



Pre-Bidding Conference Minutes

Provision of comprehensive training, coaching, grants and on-going consulting services to women and men, particularly vulnerable, willing to initiate or expand current businesses –

LOT 1/LOT2

(RfP14/00810)

16 June 2014, 12:00

UN House Conference Room

Attendees: Representatives of 7 NGOs from Moldova

Agenda

1. Description of the RfP document

2. Questions and Answers

1. Description of the RfP document

Purpose of RfP: JILD/UNDP seeks an experienced company (hereinafter the Service Provider) to provide comprehensive training, coaching, and on-going consulting services to women and men, particularly vulnerable, willing to initiate or expand businesses. This particular intervention will be aimed at individuals residing in the Program's 20 target communities. The assignment will consist of updating the training module already elaborated by the Service Provider and delivering training programs for approximately 100 participants (50 in each Lot).

The present RfP consists of 2 (two) LOTs, each covering 10 communities. The Offeror may submit a Proposal covering one or two LOTs.

Prior to the beginning of the Q&A session, the UNDP/JILD team has provided an overview of the requirement and each activity in particular. It was mentioned that the team expects the assignment to require about **200 working days at most**.

Additionally, the UNDP/JILD team has mentioned that a company can apply for both Lots, provided that separate technical proposals and financial proposals are submitted. The evaluation for each lot will be made separately. Companies can potentially win the bids for both Lots, provided that they can prove that there is enough capacity to do so.

2. Questions (Q) and Answers (A) addressed during the Pre-Bidding Conference

Q1. Is the service provider solely responsible for the elaboration of the Beneficiary Selection Methodology for the awarding of grants?

A: The service is expected to provide the Methodology as one of the Deliverables. The JILDP/UNDP will provide feedback on the Methodology, and will provide guidance during the elaboration of the methodology. It is expected that the Methodology for selecting grant beneficiaries will be based on a weighed scoring system, with special attention paid to social impact aspects such as job creation

Q2. As part of the on-going consulting services offered to grant beneficiaries, is the Service Provider expected to assist entrepreneurs with finding market outlets in case goods/services aren't being sold as expected?

A: First, such issues should be addressed in the Business Proposal phase of the project, and the Service Provider will help applicants with due diligence. Second, yes, the Service Provider is expected and encouraged to provide all possible assistance, including assistance in finding market outlets.

Q3. Can the potential grant beneficiaries apply for additional financing from other Banks, Agencies, and/or provide their own contribution?

A: Applying for additional financing is acceptable and encouraged, and describing such mechanisms will weigh favorably in applying for this RfP, and for the grants.

Additionally, a personal contribution will be expected for grant applicants. The proportion of the personal contribution will be stipulated in the Grant Awarding Mechanism.

Q4. What are the required languages for each deliverable?

A: All beneficiary-facing materials should be delivered in Romanian, with translation to Russian available upon request. All UNDP/JILDP reports shall be made in English.

Q5. Point 2.3 at page 23 of the RfP states that “..The Offeror will ensure proper dissemination of the call for applicants and representative participation of participants from all villages included in the Lot – at least 10 women and men from each village” Is this accurate, since each Lot is expected to include trainings for 50 people?

A: Each community should be represented by at least 5 women and men

Q6. How is the service provider expected to target participants?

A: JILDP/UNDP has already established working relationships with the representatives of the target communities, and will assist with disseminating calls for applicants. However, the process should be open and transparent, as to ensure as wide an audience as possible. Innovative approaches, such as targeted invitations via SMS are welcome.

Q7. How will grant beneficiaries be selected?

A: JILD/UNDP will create an evaluation committee and will select grant beneficiaries from the pool of business proposals. The assessment criteria will be established in the Beneficiary Selection Methodology.

Q8. One of the requirements for submission (DS 26, C.15.1.) is that companies present the latest Audited Financial Statements (Income Statement and Balance Sheet) including the Auditor's report for the past 2 years. What if the Offerror is exempt from such reporting requirements (Standard 62 for simplified procedures for small businesses), and as such can't produce these documents?

A: The purpose of this requirement is to ascertain that the company will not become insolvent or bankrupt during the project. As such, we will reasonably accept and review any other documents relevant to establishing the company's financial soundness (including standard 62 reporting documents)

Q9. Can the applicant propose a different number of training days, modules etc.?

A: 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.

Q10. What exactly is meant by "training toolkits"?

A: By training toolkits we mean **all** the materials related to delivering each training module. Printed materials will be provided to participants, and electronic copies will be delivered to UNDP/JILD/UNDP for pre-approval before the actual training take place/