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Minutes of the Pre-proposal Conference for RfP18/01817:

International company/ think-tank to deliver the organizational network analysis for

UNCT Moldova

8 October 2018, 13.00

UN House, Conference Room,

131, 31 August Str., MD-2012 Chisinau, Republic of Moldova

Agenda

- Opening Presentation
- Q & A Session

Participants

- Dumitru Vasilescu, Policy Specialist, UNDP Moldova
- Ana Moraru, Junior Policy Officer, UNDP Moldova
- Olga Driga, Procurement Associate, UNDP Moldova
- Valeria Tepordei, Project Associate, MiLab, UNDP Moldova
- Attending bidder representatives

I - Opening Presentation

The pre-proposal conference was opened by Valeria Tepordei, Project Associate, MiLab, UNDP Moldova who introduced the members of UNDP team present at the meeting.

Mr. Dumitru Vasilescu continued the introduction with an overall presentation of the scope of the meeting and tender.

The meeting was organized as part of the procurement process RfP18/01780 International company/ think-tank to deliver the organizational network analysis for UNCT Moldova.

II – Q & A Session

During the pre-bidding conference the following questions were raised:

Question 1: Is the project connected to other country offices, and will other UN offices influence the project?

Answer 1: The initiative is meant to connect resident and non-resident UN agencies from Moldova around a joint platform. Currently, this is not connected to other UN country offices because the idea is to have a national platform, of UNDP and other UN agencies, both resident and non-resident in Moldova. Now, this is a local initiative. The UN as a platform process itself is based on the new strategic plan actions as an integrator when it comes to the SDGs agenda.

Question 2: What is a non-resident agency?

Answer 2: There are UN agencies that don't have permanent missions, no physical presence in the country but they are acting, they do have initiatives, programmes, projects. In the context of UN as a platform in Moldova, we speak about all agencies.

Question 3: As a platform, do you mean having connected other institutions or not, national or international?

Answer 3: It's a national platform but it's meant to be connected to other international organizations.

Question 4: What information will make UNDP available to bidders?

Answer 4: All UN agencies that participate in this project will provide the needed information for conducting this kind of research, as the Terms of References was coordinated and agreed with all agencies. The winning applicant will receive all the needed information to conduct the analysis. Also, we will provide the foresight report that was developed for the platform work, as it is mentioned on page 25 of the Request for Proposal (Foresight report "Joint Programing for Development in 2030: Exploring Potential Futures, Scenarios and Strategies"), and the analysis should start from reviewing this document and taking into consideration the results of the foresight exercise.

Question 5: Do you expect the organizational network analysis to be based upon the data that you share (e.g., financial data, role data, etc.) or do you also expect an active network analysis where do you ask all UN agencies to come with their input on who they collaborate with?

Answer 5: We expect the company to actively engage with all the agencies and conduct a dynamic exercise.

Question 6: Looking at the timeline, the deadline is Wednesday, October 10 and you will announce the winner on October 24?

Answer 6: We will slightly extend the deadline of the application until Tuesday, October 16, 10:00 (Moldova local time).

Question 7: The deadline for deliverable 1: Inception report with detailed approach and proposed methodology is November 9?

Answer 7: Yes, the deadline is November 9. A company with experience in doing ONA (Organizational Network Analysis) will be definitely capable to develop quickly the methodology.

Question 8: After hanging in the inception report it will need UNDP approval before proceeding to conduct the data collection. How long will take, after November 9, to confirm the methodology?

Answer 8: We will concentrate our efforts to approve the report very fast, in 2-3 days maximum.

Question 9: Talking about the UN agencies (11 resident and 7 non-resident), do you have an estimate on how many people are we talking about, to have an estimate on our time and resources?
Answer 9: We are talking about 1 focal point per agency. Also, to collect the needed data, the focal point will be the person in charge who can put you in contact with whoever you need to discuss, collect additional data. We will provide the winning company a list with all contact details of the colleagues and we will help quickly arrange for meetings with all of them, in order to accelerate the process. It is difficult to count because of different type of contracts and arrangements, but it's around 200 people.

Question 10: For the application, there are requested 3 annual reports, but as Innovisor was recently split in 2 companies, we now have only the last 2 reports. Is that good enough? Because we are doing network analysis for 12 years from now but the new company that we are right now has only got 2 annual reports.
Answer 10: You can submit as is, as part of the application process, and then the evaluation committee will decide.

Question 11: *The Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder*, we haven't been able to identify this with the Tax Authorities and would need some advice on this.
Answer 11: We are asking for this document to be sure that there are no outstanding debts in terms of taxes, a confirmation letter or statement. Or maybe in your national reports you have a line stating that there are 0 amount debts to your country's budget.

