

Pre-proposal Conference Minutes
Human rights training for National Human Rights Institutions in the Republic of Moldova (RfP15/01068)

18 August 2015, 14:00
UN House Conference Room

Attendees: Representatives of IDOM from Moldova and Nordic Consulting Group from Denmark (via Skype).

Agenda:

1. Description of the RfP process
2. Description of ToR
3. Questions and Answers

Description of the RfP process

The purpose of the pre-proposal meeting for the **RfP15/01068** is to explain important aspects related to the procurement procedures and clarify various technical aspects of the requirements.

A detailed description of the RfP process was made, highlighting the most important parts of the published documents, submission details and deadlines, Technical and Financial Specifications and required format and modality for presenting the price quotations, as well as the methodology and procedures for identifying the winners of the competition.

Other important issues addressed during the Pre-proposal conference were:

- Special attention was paid to the deadline for submission – 28th of August, 14:30, Moldova time, Proposals should be submitted in time, a minute late will result in rejection of the proposal;
- Offers can be submitted either in hard copy or electronically. Incomplete offers shall not be examined;
- All documents to be submitted are specified in the bidding documents. Offers which do not meet the minimum qualification criteria will be rejected;
- The evaluation will be based on Combined Scoring Method, using the 60%-40% distribution for technical and financial proposals, respectively, where the minimum passing score of technical proposal is 70%. The Contract will be awarded to the offer which will gain the highest combined score;
- The 3 main tasks to be performed have been mentioned:
 - 1) Delivering 12 training courses on UN human rights standards;
 - 2) Training of trainers (ToT);
 - 3) Coaching the ToT trained NHRIs staff.
- The deadline for submitting requests for clarifications or questions is 7 days before the submission date, 21st of August 2015.

Questions & Answers received during the Pre-Proposal Conference

Question: How is the initial baseline assessment envisaged?

Answer: The needs assessment is needed in order to assess the level of knowledge of institutions staff prior to preparing the training curricula and materials. The needs assessment can be done remotely/online. It is important to note the difference between the needs assessment and the pre-training assessment which are two different tasks, the latter being for the purpose of evaluation of knowledge of participants before and after the training.

Question: What is the difference between the participants of the first training and programme and the participants of the Training of Trainers (ToT)?

Answer: Initially the staff of NHRIs will take part in 12 training courses. Afterwards, 15 participants from that group will be selected to undergo the ToT.

Question: How many participants are expected to attend the first 12 trainings?

Answer: It is expected that around 25-30 persons from NHRIs and other institutions (*see p.23 of RfP*) will participate in the courses.

Question: Who are main the beneficiaries of the initial trainings?

Answer: The main beneficiaries of the trainings will be the staff of NHRIs and possibly some other institutions (NGOs).

Question: Referring to *p. 25 of RfP*, can the term 'effective' be elaborated further?

Answer: These are the results aimed to be achieved following all the trainings. It is expected that the trained trainers will understand the issues they will cover during the training as well as be able to transfer knowledge to the audience. As result of the ToT and subsequent coaching, the selected trainers will need to have the ability to conduct trainings without additional support from outside.

Question: How many persons have to be on the team of experts?

Answer: Every bidder is free to decide the number of members involved in the process, but they must comply with minimum required specifications, specified in the ToR.

Question: What is the estimated budget to cover the proposals of bidding companies?

Answer: UNDP does not disclosure such information. The evaluation will be based on Combined Scoring Method, using the 60%-40% distribution for technical and financial proposals, respectively, where the minimum passing score of technical proposal is 70%. The bidders should provide financial offers based on estimation of costs foreseen for the whole contract, including missions to Moldova, trainers' fees, etc.

Question: Who will cover the organizational costs of trainings?

Answer: The contracted company/institution will not be responsible for the logistical organization of the training and for the associated costs (training facility, translation and interpretation, printing of training materials, participants' transportation, accommodation, food and equipment rent, as well as accommodation and food costs for the experts during the training events). However, the company/institution will be responsible for accommodation and food of the experts in the days of break in-between trainings.

Question: Will all the trainings be in Moldova or is there international training foreseen?

Answer: All trainings will take place in Moldova in accordance with the specified schedule in the ToR

Question: What is the procedure of submission of proposals?

Answer: The proposals in hard copy should be submitted in 2 separate envelopes (one envelope for technical offer and one for financial – sealed separately). The proposals submitted by e mail should be sent in 2 different emails - (separate financial and technical proposals), the files being coded separately, otherwise the action would constitute a reason for rejection.

Question: To whom should the proposals be submitted?

Answer: The proposals in hard copy should be submitted to UNDP Moldova (mentioning the reference number of RfP). The proposals submitted by e mail should be sent to tenders-Moldova@undp.org.

Questions submitted online/through e-mail:

Question: Is it a requirement to include the CVs of all experts (including additional ones planned to be involved during the assignment) in the “Pool of experts/trainers” in the proposal or can these be submitted at a later time?

Answer: The evaluations of technical proposals will be conducted in accordance with the provided information by the Bidders. It is not a requirement to provide all CVs of all experts, however it must be noted that information not provided in the technical proposal will not be used to evaluate the proposals.

Question: On page number 31, it is said that the Proposal, in section 1 Expertise of firm/organization, should include not only projects relevant to the requirements on page 19 and 27 but additionally, we should include in a table with the projects public awareness campaigns conducted in the past.

Answer: This is a technical error. There is no need to provide such information.

Question: Could you kindly clarify what is a letter of appointment as local representative (see point 26 of the data sheet)? When does this apply? It was not clear for us if any bidder outside the Republic of Moldova had to provide such a letter.

Answer: A letter of appointment as local representative applies only if the international applicant has a local representative in the Republic of Moldova. If you do not have a representative this letter is not a requirement.

Question: When is the opening of the tenders (see point 24 of the data sheet)? We are asking this because under point 23 of the data sheet is says that if submitting the bid online, this must be password protected and the password can be given only on the date and time for opening tenders.

Answer: Yes, online proposals should be protected by password. After the deadline, Offerors who submitted offers online will receive a request to submit the password and will be expected to provide the password accordingly.

Question: Are EU Officials eligible to be presented as experts?

Answer: There are no limitations regarding what institution the experts hired for the task are employed at.

Question: Are UN officials eligible to be presented as experts?

Answer: UN Officials may have limitations based on their primary contracts, but it is their responsibility to comply with their contractual obligations.