



**Pre-proposal Conference Minutes**  
**Human rights consultancy services for National Human Rights Institutions in the Republic of Moldova**  
**(RfP15/01141)**

**09 November, 11:00**  
**UN House Conference Room**

**Attendees:**

- Representatives of 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 **RfP15/01141** 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 – 16 November 2015, 16:30, Moldova time, Proposals should be submitted in time, a minute late will result in rejection of the proposal;
- Proposals can be submitted either in hard copy or electronically;
- Proposals should be submitted only to the official address [tenders-Moldova@undp.org](mailto:tenders-Moldova@undp.org). Submitting proposals to other UNDP staff, or copying them on the email will automatically disqualify the proposal from competition;
- Electronic proposals should be password protected. Passwords should be provided in a separate e-mail, sent upon UNDP request;
- All documents to be submitted are specified in the bidding documents section 26 (p. 17) of the RfP Solicitation document;
- 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;

- Interested companies should keep in mind and pay special attention to the scoring provided on pp. 19-22 of the RfP Solicitation document.
- The 4 main tasks to be performed are:
  - 1) Making research and analysis, and providing on-line (distance-based and mostly written) advice and consultations on the request of the NHRIs on the specific selected substantive human rights and equality issues and standards;
  - 2) Elaboration of a study to advice on the designation and responsibilities of national body(-ies) to work with the UN treaty bodies on the individual communications (complaints) against the Republic of Moldova;
  - 3) Building NHRIs' capacities in effective, durable and sustainable international networking and cooperation for the fulfillment of the NHRIs mandates;
  - 4) Elaborate and submit progress and final reports.
- The minimum requirements, competencies, and experience are:
  - Legally registered entity;
  - At least 3 years of experience in the area of professional training, research, provision of advice and consultancy on the UN human rights standards;
  - At least one of the experts is proficient in Russian and/or Romanian in oral and in written communication, OR the oral and written interpretation into Russian and/or Romanian is ensured.
- Proposals must specify whether experts proficient in Russian and/or Romanian or translators will be involved in the assignment.

#### **Questions & Answers received during the Pre-Proposal Conference**

**Question:** What are the reasons for necessity of involving experts proficient in Russian and/or Romanian or translators?

**Answer:** Not all NHRIs staff members speak English

**Question:** What is the envisaged modality of delivering research and on-line consultations for NHRIs on the international human rights law standards?

**Answer:** The contractor is expected to have direct contact with the representatives of the NHRIs, delegated for the assignment

**Question:** Can the statement of Satisfactory Performance from the Top 3 Clients in terms of Contract Value the past 3 years be from the same clients?

**Answer:** Statement of Satisfactory Performance should be submitted from clients, with which the company worked with relevant to this assignment.

**Question:** What are professional certificates that should be submitted for key experts?

**Answer:** These are certificates relevant to the assignment, which will allow UNDP to best evaluate the relevance of the experts/company for this assignment.

**Question:** Should full CVs of experts be submitted? Should the company submit CVs for non-key experts?

**Answer:** Proposals should include CVs of any persons involved in the assignment, to ensure UNDP to best evaluate the relevance of the experts/company for this assignment.

**Question:** Can companies which do not have experts with experience in Romanian speaking or Russian speaking NHRIs apply?

**Answer:** The Request for Proposals in an open competitive procurement process, open to any company, which satisfies the minimum qualifications. If a company does not have experts who speak Russian and/or Romanian, translators can be involved.

**Question:** Should the team of experts have both practical and theoretical experience?

**Answer:** A combination of practical and theoretical experience is preferred, however it is not part of the minimum specifications. The expected knowledge and experience is further specified on pp. 19-22 of the RfP Solicitation document.

**Question:** To what extent should the experts be experts on the specific matters stated in the ToR e.g. Ombudsperson's submissions to the Constitutional Court?

**Answer:** The expected knowledge and experience is further specified on pp. 19-22. The assignment foresees that the contractor will provide on-line (distance-based and mostly written) advice and consultations to the NHRIs on the specific selected substantive human rights and equality matters and their interpretation for various purposes, including submissions to the Constitutional Court. For example, if a representative of the Ombudsperson Office is preparing a submission to the Constitutional Court and is in need of expertise on a human rights matter and its interpretation, the contractor is expected to provide consultation on the human rights issue in question.

**Question:** Why is it necessary to elaborate the study to advice on the designation and responsibilities of national body(-ies) to work with the UN treaty bodies on the individual communications (complaints) against the Republic of Moldova? What is the expected output?

**Answer:** The expected deliverable is a study which follows the following plan:

- Desk research on experience of national body(-ies) and best practices in other countries and the role of NHRIs;
- At least 4-day mission to the Republic of Moldova to learn about the existing practices;
- Elaboration and presentation of the draft study;
- Public presentation of the study through videoconference;
- Finalization of the study.

#### **Questions submitted online/through e-mail:**

**Question:** The proposal submitted in Electronic copy should be "Encrypted" etc. is password protection enough, or anything else required?

**Answer:** Yes, as stated in point 23, p. 17-18 of the RfP Solicitation document, electronic proposals must be submitted in PDF files only, password protected.

**Question:** When is the password to be submitted? Together with the proposal pdf files and where? It states in your documents that it should be submitted on the opening date of proposals, when is this? And to whom should it be submitted?

**Answer:** Passwords should be provided in a separate e-mail, sent upon UNDP request;

**Question:** What is understood as subcontracting? If we hire experts that are staff of other companies, is this subcontracting?

**Answer:** Subcontracting means contracting other companies to perform part of the task of the assignment.

**Question:** CVs for non-key experts: Should we submit these?

**Answer:** Proposals should include CVs of any persons involved in the assignment, to ensure UNDP to best evaluate the relevance of the experts/company for this assignment

**Question:** Section 2.6 (in 'Section 2 – Approach and implementation plan'), Reporting and Monitoring: Anything besides the reporting included in the ToR to include here?

**Answer:** The proposal should specify all means of reporting, which the company plans to perform during the assignment. If the company chooses to propose a different reporting style that specified in the ToR of the RfP Solicitation document, the proposal should clearly specify the modality of doing so.

**Question:** Is it correct that UNDP prefers the currency US Dollars to be used?

**Answer:** As stated in point 15, p. 17 of the RfP Solicitation document, the Preferred Currency of Proposal is

United States Dollars (US\$).

**Question:** What do you mean by 'Professional certificates'? (Datasheet no.27). Is this experts signed (by client) documents of completed/satisfactory work? Is this a requirement? How many signed documents from each expert is required?

**Answer:** The proposal should include certificates of experts relevant to the assignment, which will allow UNDP to best evaluate the relevance of the experts/company for this assignment.

**Question:** In terms of costs, are there any workshop/study costs that we as proposer should include? Or costs such as translation equipment/box etc.?

**Answer:** As stated in the ToR, p. 26-27 of the RfP Solicitation document, the contracted company/institution is expected to deploy in 2015 at least one (1) expert for at least 4-day mission to the Republic of Moldova for the purposes of the task 2) delivery described in the Scope of Work and Expected Outputs section. UNDP Moldova will provide the contracted company/institution with the assistance in setting up relevant meeting and provide interpretation (if necessary) for the purposes of the mission to the Republic of Moldova. However, the company/institution will be responsible for transportation, accommodation and food of the expert(s) during the mission to the Republic of Moldova. The contracted company/institution will not be responsible for the logistical organization of the on-line presentation events for the associated costs (venues, translation and interpretation, printing of materials, equipment rent, food, etc.).