Question 12: Regarding the qualifications part, how strict would you interpret the requirement for the experience in coordinating similar organizational network analysis (ONA) work, specifically referring to proven experience of at least 3 similar assignments undertaken in the past 5 years? Would these 3 similar assignments refer strictly to projects where we ran the organizational network analysis methodology, or could we benefit of a larger interpretation of this criteria? It strictly refers to this methodology, some other organizational analysis methodologies are not eligible? Will the same strict criteria apply for the team members?
Answer 12: We will treat these criteria very seriously, because we do need at least 3 recent ONAs done by your company in the last 5 years. ONA is the only methodology accepted for the company's experience and the team members. We speak about highly strategically important exercise for UN and we want to have a very qualitative ONA, so please treat the conditions as seriously as you can.

Question 13: Has the UN is Moldova previously performed ONA, maybe as part of another project?
Answer 13: No.

Question 14: Regarding the deadline for the submission of the bids, it's very ambitious for the complexity of the proposal to be prepared. What would be your flexibility towards the deadline, would you consider prolonging it? Because it's a fully-fledged proposal and the technical part is

very complex but also the administrative requirements are not quite easy to comply with and gather the documentation in time.

Answer 14: We will slightly extend the deadline of the application until Tuesday, October 16, 10:00 (Moldova local time). Speaking about the deadline for the deliverables, we want by the end of current year to have the final report validated. For example, the first deliverable from ToR (Inception report with detailed approach and proposed methodology), if the company has previous similar experience in doing such projects, it won't be very difficult to put together an initial report and methodology, therefore we do believe that the timeline proposed in the RfP is reasonable.

Question 15: Would you have some indication for the available budget for this project?
Answer 15: We do have all the budget needed for conducting the exercise. We count on the substantive part of it, the budget is an important task to be considered but what we really want is the substantial side to be a very qualitative one.

Question 16: To what extend do you expect the experts to be on site during this process?
Answer 16: It's linked to a large extend to the methodology, expertise but we speak about a rather intensive exercise so physical presence would be needed immediately, and we will be very collaborative in that sense.

Question 17: In case you extend the application deadline, the end of the project deadline will be the same – the end of the year?
Answer 17: Yes.

Question 18: Is this a standalone project or it is linked to another project in progress or future projects that you have planned?
Answer 18: For the time being it's a corporate exercise, it's not a project as it has no specific end date, it's an initiative probably for the next 10 years or so. It's a beginning of a big activity that might become a project or programme.

Question 19: Will this project methodology apply for other countries?
Answer 19: We don't know this yet, but most probably yes if the initial outcomes of this platform work will be positive.

Question 20: Why did you choose ONA as a methodology?
Answer 20: That's the approach that we consider the most appropriate, given the complexity of the exercise and given the complexity of interactions between UN agencies, but also the ambition of our new strategic plan on the new way of working based on platforms. We want to have a very clear understanding of how this platformization work would be done in the future.

Question 21: In the Key Deliverable 4 (All intermediary data and final database in format easily used with open source applications for network visualization and analysis), in this case final database means practically a system, information collected, structure, this means a very detailed case. To establish exactly what will be the criteria to accept this final database? What is your request in this model of data base for conceptual structure or means a data base populated with Moldovan data?

Answer 21: This should also a part of your proposed methodology and approach, something as we agree as first deliverable under the contract, and we will agree on all these technical details about the data and data bases.

As concluding remarks, Olga Driga, Procurement Associate draw attention to some important details to be taken into consideration regarding the application for the Request for Proposal:
- For applying, each bidder has to register on etendering platform.

How to register in UNDP eTendering system – Russian
How to use UNDP eTendering system - Russian
eTendering Resources for Bidders

- The application must be submitted until the deadline. Please pay attention that the time indicated on etendering platform is the New York time, and on local www.undp.md site is the Moldova time.
- The financial proposal must be uploaded password protected. The password will be requested only for technically qualified applicants.
- The application must be uploaded only on etendering platform. Copies of applications should not be sent to anyone on email, or physically, this might be a reason to disqualify the application.
- Any additional questions on the application can be send to Valeria Tepordei at valeria.tepordei@undp.org.

Question 22: When entering the etendering platform, how to find the tender we need?
Answer 22: Take the following steps:
    a) Enter etenderingmodule at: https://etendering.partneragencies.org
    b) Login with the following credentials:

Username: event.guest
Password: why2change

    c) Insert the code of the Business Unit: MDA10
    d) Click on *Search for Tenders* and select the tender you need from the list