



Pre-Proposal Conference Minutes RfP14/00773

Provision of specialized training and assistance to strengthen capacities of target LPAs in accessing funds for regional development projects

7 April 2014, 13:00

UN House Conference Room

Attendees: Representatives of 8 NGOs from Moldova

Agenda:

1. Presentation and description of procedures
2. Questions and answers

1. Presentation and description of procedures

Purpose of the RfP: JILDP/UNDP seeks an experienced company to provide support to JILDP target communities in delivering several training modules on project writing and developing regional development projects.

The assignment will consist of updating already elaborated training materials and delivering training programs for approximately 75 participants (LPAs and members of community groups), providing on-job training for LPAs in writing project proposals and supporting local governments in accessing regional development funds, including with search of a partner when necessary.

A brief description of the Terms of References document was made, covering all tasks included in the document.

2. Questions and Answers

Questions addressed during the pre-proposal conference:

- 1. Question:** *Are eligible expenses covering the travel costs of a partner from abroad?*
Answer: Yes. The applicant should estimate the added value of including such expenses.
- 2. Question:** *Did UNDP estimate a number of working days for the activity 2. Coaching and mentoring?*
Answer: Each applicant should estimate and propose a number of working days according to their previous experience and view on accomplishing the tasks.
- 3. Question:** *Does the inception report include an assessment of LPAs capacities in the field of project writing?*
Answer: No. The inception report will include the final detailed methodology, the action plan and the matrix of indicators.
- 4. Question:** *What deliverables should be presented in Russian?*
Answer: The training materials and toolkit should be delivered in Romanian and Russian. The project proposals should be submitted in Romanian, English or Russian, depending of the potential financing organization and its requirements.

5. **Question** *What type of training materials should the applicant present as part of the application folder?*
Answer: All training materials previously developed by the Organization that are relevant for this tender could be presented. They will be used to assess the capacity of the organization to deliver the tasks included in the RfP. All submitted materials will be used only for selection purposes.
6. **Question** *Project proposals (deliverable 2) should be in English or Romanian?*
Answer: The organization should elaborate/translate the project proposal into the language requested by the funding organization (to be decided with the LPAs and JILDLP) to which the project proposal will be submitted.
7. **Question** *Project proposals (deliverable 2) should be developed for a particular call of proposals?*
Answer: Yes. This should be further established by JILDLP, the selected organization and LPAs.
8. **Question** *The event will be organized in Ukraine or Republic of Moldova?*
Answer: The applicant should estimate the cost for organizing such an event in Ukraine. In case its location will be changed, the cost will be reevaluated and the contracted organization will be paid according to the invoice and actual expenses incurred.
9. **Question** *Can UNDP transfer the money for the logistical expenses for the event to be organized in Ukraine directly to an Ukrainian partner of the applicant?*
Answer: No. Consortiums are eligible, but the contract will be signed by UNDP and the leading partner (applicant) only, hence the financial transfers will be made to the contracted organization only.
10. **Question** *Can the applicant propose a different number of training days, modules etc.?*
Answer: This was estimated by the program as an optimal number of days, associated with coaching activities in the field. As this call is a Request for Proposals, the applicant could present its own view and methodology to achieve the contract objectives.
11. **Question** *Are Government-owned entities eligible to submit a proposal under this RfP?*
Answer: As long as the Government-owned entity has legal and financial autonomy from the rest of the Government system and it is within its mandate to engage in activities described in the RfP, then the entity is eligible to provide services to UNDP on a contractual basis.