

## Pre-bidding conference

Design and Delivery of Training Programme on Developing Professional Competences for National Institutions with a Mandate in Human Rights Related Areas

RfP15/01144

13 November 2015, 13:00

UN Conference Room

Participants	
6 representatives of 2 companies from Moldova and 3 international companies (via Skype).	
UNDP Moldova	
Alexandru Cocirta	Project Manager
Alexei Ghertescu	Project Officer
Tatiana Panfil	Procurement Associate
Lidia Marchitan	Project Associate

### Introduction:

The purpose of the pre-bidding conference for the RfP15/01144 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 document: the main purpose of the tender, minimum requirements, general and special conditions applicable, submission details and deadlines, evaluation criteria, details of the Schedule of Requirements, Technical 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.

### Questions asked during the conference and answers:

**Q1:** Does the company qualify if it does not have experience in human rights, but invites an expert in human right to work with them for this assignment?

**A1:** Yes, the company will be evaluated based on the proposed team. The members of the team do not necessarily have to be full-time employees of that entity as long as they have an agreement to provide such services as required. The CVs of all team members shall be provided as part of the bid.

**Q2:** Should the local expert be exclusively from Moldova or neighbouring countries will count? Should they be permanent residents of Moldova?

**A2:** One of the requirements to the bidders is to provide balanced sub-teams of national and international consultants/trainers and at least 25 % of the team members should be based in Moldova, neighbouring countries such as Romania and Ukraine do not count as eligible. There is no requirement that they must be based in Moldova permanently, but the team members should have a significant experience in Moldova and know very well the specific issues of human rights and public institutions in Moldova.

**Q3:** When will we receive the needs assessment?

**A3:** The needs assessment report will be published in the nearest future. The report will be published in Romanian and in English, and in case of any discrepancy the Romanian version shall prevail.

**Q4:** The first deadline is expected in 2015 or the project will start in January 2016?

**A4:** We plan to start as early as possible so that might imply that the project will start by the end of this year with first delivery.

**Q5:** What the requirements towards the language of the training? Will the participants be able to understand English?

**A5:** The trainings are supposed to be delivered in Romanian. The interpretation/translation services for the training will be arranged by UNDP (that will bear the respective costs).

The Service Provider (the successful bidder), however, will bear the translation costs that may be necessary for the translation of learning materials and other documents developed by it into Romanian.

**Q6:** Could you provide details regarding the duration of the training, number of days, and number of hours per day.

**A6:** There is no obligatory number of days for each modules. There is a proposed number of days for each module that you will find in **the Training Needs Assessment Report** (hereinafter: **TNAR**) that we will provide. But this number of days is not strict. The bidder will decide which module requires which number of days. The average duration of a training day is expected to be around 7-8 hours. Please note that it is expected to have 3 cycles of trainings.

**Additional questions have been received from potential bidders by e-mail:**

**Q1:** Could you clarify the meaning of the following mentioned on page 6 of the RfP:

"Proposers must be fully aware that the products or services that UNDP requires may be transferred, immediately or eventually, by UNDP to the Government partners, or to an entity nominated by the latter, in accordance with UNDP's policies and procedures. All proposers are therefore required to submit the following in their proposals:

a) A statement of whether any import or export licences are required in respect of the goods to be purchased or services to be rendered, including any restrictions in the country of origin, use or dual use nature of the goods or services, including any disposition to end users; and

b) Confirmation that the Proposer has obtained license of this nature in the past, and have an expectation of obtaining all the necessary licenses, should their Proposal be rendered the most responsive"

**A1:** This section refers to goods and services that require special licence from the state to sell/provide them. In case there are no specific licences required by the respective state to provide the services specified in the RfP you can ignore this section.

**Q2:** Should 3 cycles of the training programme be organised?

**A2:** Yes, 3 (three) full training cycles that will include all 8 modules and related practical assignments shall be delivered by the Service Provider.

**Q3:** Is it correct that the only modules that would be different for each cycle are modules 3, 4, 5?

**A3:** Modules 3, 4 and 5 shall be different for each of the three groups of the institutions. It is up to the bidder to structure and plan the Training Programme in such a way to cover the representatives of all three groups.

**Q4:** Does the National Institute of Justice (hosting the training courses) have enough space to have two training courses taking place at the same time, as the RfP mentions that the training cycles can go in parallel or concurrently with some delay with the cycles.

**A4:** Training sessions should preferably be planned in a way to avoid having strictly parallel sessions (though the cycles may be held concurrently; e.g. while one group of trainees have a break between the modules and/or perform practical assignments, the other group of trainees may undergo their training sessions).

