



Pre-Bidding Conference Minutes

Provision of Specialized Training and Assistance to Strengthen Capacities of Target LGs - LOT 1/LOT 2 /LOT 3 (RfP 13/00653)

**20 May 2013, 10:30-11:30
UN House Conference Room**

Participants: Representatives of 4 companies from Moldova

Introduction:

The Pre-bidding conference was opened by Ms. Olesia Cazacu, Senior Project Officer / Local Governance and Development, Joint Integrated Local Development Programme, who presented the content of the Terms of References and explained in details the requested services and what is expected from the offerors.

The meeting continued with clarifications of administrative and procurement nature of the RfP, presented by the UNDP Procurement Unit. Mr. Corneliu Martiniuc, Procurement Associate, focused on the main administrative aspects of the Request for Proposal, submission requirements and methods, rules and regulations to be applied in the process of evaluation.

Questions and Answers

1. Is the bid opened to international bidders or only to local bidders (established in Moldova)?

There are no restrictions for international bidders to apply.

2. Can an Offeror submit proposals for more than one LOT?

Yes, in case a company wins the bid for more than one LOT, UNDP will assess the capacity of the respective company to manage simultaneously two or more contracts with UNDP. However, the Offeror shall demonstrate enough capacity (sufficient and available technical resources, different implementation teams, etc.) to implement the activities efficiently and within the proposed timeframe.

3. Is it mandatory for the Offeror to send an acknowledgement letter (according to section 1 of the RfP) stating the Offeror's intention to apply?

The submission of such a letter is encouraged, but it is not mandatory. It will be used for distributing further official information related to this competition.

4. What is an Advanced Payment Guarantee?

A bank guarantee is requested when the first payment is paid in advance and constitutes more than 30,000 USD. Nevertheless, it is UNDP policy not to make payments in advance. Exceptionally, the necessity for a start-up advance can be negotiated with the winning company, and if approved, shall be disbursed only for logistical expenses.

5. What is the currency for submission of financial proposals?

The Offeror is encouraged to submit the financial proposals in US Dollars. Should a financial proposal be submitted in any other currency, the exchange rate of UN as of June 5 2013 will be used to convert the financial proposal amounts into USD for comparison between offers.

6. Can an Offeror submit a Report for the National Bureau of Statistics instead of the audit report?

Yes, the Offeror shall submit the documents mentioned in the RfP that are relevant for their organization (local context).

7. Can Offerors participate in this competition in consortium with other companies?

Yes, companies can form partnerships. In this case they should also submit a partnership agreement.

8. What is the role of the Academy of Public Administration?

Academy of Public Administration under the President of Moldova (APA), as well as the State Chancellery are partners of the JILDPA. The Offeror will work with APA to adjust the APA modules for LOT 1 and 3.

9. Have the target communities been contacted and informed about the activities of JILDPA?

Yes, the target communities have been contacted and informed about the activities to be implemented as part of JILDPA. By June 1 the local authorities from the target communities will submit their official agreement to participate in the JILDPA activities.

10. How the number of working days for each task has been estimated?

The working days mentioned in Annex 1 refer only to expert days and do not refer to management related working days. Other expenses (translation, transportation etc.) should be budgeted in separate categories. The numbers included in Annex 1 are estimated numbers of working days, the Offeror are free to propose and justify a different number of working days. The number of working days is estimated for the training and the coaching activity separately, as per Annex 1.

11. Who will collect the data for the Capacity Assessment Report?

The JILDLP will collect a comprehensive set of data using a methodology developed in its previous phase. The database and all disaggregated will be made available to the selected company/ies whose task will be to prepare capacity assessment reports based on these data and on their previous experience and knowledge of the respective fields.

12. How many capacity reports shall be developed?

The Offeror shall develop one capacity assessment report for each field covered by the LOT analyzing the capacities of all local public authorities from JILDLP target communities in the respected field. The Offeror shall not submit separate capacity assessment reports for each JILDLP target community in the fields covered by the LOT. The recommendations included in the report shall also refer to all local public authorities from JILDLP target communities.

13. How many days training modules comprise?

A training module last two-three days, depending on the LOT requirements (Annex 1), and each module should be conducted three times for groups of up to 20 participants. The Offeror however, can propose and justify the need for a different arrangement (number of times the modules will be conducted, estimated number of participants in each module).

14. How many participants from one locality should participate in the trainings?

About 3 participants from each locality should participate in each training module. The 10 community facilitators should also be added to the number of participants at one training module.

15. How many participants' guides shall be developed?

One participants' guide shall be developed for each fields covered by the LOT. In the LOTs covering two fields (LOT 2 and 3), a participants guide will be developed for each field.

16. What deliverables shall be published?

Only the participants' guide shall be published.

17. In what language should the deliverables be submitted?

The deliverables should be submitted in Romanian and Russian, including the training materials and the guides. The trainings shall be conducted in Romanian.

18. What is the role of the community facilitators?

The community facilitators will act as liaison persons between the community, local authorities and the JILDLP. They will assist local public authorities in various fields, and will participate in the trainings to be provided by the wining Offeror(s) of this competition. They will also assist the local public authorities in institutionalizing the documents developed during the coaching activity in the field. The Terms of Reference for the community

facilitators is available on UNDP website (<http://www.undp.md/jobs/jobdetails/313>). JILD P will contract 10 community facilitators (two facilitators /locality). 5 of them will work with the local public authorities; the other 5 will work with the local community groups.

19. What does Q1, 2014 in Annex 1 stand for?

Q1 (or other numbers) indicates the quarter of the year in which the activity shall be implemented. The activities are dispersed in time to avoid over-crowding the local authorities with training activities. The trainings modules shall be followed and combined with the coaching activities.