - Community Centre
Saharna Nouă village	- 5 computers in the primaria - 8 computers - social assistance & information service (within the primaria)
Păpăuți village	- 6 computers - gymnasium - 4 computers - primaria - 5 computers - village library
<i>Anenii – Noi district</i>	
Anenii – Noi town	- 4 computers - district public library - 21 computers - lyceum „Eminescu” - 23 computers - lyceum „Hiperion”
Roșcani village	- 11 computers (old, but functional) in the school - 4 computers - Community Centre
Merenii-Noi village	18 computers - gymnasium
Calfa village	- 8 computers - gymnasium - 7 computers - primaria

Hîrbovăț village	- 6 computers - Training & Education Centre for Children - 10 computers – lyceum
Cobusca Veche village	- 4 computers - social assistance & information service (within the primaria) - 10 computers (old, but functional) - gymnasium
<i>Vulcănești district</i>	
Vulcănești town	- 24 computers - lyceum nr.1 - 23 computers - lyceum nr. 2 - 25 computers – gymnasium nr. 3 - 18 computers – school nr. 1
Carbalia village	2 computers – Community Centre
Cișmicheoi village	- 6 computers - gymnasium - 9 computers – lyceum
Etulia, Etulia Nouă, Stația c/f Etulia villages	6 computers – lyceum
<i>Grigoriopol district</i>	
Grigoriopol town	- 6 computers and 1 laptop - Community Centre - all 4 schools have computer classes (5-6 computers in each) - 7 computers - district library
Carmanova village	- 1 computer – Culture House - 5 computers - school
Teia village	10 computers – school
Tașlîc village	10 computers – school
Butor village	12 computers – school
Speia village	10 computers – school
Mălăești village	10 computers – school

N.B.! Some communities do not have Internet connection.

List of contacts in target communities

Nr.	Target districts & villages	Rayon Authority	Community Mayors	Telephone
	Soldanesti	Alexandru Relitchii	027222650	
1	or. Soldanesti		Alexandru Tinica: Mayor of the town	027222305; 079774495
2	Cobilea		Anna Cuceinic: Mayor of the village	027251236; 069639929
3	Parcani		Lopaci Valeriu: Mayor of the village	027224254, 079705531
4	Salcia		Alexandu Carpovici: Mayor of the village	027253186, 079645372
5	Poiana		Muras Tudor: Mayor of the village	027259236; 069741907
6	Gauzeni		Cepraga Boris: Mayor of the village	27246236; 79210900
	Grigoriopol	Tinic Ivan Ivanovici		
7	or. Grigoriopoli		Zibin Alexandr Vladimirovici Ciolac Ivan Vasilevici	+0037377786189 +0037377786994
8	Malaesti		Namasco Nicolai Petrovici: Rep. of the Head of Grigoriopoli District Adm.	021067236, 238, 077862350, 069321920
9	Butor		Guseinova Liubovi Petrovna: Rep. of the Head of Grigoriopoli District Adm.	021073236, 238 077787882
10	Taslic		Pecul Alexei Semenovici: Rep. of the Head of Grigoriopoli District Adm.	021072238, 077797966
11	Karmanovo		Gordeev Serghei Iurevici: Rep. of the Head of Grigoriopoli District Adm.	021071236, 238, 077830670
12	Speia		Salcutan Ludmila: Deputy Rep. of the Head of Grigoriopoli rayon Adm.	021064234
13	Teia		Toderasco Mihail Victorovici: Rep. of the Head of Grigoriopoli rayon Adm.	021063236, 238, 077746620
	Anenii Noi	Vizdoaga Vladimir	0265 22650, 69108246	
14	or. Anenii Noi		Chebas Mihail Mayor of the town	22665, 067122665
15	Calfa, Calfa Noua		Ludmila Ceaglic Mayor of the village	026537241; 069110290
16	Hirbovat		Vizii Alexei Mayor of the village	72603, 069771298
17	Merenii Noi		Mihailov Serghei Mayor of the village	62550, 068480606
18	Cobusca Veche		Tomac Valentin Mayor of the village	35246, 069473387
19	Roscani		Ceban Silvia Mayor of the village	38163, 069174346
	Rezina	Valeriu Ciorici	0254 22058,	
20	Or. Rezina		Petru Sova Mayor of the town Liuba Stavinschi Deputy Mayor of town	22844, 21648, 26150 079779411
21	Papauti		Oleg Stoler Mayor of the village	77238, 77236, 068071484

22	Meseni	Maria Zaharia Mayor of the village	62236, 62238
23	Ignatei	Balan Ion Mayor of the village	48236, 48238 069466009
24	Saharna Noua	Ion Durbala Mayor of the village	78236, 78238, 069157732
25	Tareuca	Ghenadie Lefter Mayor of the village	33238, 33236 079709815
	Vulcanesti	Petrioglo Victor Nic. (Deputy): 0293 22940, 069236944	
26	or. Vulcanesti	Baurciulu Valerii Mayor of the Town	0293 23250
27	Carbalia	Gaidarji Constantin Mayor of the village	0293 63236
28	Etulia	Cuijuclu Serghei Mayor of the village	0293 76236 068064528
29	Etulia Noua	Cuijuclu Serghei Mayor of the village	0293 76236
30	St. Etulia	Cuijuclu Serghei Mayor of the village	0293 76236
31	Cismichioi	Boiev Gheorghe Mayor of the village	0293 63250, 63236