

### Pre-bidding Conference Minutes

On the RFP 15/979: Provision of consultancy in integrating local environmental aspects in the local planning process and support in implementing performance based budgeting for Local Public Authorities in Moldova – LOT1/LOT2

22 April 2015, 14:00

UN Conference Room

Participants	
4 representatives of 3 organizations attended the meeting	
UNDP Moldova	
1. Mihai Roscovan	Project Manager, EFR Project
2. Olga Driga	Project Assistant, EFR Project

#### Agenda of the day:

1. Background
2. Qs & As

#### 1. Background

On 10 April 2015 UNDP Moldova has issued a Request for Proposal for the Provision of consultancy in integrating local environmental aspects in the local planning process and support in implementing performance based budgeting for Local Public Authorities in Moldova. The deadline for submission of the proposals is 4 May 2015, 16:30 local time. The purpose of the Pre-bidding Conference is to inform interested companies on the procurement procedures and to respond to the questions of the participants.

The main objective of the assignment is to provide support to the EFR piloted towns, 6 towns divided in 2 LOTS (3 towns per LOT) in integrating global and local environmental aspects in the local planning processes and implementing the performance based budgeting concept, in accordance with the priorities established in the local development policies/strategies.

The selected Service Provider(s) will assist six selected towns and their community members in applying performance based budgeting. The Service Provider(s) will develop at least 2 (two) PBB/expenditure programmes per each town for its implementation starting since 2016.

#### 2. Qs & As

*Question: In the TOR is indicated that the Service Provider is expected to build local capacity through training workshops for 2 targeted groups. What is the number of workshops that must be provided?*

*Answer: There is no particular number of workshops that must be provided to LPAs. The number of workshops will depend on the proposed methodology, developed projects and the need of LPAs for strengthened capacities.*

*Question: In the TOR is indicated that the elaborated expenditure programmes should be implemented starting with 2016. What should be the duration of the programme? Should it be only for 2016 or longer?*

**Answer:** The programme should cover at least 2016 period but it can be longer: depending on the project, but no longer than the duration stated by the Development Strategy of the town.

*Question: How many PBB/expenditure programmes should be developed per town?*

**Answer:** At least 2 (two) PBB/expenditure programmes should be developed per each town. This means that 6 programmes should be developed within 1 LOT and 12 programmes for both LOTs.

*Question: How many copies of technical and financial proposal should be transmitted by email?*

**Answer:** If the offers are transmitted electronically, one copy (one original) should be transmitted. It is absolutely necessary that the technical proposal and financial one to be transmitted separately and the financial proposal must be password protected.

*Question: Regarding the financial proposal, the budget of allocated resources should be detailed for each deliverable separately?*

**Answer:** No, it is not necessary. However the budget should be sufficiently detailed in order to reflect the proposed methodology and allocated human resources which are described and presented in the technical proposal.

*Question: The logistic costs associated with field visits should be reflected in the financial proposal or they will be reimbursed?*

**Answer:** All these costs should be reflected in the financial proposal. The project will make no reimbursement of expenses.

*Question: In the TOR are indicated that the Service Provider will participate in 2 events: induction workshop and concluding public event. The organization of these two events should be covered by the Service Provider or by the UNDP EFR Project?*

**Answer:** The costs associated with the organizations of these two events will be covered by the EFR Project. However the Service Provider will participate at both events and will facilitate discussions and consultations.

*Question: In few months in Moldova will be organized the local elections. If the assignment is started as stated in the RfP in May, how the continuity of this assignment will be ensured?*

**Answer:** The pilot towns had been selected based on their interest in these project activities. We are keeping continuous communication with these LPAs. Moreover the selected LPAs will be asked to submit a letter of guarantee in which their engagement will be legally stated.

*Question: What is the deadline for submitting questions for clarification related to TOR?*

**Answer:** The deadline for submission of clarification questions is seven days prior to the deadline for submission of proposals, i.e. 26 April 2015 (please see page 16, point 16 from RfP)