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Pre-proposal Conference Minutes

For RfP 15/01016 Provision of Consultancy Services to Strengthen the Capacities of target Communities from the Left Bank of Nistru/Dniestr River (Transnistrian Region of Moldova)

07 July 2015, 11:00

Le Roi Business Center, 3rd floor, room # 305

Topics addressed:

- Presentation and description of the technical procedures
- Presentation of key activities and deliverables
- Questions and answers

Presentation and description of the technical procedures/key activities and deliverables

The pre-bidding conference was opened by Mrs. Liliana Caterov, SCBM Procurement and contracts Associate, who made the initial introduction of the project team members present at the event. Two representatives of interested organizations attended the pre-bidding conference. Mrs. Caterov went through the main sections of the RfP, offering detailed explanation of application requirements and submission procedures included in Section 4, 5, 6 and 7. Mr. Vasilachi emphasized the importance of placing the technical offer and the financial one in clearly labeled separate envelopes when submitting hard copy applications as well as provide password protected files in the case of electronic submission.

Ms. Ana Moraru continued with an introduction of the SCBM Programme (IV phase), a brief account of the main goals and expected results. Following the general background information, Ms. Moraru offered an overview of the key deliverables/tasks and their indicative timeframe. Each deliverable was described and explained so that representatives of the potential applicant organizations can get a clear understanding of programme expectations in terms of concrete actions and time schedules.

Questions and answers

Q1: Do we have to search for a partner organization and submit a common application?

Answer: There is no need to have an existing partner organization prior to applying – this is not a prerequisite. However if an organization does apply as part of a consortium with another organization from the right bank, the project encourages such practices. The main objective of the organization which will sign the contract with UNDP (SCBM Programme) is to identify the development needs of 15 target communities and later provide assistance in addressing those needs through capacity building and development activities and events. It is also anticipated that during the project implementation, new cooperation links will emerge between beneficiary communities from the right bank and those from the left bank of Nistru River. Such practices would serve as indicators of programme success and overall sustainability and are anticipated before the project closure. The responsibility of the contracted company is to identify and elaborate the methodology and concrete action steps to achieve the aforementioned results.

Q2: How strict are the expected periods of delivery for each key task? The second deliverable seems impossible to achieve within one month following the contract signature. Also what are the volume and quality expectations for the community development needs assessment reports – general and superficial or profound and thorough?

Answer: It is essential to gather good quality data during the assessment stage and describe it in detail in the needs report because based on this initial research the shape and content of future actions will be determined. Whether one month will be enough for this task depends on the size of the work group and team of experts. Given enough personnel and high quality expertise the one month timeframe is a realistic one. The deadlines are rather strict because each planned stage is dependent on the completion of the previous one. Delaying a single step can challenge future implementation timetables. However in the case of objective reasons certain flexibility is acceptable.

Q3: Should the minimum required activities described in section d) of the *Key deliverables and indicative timeframe* be organized for each of the beneficiary communities separately or the same events can have participants from different communities? Also should the budget for this activities be included in the application?

Answer: The goal of the activities mentioned in section d) of the *Key deliverables and indicative timeframe* is to bring representatives of the beneficiary communities together and offer them an opportunity to share ideas and experiences, so organizing several of them with the participation of representatives from different communities is encouraged. The budget of these events/activities should be included in Section 7 (Financial proposal) of the application form with all costs considered (transportation, per diems, expert fees, equipment and conference room rentals etc).

Q4: Following their conclusion all works will be accompanied by a Hand Over Note and a general invoice or the expectation is to provide detailed financial reports (with justifying documentation) for each transition/payment, as in the case of Grant agreements?

Answer: Based on the complexity of the services requested, the Programme team decided to use a mixed approach. Such deliverables as for example *needs assessment, reports* may be the subject of a lump sum payment (fix price) approach whereas events/activities involving different kind of expenses will be addressed using the reimbursable cost approach.

Q5: Can experts from the Right Bank be involved in the activities of the contracted company on the Left Bank of Nistru River? More precisely, can a company which has already submitted their application to participate in the contest (provision of consultancy services to strengthen the capacities of target communities) on the Right Bank, be in a consortium with a company/organization that will apply to provide the same services on the Left Bank of Nistru River?

Answer: The collaboration between experts from both banks of Nistru River is encouraged and there are no restrictions regarding an applicant organization that participated in the contest on the Right Bank to also be named as a partner in a consortium with an organization from the Left Bank.

Q6: Regarding the two project proposals which will be prepared by the beneficiary communities with the support and assistance of the contracted company – how many of them will be financed? Minimum one will be accepted?

Answer: There are no benchmarks regarding how many of those project proposals will be accepted by the SCBM Programme committee. The decision will be based on the quality of the proposal, the problem that needs to be addressed, expected results and general impact, as well as the underlining confidence building potential.