


INTRODUCTION OF FINANCIAL EDUCATION in the Solomon Islands	 Empowered lives. Resilient nations.	Pre-Bid Conference Minutes
		Ref: RFP/FJI10-004-17
		Meeting Date: 23 June 2017 Meeting Time: 11:00a.m. Meeting Place: UNDP Conference Room, Suva, Fiji

Date: 23 June 2017

1. Attendances

Name	Title	Organisation
Abigail Chang	Technical specialist -PFIP	UNDP Fiji
Vimal Pillay	Procurement Associate	UNDP Fiji
Nick Borthwick	International Programme Manager	Wintec International Development Service
Yolande Rosario	Head of Curriculum	Young EnterpriseTrust

2. Agenda

Item	Topic	Discussion
1.	Confirmation of Agenda	<ul style="list-style-type: none"> - Introduction of the Project Team - Brief presentation by Vimal Pillay on the purpose of the Pre-Bid Conference. - MS. Chang provided a detailed presentation on the technical aspects of the Project. - This was then followed by Question and Answers session
2	General Comments by Vimal <ul style="list-style-type: none"> • The purpose of this RFP • Scope of Service • Documents to be Submitted • Examples of RFP Rejection • Important Notes <p>This was then followed by a brief presentation on Technical aspects ;</p>	

	<p>Discussed by Abigail Chang.</p> <p>1) <u>Introduction - FinEd activities and linkage with the MEHRD and SIAVRTC</u> The FinEd activity will primarily be for working with the ACOM's pre-identified 3 rural training centres. Whilst initial consultations will occur externally of the ACOM and the 3 RTCs, these which will include MEHRD and SIAVRTC will be primarily in the initial stages of this work. The FinEd curriculum together with the teaching and learning materials developed must be cognizant of the National Financial Competency levels identified, the National Financial Inclusion Strategy for the Solomon Islands and the international and regional commitments made by the Solomon Islands government.</p> <p>The primary areas of work of this activity involves the development of a FinEd curriculum for the 3 RTCs, the development of FinEd teaching and learning materials for the same, development of an assessment tool to measure student impact, a six month pilot in the 3 RTCs, followed by feedback, revision of resources and hand over of the activity.</p> <p>This activity will involve hands on involvement of the successful bidders and will involve travel outside of Honiara to the 3 RTCs.</p> <p>2) <u>Introduction – Level of effort</u> The level of effort envisaged is an estimated 160 days spread over a period of 17 months. It is envisaged that there may be some slippage of the start date by 1 month to mid August.</p>
3	Questions & Answer
Q1	Can vendors submit /hand deliver their Proposals
UNDP Response	Yes they can, as long as they deliver before /by the due date and to the correct address as stipulated in the RFP. Proposals to be sealed in two separate envelopes, clearly marked "Technical & Financial" proposal respectively.
Q2	Can UNDP please elaborate more on the <u>Seventh task indicated in the documentation(RFP) pg.32</u>
UNDP	It is envisaged that as part of their informal community upskilling, the rural training

Response	centres may wish to use some part of the FinEd resources developed for them by the successful bidder. The seventh task indicated in the documentation only refers to the provision of guidance on what portion or proportion of the FinEd materials prepared for the RTCs, could then be applied externally to these parties. It is not intended that such activity would be extensive nor is it intended that this involve additional resource development or training sessions from that planned for the 3 RTCs.
Q3	RFP is requesting bidder to provide details for 3 similar assignment undertaken within the last 5 years .Do these cases /contract have to be relevant /inline to the TOR provided.
UNDP Response	Yes, please provide names of clients /contract for relevant cases similar to the specs in TOR.

Meeting was concluded, advising bidders to seek for any clarification 4 days prior to bid closing date.

Thanks

Vimal