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Pre-Proposal Conference Minutes
RfP14/00894
Research on local community needs and capacities to implement joint development initiatives on both banks of the Nistru River

27 October 2014, 11:00

Conference Hall, Le Roi Building, third floor

Agenda:

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

1. Presentation and description of procedures

The Pre-proposal conference was opened by Victor Dragutan, Project Manager of Business Development & Civil Society Project who welcomed the participants and presented a short brief of the SCBM programme.

Further, Victor Dragutan made a short presentation of the scope of the assignment, made some clarifications regarding the submission and procedures requirements and pointed out some of the important aspects like expectations, the selection criteria, rules and regulations to be applied in the process of evaluation.

2. Questions and Answers

Questions asked during the pre-proposal conference:

1. **Question:** In case of a consortium of organizations, where the member organizations have varying degrees of correspondence to the evaluation criteria, how will the proposal be evaluated and scored?
   Answer: The evaluation of the proposals will be made based on the scoring grid specified in the **Instructions to Proposers** of this Request of Proposals. The scoring of the proposals depends on the experience of the leading company from the consortium. Regarding the organizational capacity assessment, which generally refers to the ability of the entire consortium to implement the project, the maximum score obtained by one of the Consortium member organizations will be considered.

2. **Question: How should the consortium be documented? Should the Joint Venture agreement be filled in?**
   Answer: While applying as a consortium of companies (Joint Venture), it is necessary to fill in the copy of the Memorandum of Understanding/Agreement or Letter of Intent to form a JV/Consortium, or Registration of JV/Consortium (Section 5: Documents Establishing the Eligibility and Qualifications of the Proposer) The agreement should specify clearly which company/organization is the leader of the consortium and stipulate in detail how the responsibilities are divided between the consortium members. The basic information about the partners and their roles is necessary to be included in the technical proposal (Each member of the JV should fill in the Joint Ventrure Partner Information Form).

3. **Question: Regarding the point 26 "Required Documents that must be Submitted to Establish Qualification of Bidders" from the Date Sheet. In case of a consortium, is it mandatory to present the required documents of all companies from the consortium?**
   Answer: All the companies from the consortium should present, to the extent available, the documents required in the **point 26 "Required Documents that must be Submitted to Establish Qualification of Bidders" from the Date Sheet.**

4. **Question: In the scoring grid at the Technical Proposal Evaluation, Form 1: Expertise of the Firm/Organization, it is mentioned the notion of Loose consortium. Can you please give some more clarifications on this?**
   Answer: A loose consortium is an informal partnership arrangement between organizations. At this line, the maximum points can be obtained by a single company which meets all the requirements of the RfP and/or by a consortium of companies that have a clear definition ofresponsibilities and role of each partner company/organization in the consortium.

5. **Question: Can you please give some more details regarding the continuity of the assessment?**
   Answer: The main objective of the assignment is to develop and apply an assessment/research tool looking at the basic needs in target communities on both banks of the Nistru River in the Security Zone. The tool would focus on determining the current situation in terms of general community development, assessing community needs, analyzing local capacities to implement cross-river joint initiatives, and look at the impact of development projects already implemented. The result of the assessment will be used for periodical progress measurement, and for the elaboration of an indicators framework to measure progress and impact, as well as planning and adjustment of SCBM activities, including for its next phase, starting in 2015.

6. **Question: How would be possible to consult the communities from both banks of the river in order to develop the tool at the stage of development and adjustment?**
   Answer: The tool shall be based on consultations and inclusive dialogues with and between communities and LPAs on both banks of the Nistru River in order to adjust the questionnaire to the community needs. The consultation process should include *at least 3 meetings* with the participation of mixed groups representing communities on both banks. In implementing this exercise, it is important that the bidder proposes its own best methodologies, properly described in the technical proposal, which will bring the desired results.

7. **Question: Who will be the end-user of this Specialized Assessment Tool?**
   Answer: The Specialized Assessment Tool will be used by UNDP for periodical progress measurement, and for elaboration of an indicators framework to measure progress and impact, as well as planning and adjustment of SCBM activities, including for its next phase, starting in 2015.

8. **Question: Will UNDP facilitate the communication between LPAs and the winning bidder?**
   Answer: UNDP would offer, to the extent possible, support in communication between LPAs and the winning bidder, but it is expected for the winning bidder to coordinate and establish links with the LPAs. It is important to describe the potential risks for the implementation of this project that may impact achievement and timely completion of expected results as well as their quality. Also, the Applicant should described measures that will be put in place to mitigate these risks.