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18<sup>th</sup> December 2017

Ref: UNDP-SOI-RFP-2018-001

## **MINUTES OF PRE-BID MEETING**

**Subject:** Hiring of a qualified service provider to undertake a research on women's leadership and political participation in selected constituencies of Solomon Islands

### **Background:**

UNDP Strengthening the Electoral Cycle in the Solomon Islands Project (SECSIP) commenced in July 2013 and ended on 30 June 2017. A second phase, also funded by the Government of Australia and the European Union, was launched on 1 July 2017 with an expected duration of 3 years which will support the electoral authorities of Solomon Islands in the lead-up to the next general election up to the post-election activities. The project output 5 aims to support the increase capacity of communities to promote women's political participation.

In this context, SECSIP intends to hire the services of a qualified service provider who conduct a research study to support the full incorporation of women as political leaders and developing a strategic plan to address the barriers to women's participation in the elections as candidates. This will include research on Knowledge, Attitudes and Practices (KAP) that explores the dynamics between what people know, what they believe and how they behave in response to women's leadership and political participation

Request for Proposal (RFP) was launched on 11 December 2017. RFP was advertised on UNDP Global and UNGM websites same day. Since holding of a pre-bid meeting was emphasized in the RFP therefore, the meeting was held on Monday 18 December 2017 at the UNJPO Conference Room on the Ground Floor, ANZ Haus, Ranadi, East Honiara, Solomon Islands. Two (2) Representatives from the following two Companies /Firms participated.

S. No.	Name of the Person	Organization
1	Tom Sloan, Manager Research	M/s Sustineo Pty Ltd. Australia
2	Caz Tebbutt, Managing Director	M/s Tebbutt Research Australia

Following were present from UNDP's side.

1. Ms. Olga Rabade, Chief Technical Advisor, SECSIP
2. Mr. Pisothe Ving, Project Coordinator, SECSIP
3. Mr. Imran Moin, Procurement Specialist

An orientation on the RFP, Data Sheet was made by the Procurement Specialist. Question and answers from the meeting are given as below.

S.#	Question	Answer
1	What is the expectation of project as far as the scope of Knowledge, Attitude and Practices (KAP) contained in the ToR is concerned.	Yes, this may be considered useful to take into consideration. The more details included in the with respect to how it is proposed to approach the target population the better in order to assess. the methodology that is being proposed to use. The outcomes of the research are expected to provide key and detailed information on strategies and targeted actions with a view to increase the number of female candidates and their rates of success.
2	It was emphasized that 30 days in-country and 20 days home-based are sort of limiting considering the scope of the assignment.	At this stage, a period of 50 working days within a period of 4 months was initially estimated. It was acknowledged that this is a detailed and complex research and therefore is not easy to calculate. There may be considerations such as travelling, weather and there could be a need to reassesses. o Procurement representative mentioned the possibility that once the proposals are evaluated based on the proposed methodology, this may indicate a need to review the number of working days One of the company representatives raised a point that the ToR gives an indication as if approach for the research can be conducted by one researcher. It was clarified that there is no pre-defined approach and it was up to the tendering companies to present their views and options on how to deliver the expected outcomes.
3	The ToR contain information about some previous related surveys and research studies	Yes. It was informed that that the Voter Awareness Survey previously

	conducted in the region in past. Can the project make available the reports of these studies to all those interested?	commissioned by the project would be made available. The procurement representative indicated that previous surveys would be uploaded to the same website where we advertised the RFP, so any interested companies can access it.
4	It was enquired whether the targeted actions like for example trainings are expected to be conducted as part of the final deliverable of this research,	It was clarified that the deliverable includes the plan & design of the strategy and the identification and recommendation on targeted actions but the actual implementation of those recommended targeted actions (training & others)

As emphasized in the RFP as well, the participants were encouraged to ask questions on the contents of the RFP even after the proposer conference. Further, it was announced UNDP will respond to their queries after the pre-bid meeting through email at [soi.procurement@undp.org](mailto:soi.procurement@undp.org) 5 days prior to closing of the bid submission deadline.

  
**Imran Moin**  
Procurement Specialist  
UNDP Solomon Islands

