



Pre-Bidding Conference Minutes

Provision of consultancy and coaching services on local public finance and revenue enhancement for LPAs from Moldova - LOT1/LOT2

(RfP14/00817)

1 July 2014, 13:00

UN House Conference Room

Attendees: Representatives of 8 NGOs from Moldova

Agenda

1. Description of the RfP document

2. Questions and Answers

1. Description of the RfP document

Purpose of the RfP: JILD/UNDP seeks companies (hereinafter the Company) to provide on-the-job coaching and assistance to local governments from 74 local communities from Moldova in the field of local public finance management and revenue enhancement in order to ensure the successful implementation of the new system of local public finance in Moldova. The terms of references consist of two lots: lot 1 - localities from Ocnita and Riscani rayons, and lot 2 – localities from Chisinau municipality and Basarabasca rayon.

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

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

Q 1. Shall the Company provide individual consultancy during visits in each local government?

The Company shall organize local workshops in each rayon for the local governments from the respective rayon. These workshops are expected to be very practical and apply learning by doing techniques, focused on working on specific documents, procedures or applying

specific tools. The Company shall work individually with the local government during the workshops, via email or phone, but not necessarily during on-site visits.

Q 2. What is the role of the Company in organizing the public consultations in each local government?

The Company will guide the local public administration in preparing the public consultations, presenting the budgetary information in a friendly manner, but the consultations will be organized by the local governments.

Q 3. Should the Company participate in all local public consultations to be organized by the local governments?

No, the Company will provide methodological guidance on how to organize the consultations during the local workshops, will coordinate the timetable, the agendas and other details of the public consultations with the local governments, but will participate in and monitor only some of them. As a delivery for this task, the Company shall present a monitoring report on the organization of the public consultations

Q 4. The number of working days shall differ from each LOT?

The number of working days shall be estimated taking into consideration the workload to be invested in this activity and hence will be different for each LOT. The number of working days for the coaching activity shall be estimated based on the number, size of local governments/budgets, number of monitoring visits in each rayon the rayon, etc.

Q 5. What should the delivery 1 - the methodology refer to?

At the initial stage the Company is expected to submit a more detailed approach to be applied for this activity based on the terms of references and the technical proposal submitted during the competition, with more specific activities, timetable and methods to be applied throughout the contract period of time.

Q 6. Should the Company involve the rayon public authorities in implementing the activities?

The rayon public authorities should be informed and invited to participate in all activities to be implemented at the local level.

Q 7. Should the Revenue Enhancement Plan be approved by the local council?

The Revenue Enhancement Plans are expected to be very practical and workable instrument. It is desirable for these documents to be consulted with the local community and approved by the local councils, but this is not a mandatory delivery for the Company.

Q 8. Please clarify where the Task 2 B, indicated in the table on page 25 shall be carried out?

This task shall be delivered in each rayon of the LOT: one consultation session for LPAs on organizing information sessions on local taxes and fees shall be organized in each rayon. Task 2 A – one consultation session for LPAs on organizing public consultations on the local budget - shall also be organized in each rayon.

Q 9. Should the Company provide the logistical arrangements?

Yes, the Company shall take care of all logistical arrangements for all activities of the ToR.

Q 10. What does the project environment, mentioned in the evaluation table refer to?

It refers to a preliminary research and the level of understanding of the context and the specifics of the issue tackled in this project (the new public finance system in Moldova) the accuracy of the data provided in the technical proposal and how it is used to support the Company's proposed approach to the tasks.

Q 11. What does the “progress under the new law” – (Task 3) refer to?

It refers to discussing the successes and shortcomings, advantages and disadvantages of the new system of local public finance that can be evaluated at this stage of implementations in the pilot rayons.

Q 12. Should all team members have a PhD degree?

This is not a mandatory condition. As indicated in the RfP, one of the main qualification criteria for the team of experts is relevant practical experience experts, while holding a PhD degree is an advantage and will add to the total score of the candidate company, as indicated in the evaluation table from the RfP. The candidate Companies are encouraged to clearly specify the division of roles and responsibilities among the team members and practitioners.

Q 13. What quality assurance procedures will be assessed during the evaluation process (as indicated in the evaluation table from the RfP)?

It refers to the internal procedures of the Company meant to ensure the quality of all deliverables to be produced as part of this project – a board, quality assurance certificated possessed by the Company, peer-review. Should the quality assurance be provided by qualified experts, his/her resume shall also be included in the technical proposal, as well as of any other experts to be involved in this project.

Q 14. Is subcontracting an advantage?

Any subcontracting will be assessed taken into consideration any potential risks it might impose on the delivery of the tasks. All partners of consortium will be evaluated as well.

Q 15. Should the Company indicate the largest three contracts in the technical proposal, including those that are not concluded?

Yes, the Company should include the largest contracts from its previous activity, regardless of their status.

Q 16. Should the company submit reference letters from the previous three largest contractors?

The Company can submit reference letters from any of the past contracts, including central or local public authorities, donors, etc.

Two clarifying questions for this RfP were received via email:

Should the Statement of Satisfactory Performance be submitted in English, or it can also be provided in Romanian?

The Statement of Satisfactory Performance can be submitted in Romanian as well.

There is a confusion related to the timeframe of activities indicated in the two tables on page 25 of the RfP. In the table from section C on Scope and services referring to the estimated workload, Task 3 - the timeframe for organizing two quarterly meetings per rayon is July 2014; whereas in the following table on page 25 referring to Deliverables and Timeframe, the same activity should be performed by January 2015. What is the exact deadline for performing this task?

The quarterly meetings shall be organized from July 2014 to January 2015. The exact calendar of these meetings shall be coordinated and agreed in advance with the JILD, the central and local public authorities and other stakeholders.