

Minutes of Pre-bid Skype Conference**RFP-381/18, Request for Proposal from NGO, Area Based Recovery Approach****Date: June 27, 2018, 2:00 – 4:00 pm****Attendance List (NGOs)**

	Organization	Name of Participant
1	Yao Iraq	Rebar Mahmmud
2	Al Mesalla ORG. for Human Resource Development	Salar Ahmed
3	Warchild	Claas Beecken
4	Human Appeal Org	Marta Schmidt
5	Relief International	Rebecca Quick Tom Evans
6	GOAL	Mohsin Rafiq
7	Iraqi Institution for Development IID	Ayad Salih
8	KHRW- Kurdistan Human Rights Watch	Hoshyar Malo
9	Oxfam	Tauqeer Ahmed Saba Azeem
10	Peace Generations Network	Bakhtear.M.Mustaf
12	Kurdistan Human Rights Watch.	Thomas Evans
13	ACTED	Judyta Nedza Colm Moloney

UNDP Project Team

1. Ash Carl – Programme Manager, ICRRP
2. Amanthi Wickramasinghe, Programme Management Specialist
3. Gözde Avci-Legrand, Livelihoods Component Lead (ICRRP)
4. Haiz Faruk Abdullah., National Area Coordinator
5. Dolores Maitim, Procurement Specialist

The pre-bid meeting on the **Request for Proposal from NGO, Area Based Recovery Approach** was held through skype conference call. The purpose of the meeting was to brief potential NGOs on the RFP requirements and respond to any questions related to the RFP.

The meeting commenced with Mr. Ash Carl's presentation on the project background focusing on introduction of the ABRA approach, objectives and outputs, coverage and project time frame. A copy of the presentation is attached for reference.

In the Q&A sessions, participating NGOs asked questions regarding the RFP, and the following clarifications were made in the meeting:

	Questions	Response/Clarifications
1	Submission Deadline	Extended to 8 July 2018
2	Project duration is too short considering the scope of the Project	<p>The outputs are achievable within the timeframe based on previous experience in the implementation of a similar methodology. Nonetheless, it is acknowledged that it is ambitious and there will be a challenge in ensuring a sustainable impact. Therefore, UNDP will be working closely with the selected NGOs providing technical assistance and facilitation, as appropriate. Moreover, subject to need and available funding UNDP aims to continue in the selected areas following the conclusion of the pilot.</p> <p>The partner agreements are aligned with the end date of the donor financial contribution.</p>
3	National NGOs partnering with other NGOs. Is it required that both should have registration documents in Iraq	<ol style="list-style-type: none"> 1. Yes, as indicated in the RFP, any partners applying in response to this RFP must provide copies of Registration with the Federal Government of Iraq and the Kurdish Regional Government (if submitting for an Area within the KRI and/or operating an office from the KRI through the duration of the agreement) 2. Letter of support/recommendation from the relevant municipal and/or provincial Government partner for the Area selected and if applicable, proof of partnership with local grassroots civil society organizations are part of the implementation strategy (if international NGO)

4	RFP has listed several outputs in each project components. - would we need to cover <u>all outputs</u> in the RFP and would we also need to cover <u>all minimum activities</u> under these outputs?	Proposals should aim to cover all Outputs and all minimum activities listed under the Outputs as the outputs and activities are deemed to be mutually reinforcing and will create a multiplier effect from the assistance delivered under the Project. It should be noted that community engagement, assessments and planning have been conducted in all the areas by partner UN agency, IOM. Therefore, partners are encouraged to contact the <u>relevant</u> focal points at IOM prior to finalizing their implementation strategy.
5	How to submit documents (attachments) in the e-tendering	Upload documents in the View/Add general Comments and Attachments tab at the header level of the bid event. Please refer to the attached Section 2.3 in the bidder Training Guide for more information
6	The question is about IOM work in the same area with same approach most specifically in Jalawala center. Will it not overlapping the implementation	There should be no supplication in effort and hence it is important for applicants to review all the assessments and Community Action Plans (CAPs) that have been facilitated by IOM to avoid overlap. The CAPs outline the priorities identified by the community and the nature of assistance being provided by IOM and other agencies. The needs in all communities are immense and no single agency can cover them all. Moreover, applicants should contact the relevant focal points in IOM to ensure they fully understand the process that was undertaken.
7	Would it not be wiser to change either the location to a neighboring district or to go for rural Jalawla?	As the applicant stated under Question 2, the timeframe is limited and therefore it is unrealistic to suggest selecting areas in which community consultation, recovery planning and multi-sectoral analysis has not already been undertaken. UNDP selected these areas to promote Area Based Recovery, encourage inter-agency cooperation and to ensure that implementation would be possible in the available project implementation period.
8	In terms of project duration, is not a short time for implementation considering the scope of the program and expected results?	Refer to answer on Question2 and above.
9	In areas where CAP differs from the standard minimum activities defined in TOR, would there be flexibility to submit the revised	Recall that the process entails community consultation, assessments and planning. Be careful of concluding that the minimum

