



**Pre-Proposal Conference Minutes RfP15/00996: Creation of Job Opportunities
through Business Support for Youth in the Transnistrian region and the Security Zone (2 Lots)
20 May 2015, 14:00
Conference Hall, Le Roi Building, second floor**

Agenda:

1. Presentation and description of procedures
2. Questions and answers

1. Presentation and description of procedures

The Pre-proposal conference was opened by Victor Dragutan, Project Manager of Business Development Project who welcomed the participants.

Victor Dragutan made a short presentation of the project emphasizing its main objectives. Further, he presented the submission requirements and procedures as indicated in the RfP document, paying particular attention to the scoring grid, which is presented in the **Instructions to Proposers** of this Request for Proposals. He drew special attention to the fact that the beneficiaries of the grants should be young people, preferably women, vulnerable groups, migrants, who are to launch their own business locally, thus creating additional jobs and sources of income for the community. The proposals should include a description of the approach on how the involvement of these groups would be ensured. The Contractors should have clear procurement procedures and present them in their Technical Proposal.

At the same time Victor Dragutan mentioned that there are some several mistakes in the dates proposed in the indicative timeframe, Section 3 of the RfP – Terms of Reference. The respective Section will be amended accordingly.

Corneliu Martiniuc, Procurement Associate, UNDP Moldova pointed out that the proposal security is necessary when applying for both Lots, and should be submitted in English as per template presented in the RFP (please see Data Sheet, point 9 and Section 8).

2. Questions and Answers

1. Question: Who will select the beneficiaries of the project?

Answer: The contractor will organize and carry out the selection process in close coordination with SCBM representatives.

2. Question: In the scope of the work, it is mentioned that after the selection of 15 business-plans, the grantees will be supported in business plan writing. Is this correct?

Answer: Previous experience showed, that even the best business plans selected in a competition are not always perfect, thus there is need that the Contractor plans to assist the grantees to improve their business plans after they have been selected.

3. Question: Is it necessary to include the CVs of trainers and coaches in the technical proposal?

Answer: It is absolutely necessary that the CVs of trainers and coaches are provided in order to demonstrate the qualifications in the areas relevant to the Scope of Services (please see Section 6: Technical Proposal Form).

4. **Question: Where should the 1 one-day thematic seminar for 30 beneficiaries be organized, on the right bank or on the left? Should the topic of the seminar be included in the proposal?**

Answer: The seminar is planned to be organized by both companies as a joint activity. The venue will be identified in cooperation between the companies implementing the two Lots and the SCBM programme. The topic of the seminar should be suggested in the proposal.

The 2 two-days working conferences, to share entrepreneurial experience that shall involve trainers and successful business representatives from both banks of the Nistru River, including the beneficiaries of the previous project, shall be planned for as being organized one on the right and one on the left bank.