

Minutes of Pre-Bid Conference

Request for Proposals to conduct Assessment of the Sustainable Energy Education at the Post-Secondary Level in Jamaica

CALL TO ORDER

A pre-bid conference for the call to 'conduct Assessment of the Sustainable Energy Education at the Post-Secondary Level in Jamaica' was held at UNDP, 1-3 Lady Musgrave Road, Kingston, Jamaica via Skype on 19 February, 2018 at 10:05am.

BACKGROUND

The purpose of this consultancy is to conduct a detailed assessment of existing Sustainable Energy (Renewable Energy, Energy Conservation, Energy Efficiency) education and training curricula at the post-secondary level in Jamaica that will facilitate the development and upgrading of skills and competences within the Sustainable Energy Sector in Jamaica.

ATTENDEES

See attached pre-bid conference record.

PROCESS

The consultants were presented with the requirements for the consultancy by Mr. Tenny Daley, Project Manager, GEF 5 Project whilst Mrs. Kenisha Thom-Iton, Procurement Analyst discussed the process for submission of the tenders. At the end of each presentation, consultants were allowed to ask questions relating to the consultancy.

Questions and Responses:-

- Question - Will the consultant be required to identify and communicate with the stakeholders or will this be facilitated by UNDP?
- ✓ Response - UNDP will support the consultant in identifying the relevant stakeholders and will also support with meetings and other discussions relevant to the consultancy

Close of Session

The pre-bid conference ended at approximately 11:00 am

Prepared by:




Mrs. Kenisha Thom-Iton

19.02.2018

Date

Supported by:



Mr. Tenny Daley

19.02.2018

Date