



**Minutes of the Pre-Proposal Meeting
for RfP23/02731**

Support to women agri-producers in implementation of renewable energy and energy-efficient technologies

as of 12 September 2023, 14:00

Online via Zoom platform

<https://undp.zoom.us/j/83851068783?pwd=L1R2aXpaN3M0dTk1eWZDbTVQRVFoZz09>

Agenda:

- I. Presentation and description of procedures
- II. Questions and answers

I. Presentation and description of Terms of References

The Pre-proposal conference was opened by *Mrs. Tatiana Durlstean, Project Manager, Emergency support for agri-producers in the context of socio-economic and energy crisis*, who welcomed the participants and made an overall presentation of Section 5. Terms of References, describing in details the specifics of services to be provided under both Components.

II. Questions and answers

Question 1: The Terms of References are stipulating that in parallel with the procurements, the company will also provide support in ensuring sustainability of the energy-efficient practices and initiatives by providing coaching and elaboration of sustainability measures in close collaboration with the beneficiaries, by organizing at least 2 discussion sessions for grant beneficiaries. Could you please tell which are your expectations for these coaching and mentorship services?

Answer 1: The procurement process should not be limited to the technical purchasing procedure. It should also imply assistance to women agri-producers to solve the issues occurred in the process of implementation, which can be: legal support for registration of the legal entity, criteria explanations, coordination of the technical specifications of the goods to be purchased so as they meet the best the beneficiaries' s needs, etc. This was also the reason for which it was requested to provide 2 (two) experts in mentoring and coaching to support the beneficiaries. The ToR specifies that the Contractor shall be responsible for providing on-demand in-person support to potential applicants during the application process, as well as during the implementation phase. The ToR mentions that: "Specific attention shall be paid to coaching, experience, and best practice sharing in EE and RES. Coaching is to be provided individually to each Beneficiary since non-cash support award till the end of the assignment. The women agri-producers from the 6 target areas are

to be supported in building their long-term resilience and energy security through individual tailored coaching provided by the Contractor's experts that shall be engaged in providing on-the ground support in process of the grant applications and in the form of mentoring and coaching the agricultural producers selected as grant beneficiaries.". Regarding those 2 discussion sessions mentioned specifically, the expectation is that the Contractor, additionally to the individual coaching, is requested to form groups around similar needs or topics arising from the beneficiaries and organize at least 2 discussion sessions.

Question 2: Which are the criteria for the beneficiaries' identification/selection?

Answer 2: After the selected company is contracted, UNDP team together with the contractor will coordinate in identifying the criteria for selecting the beneficiaries. This will be done during the first assignment – Methodology development, when the Contractor will coordinate with UNDP team the methodological approach, including development of the Application Guide. Overall, the end-user will be women agri-producers, women-led households, and micro agricultural producers led by women from 6 target districts as follows: Telenești, Ungheni, Șoldănești, Briceni, Hâncești, Sângerei.

Question 3: Is the requested performance security a bank guarantee? Should it be presented physically at UNDP office?

Answer 3: Yes. The Performance security is a bank guarantee. It is required in the amount of USD 16,000 and should be presented physically at UNDP office. Proposers are required to strictly follow the template for Proposal Security (Bank Guarantees) provided by UNDP and do not allow banks to operate modifications in the text.

Question 4: If the contractor is an international company which does not have a bank account in the Republic of Moldova, which are the rules to operate? Is there an imperative need to have a separate Moldovan bank account?

Answer 4: It is important to have a separate bank account from which all the procurements under the current assignment will be done. As the assignment will be implemented in Moldova, it is highly recommended to possess a Moldovan bank account. To highlight, according to SECTION 3: DATA SHEET, pt. 25 the proposer must submit an official Letter of Appointment as local representative, if Proposer is submitting a Proposal on behalf of an entity located outside the country. It is also important to mention that the Proposers may apply in consortium with another legal entities from the Republic of Moldova or from abroad.

Question 5: Is there potential on the market for 100 applications from the target group?

Answer 5: Yes. It is.

Question 6: The timeline for the Component 1 is very tight. Plus, it is requested to organize field visits to each potential beneficiary. Do you think it would be possible to organize at least 90 visits?

Answer 6: Yes. It is possible. The ToR require the Contract's Project Implementation Team to consist of 7 people, out of which 2 experts in mentoring and coaching and 1 project officer, who could be involved in site visits. The responsibilities should be split between Contactor's team members.

III. Presentation and description of procedures

By the end of the meeting, *Cristina Gnaciuc, Procurement Analyst/Head of Procurement & Operational Support Unit*, made an overall presentation of the tender's conditions and requirements.

Referring to the online submission via QUANTUM platform, she encouraged to pay attention to PDF guides in EN and RU, and the video guides, that are available below the announcement.

The Proposal must be presented in English language, apart from documents that are issued or approved by the national authorities (e.g. Certificate of Business Registration, Financial Balance Sheets etc.). Incomplete Proposals are not accepted. In case a Proposer lacks experience for part of services, they may consider creating a consortium. The Proposals must be valid for a period not shorter than 90 days. This is the period UNDP is obliged to take a decision and inform the Proposers on the tender results. Proposers were encouraged to keep patience until an e-mail informing on the tender results will be sent.

Mrs. Gnaciuc also focused the attention of the participants on Section 4. Evaluation Criteria which reflect the ELIGIBILITY and QUALIFICATION requirements to be met by the Proposers. Proposers were encouraged to follow the given template when presenting CV of the key personnel listed under Section 4. Evaluation Criteria and to ensure that the CV reflects not only incumbent's qualifications and experience, but also provides names and contact details of at least 2 reference persons and should be signed only by the referred persons and not Proposer's director or administrator.