



Minutes of the Pre-Proposal Conference
for
RfP23/02625: Implementation of a capacity development program for households and agricultural enterprises

March 14, 2023, 11:00 AM

Online, Zoom platform

Agenda:

- I. Presentation and description of Terms of reference, procurement procedures and technical requirements.
- II. Questions and answers.

I. Presentation and description of procedures

The Pre-proposal conference was opened by Mr. Valerian Colun, Emergency Support for Agri-producers Project Analyst, who welcomed the participants and introduced the members of UNDP project team present at the meeting: Ms. Ana Bruma-Guzun, Project Administrative/Finance Assistant. Other members from UNDP present at the meeting were Cristina Gnaciuc - Head of Procurement and Operational Support Unit, and Natalia Volcovschi – Procurement Associate.

Further, Mr. Valerian Colun invited participants to present themselves.

Mr. Colun briefly described the project span, scope, and objectives. Then Mr. Colun moved to describing the Scope of Works in more details. He mentioned that the awarded company would have to design a Capacity Development Programme for NGOs' representatives, increase the knowledge of the women farmers and women headed households on conservative agricultural practices, implement a Capacity Development Programme for women-headed households and micro, small and medium agriproducers, and finally, organize 6 in-country tours for the beneficiaries of the program.

Mr. Colun mentioned that the contracted company would have to make a thorough analysis of the available studies and reports in order to develop 2 knowledge products while also coordinating them with the Ministry of Agriculture and Food Industry. The contracted company would have to also organize one training per each target region, which would sum it up at 6 total training sessions and it is important to mention that the company would be solely responsible for all logistics. The company would have to do a "Training of Trainees" and conduct an open call for selection of 15 Energy NGOs to train them to be facilitators of the Capacity building program. Mr. Colun then mentioned the topics that the program must include and some of them are environment protection, biodiversity conservation, climate change impacts, resilience building, renewables and energy efficiency, women empowerment. Finally, Mr. Colun briefly presented the minimum qualification requirements and the requirements for the team of experts.

In continuation, Ms. Gnaciuc presented an overview of the administrative and documentary requirements related to Proposal submission and emphasized some important aspects to take into consideration including the language of the offer, the currency, the deadline for submitting questions, the validity of the proposal, the type of contract to be signed, and the evaluation method. Another important aspect pointed out by Ms. Gnaciuc is the fact that all requested documents by the solicitation document must be submitted in their respective fields in Quantum, otherwise the system will not allow the bidder to go further with the application process; and that is why it is important to thoroughly consult the list before starting the application process. Moreover, once registered in the system, the bidder will get notification by mail about any amendments to the tender. Finally, Ms. Gnaciuc presented the mandatory Forms to be filled in and submitted as part of companies' proposals and highlighted details to be taken into consideration.

Mr. Colun encouraged everyone to ask more questions if there are any and concluded the meeting. Mr. Colun thanked everyone for their participation and for their interest.

II. Questions and answers

Question 1: How were the target regions selected?

Answer: The target regions were approved by the Project board based on a special report elaborated and presented at the board meeting and an informative note agreed between all parties.

Question 2: Is there an approved list of NGOs that will be involved?

Answer: No, the contracted company is responsible to conduct a call for applications to select 15 suitable NGOs that are going to be trained.

Question 3: What happens if the company is unable to find 15 workable NGOs representatives in the mentioned regions?

Answer: In case there are no suitable NGOs in the selected target regions, the NGOs could, theoretically, be selected from a larger scope. Should this happen, the further stapes shall be agreed between UNDP and selected Contractor.

Question 4: What capacity does the NGOs need to have in terms of basic members?

Answer: The members of the NGO should preferably be experts in relevant agricultural and consulting fields.

Question 5: What would be the duration of the in-country study tours and who is expected to go to those destinations?

Answer: The study tours shall be organized as one-day tours per each target region (a total of 6 one-day tours). The contracted company, together with the project team, will select the participants from all the beneficiaries of the Capacity Development Programme.

Question 6: Is this contract a grant contract or a service one?

Answer: This specific contract is not a grant contract. The contract to be signed following this competition shall be a contract for services.

Question 7: Are the 2 knowledge products going to be developed based on secondary research or should the contracted company conduct a first-hand research in the region?

Answer: The contracted company will base their knowledge products on the materials/studies already available from other projects in the same field.

Question 8: Beyond logistics, is the company also supposed to account for any per diem payable to trainees, if yes what is the expected per diem for a training participant?

Answer: The contracted company should pay per diem only to the trainees, and not to the participants.

Question 9: Does the company need to identify all the experts that are going to train the NGOs' representatives now?

Answer: The RfP presents the minimum list of experts necessary for contract implementation, however Bidders can propose additional members if necessary.

Question 10: Does Form A need to be part of the proposer's technical proposal or is it to be submitted prior through email?

Answer: Form A is not part of the proposer's technical proposal. It is a confirmation of interest in participating in the tendered assignment and can be sent by email before the tender deadline. Otherwise, Bidders could register to the negotiation in Quantum portal to show their interest in participating and receiving any future updates related to the competition.

Question 11: Can there be expected some relaxation in language requirements? Experts can be English speaking with delivery support from local office with proficiency in local languages?

Answer: Taking into consideration the fact that most of agriproducers in Moldova don't speak English, the company would have to deliver simultaneous translation provided the experts are English speakers. Also, it is worth to mention here that the training materials must be presented in Romanian language. All translation costs in this case shall be borne by the Contractor.

Question 11: Does the project have a limit to the administrative costs to be included in the proposal?

Answer: The financial proposal shall be prepared based on Form K: Format for Financial Proposal of the solicitation document which includes a detailed breakdown of costs. Bidders shall prepare the financial proposal in accordance with their methodology and there are no imposed limits to the potential administrative costs.

Question 12: Given the amount of paperwork to be done for proposal submission, is a deadline extension envisaged?

Answer: The decision on deadline extension shall be taken closer to the actual deadline and depends on the number of applications received. Should there be less than the necessary number of applications to consider a competition eligible for closing, the deadline will be extended with one more week.