**Q5:** What does e-learning adaptation mean? Does UNDP have knowledge of e-learning mechanism concerning some of the relevant institutions?

**A5:** The Training Programme that is to be developed by the Service Provider implies 3 cycles of direct (in person) training. However, a possibility should be envisaged to deliver the same training programme based on the same learning materials using the e-learning (online) teaching methods. Therefore, the Training Programme should be designed in a way to allow future trainings to be delivered online using e-learning tools.

Therefore, the Service Provider, though not being required to make e-learning adaptation of the Programme within this assignment, should, when having developed the Training Programme, provide suggestions and recommendations as to the possibilities to adapt deliver the Programme via e-learning mechanisms.

**Q6:** Is it correctly understood that sections 8-11 are not to be submitted in our proposal?

**A6:** Neither of the aforementioned sections shall be submitted at the Proposal/Bid submission stage.

Sections 8 (Proposal Security) and 9 (Performance Security) shall not be submitted at all.

Section 10 (Advanced Payment Security) shall only be submitted if the amount of the advance payment exceeds the amount of USD 30,000.00. However, it should not be provided at the bidding stage. It may be requested from the successful bidder after the selection process is completed.

Section 11 is the contract form that is to be signed with the successful bidder after the finalization of the selection process.

**Q7:** In the datasheet no.26 it reads that it is necessary to submit: "*List of Shareholders and Other Entities Financially Interested in the Firm owning 5% or more of the stocks and other interests, or its equivalent if Bidder is not a corporation*". Is it sufficient if the entity's own list of shareholders is submitted with its letterhead etc.?

**A7:** Yes, the list of shareholders (with the indication of respective shares) can be provided in the form of a list made on the entity's letterhead.

**Q8:** What is meant by "Certified true copy"?

**A8:** The bidder shall certify that copies of all documents submitted with the proposal are true and authentic.

**Q9:** The datasheet no.26 provides that "*at least three (3) letters of reference/recommendation from previous clients on previously completed projects, of which at least two (2) on projects similar to the present one*". Will an official email (from the client) stating that the assignment has been completed be sufficient?

**A9:** No, a simple e-mail is not sufficient. We kindly ask the bidders to provide reference letters on the letterheads of the organizations providing them.

**Q10:** By submitting electronically it is required to password protect the pdf files, is it correctly understood that the password will only be submitted when UNDP ask for this at a later point then proposal submission date?

**A10:** Yes, that is correct. The passwords shall be promptly provided upon request from UNDP after preliminary and technical selection stages (preferably on the same day).

**Q11:** Are there any UNDP guidelines for fee-rates for local consultants?

**A11:** There are no guidelines for bidders as to the fee rates of local consultants. Bidders shall decide on the own the amount of fees for local and international consultants.

**Q12:** Are there any restrictions as to whether to choose to hire a Moldovan (local) consultants directly, or hire a Moldovan company or organization and subcontract it, or use a combination?

**A12:** There are no such restrictions. All the aforementioned options are allowed. The structure of the proposal and the team (direct hiring of local consultants, establishing a consortium or a cooperation agreement with a local entity, subcontracting, etc.) shall be decided by the bidder.

**Q13:** If we can subcontract a Moldovan company, does this need to be specified in the Proposal?

**A13:** Yes, if a Moldovan entity is subcontracted, this should be specified in the Proposal, and it should also specify what type and amount of works are to be subcontracted to the Moldovan entity.

**Q14:** In case we subcontract a company, should we still provide individual CVs for experts in the proposal and/or information about the company (such as references, other)?

**A14:** Yes, you have to provide full details of the entity that is subcontracted and CVs of all individual consultants that will form the teams. One of the main criteria for evaluation of the proposal shall be the composition of the teams proposed.

**Q15:** Do you have any specific definition of "Testing mechanism"? Any experience of using such a mechanism in other project activities?

**A15:** The requirement on "Testing mechanism" implies that the bidder shall provide the description of how the evaluation process and procedures will be organized and carried out, what are the criteria on which evaluation of the trainees will be based and how these criteria will be assessed.

**Q16:** Will NIJ have the necessary facilities such as lecture room with skype/video conference equipment set-up when the implementation begins?

**A16:** As the trainings shall be conducted in person, no skype/video conferencing equipment is foreseen for the trainings. If the bidder considers it necessary to include some video conferences/skype calls with persons outside of Moldova into the Training Programme, the respective equipment shall be provided by the Service Provider, and the UNDP will not disperse the costs of such equipment. However, such calls or video conferences shall not in any case constitute the substantial part of trainings.