	design reconciling with CAP? And specially if this happens once the CAP are validated with communities?	activities defined in the ToR cannot be reconciled with the CAPs. In the unlikely instance in which there is insufficient information in the assessments and the Outputs do not appear to relate specifically to the CAP it may be appropriate to present a proposal that meets the minimum activities and links to community needs. Creativity is encouraged, as long as targets are met and there is no duplication in efforts.
10	<p>Is it possible to access the already developed Community Action Plans?</p> <p>As I understand it, UNDP will provide us with the names of focal points per location to reach out to regarding Community Action Plans.</p>	<p>We encourage applicants to reach out to the following focal points in IOM if they have been unable to access the community assessments or CAPs:</p> <p>Mr Matthew Flynn – mflynn@iom.int Ms Jess McGrath – jmcgrath@iom.int Ms Melissa Harris – mharris@iom.int</p>
11	For output 4 – consortium, is partnership with local organizations a pre-requisite, or can we establish the handover procedure during the project implementation?	For international organizations partnership with a national NGO is strongly encouraged and will strengthen applications. If partnership is secured, evidence of the scope of the partnership and capacity of the national organization will be required. Recall that the capacity of both organizations will be assessed. If INGOs are unable to identify local partners before the deadline, they can submit applications without an established partnership and ensure that identification of a partner is included in the implementation process.
12	Is it possible for an NGO not working in this area to be considered?	While previous experience working in the Area would be advantageous, it is not a pre-requisite for applying. Therefore, it is possible for NGOs not working in the specified Areas to be considered under this RFP. UNDP does encourage local partnerships and particularly in such instances.
13	Further clarification whether through partner mapping, it is expected to further reach out to local partners and engage even more partners in implementation, except for the pre-identified partners we would submit this proposal with?	It should be noted that a certain amount of partner mapping may have been conducted and applicants should ensure they are linking into existing processes. If an applicant does not have an existing partner (national NGO) with a history working in the area they will have to identify one as part of Output 4 and undertaken capacity building with them. If the applicants include a local NGO from the area already that will be engaged from the start of

		the process, then they have met the identification requirement, although will still need to ensure coordination on the ground. It is not expected that partners engage more than one national NGO from the Area for fulfilling Output 4.
14	It is mentioned in RFP, that applicant agency needs to provide profile of partner? Whilst among activities it is mentioned Applicant needs to conduct partner mapping? i need clarification on this. If we are conducting partner mapping, how can provide information?	Refer to answers to Questions 11 and 13 If a local partner has not yet been identified applicants are still eligible to apply. Applications will be stronger however if local partners have been identified and furthermore if due diligence has been conducted.
15	There are some activities related to training, community awareness sessions on thematic areas like GBV, Youth leadership, Advocacy skills, etc. Would UNDP will provide harmonized tools and standard material or each organization have to develop their own?	Standardised tools (e.g. Raising Voices) will be provided for awareness raising and training on GBV. For the other types of awareness raising and training, partners are welcome to develop their own or adapt a standardized tool.
16	CRC- local areas has been established, clarify further on CRCs proposing a center advisable?	The RFP does not cover the establishment of CRCs and UNDP will not be funding this from this RFP. If CRCs are already existing, then linking with the CRC is very advantageous.
17	CIPS -coordinating with the community, measurable Cips developed in all communities, Cips continually developed with the government, community itself What has been assessed, in terms of measuring success in the long-term Base-line will be used to determine the success of the output	<ul style="list-style-type: none"> - Implementing mostly partly of the plan. - Some have been started by IOM already - Community action plan to work on together with multiple partners (interagency coordination)
18	How is the financial proposal be presented	If one is applying for more than one project, financial proposal for each project should be submitted separately.
19	Overall submission, letter of support and approve of partnership, evidence how the partnership is going to operate	Applicants should submit a letter detailing the nature of the partnership including the roles and responsibilities of each party. If a INGO is partnering with an NGO it would be <u>advantageous</u> if the results of any due diligence were available. This will be necessary prior to

		finalizing the agreement with winning applicants.
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	Proposal for livelihood projects	RFP includes livelihood and social cohesion
20	Maximum budget for the project	The nature of this procurement means there is no budget ceiling provided. The evaluation will be based on the technical compliance and financial proposal.
21	Can an NGO apply to a specific location or to all other locations	Page 13, one proposal for each area, maximum of 3 areas per applicant <ul style="list-style-type: none"> - No of areas, if you submit more than 1 to 3 evaluated based on NGO capacity, capacity and level of partnership and joint venture of the NGO
22	For International Organization, they have to find local partner, output 4 – mapping partnership Do you require a local partner to be identified now?	Refer to answers of Questions 11, 13 and 14
23	Output 3 Services (8) to be provided.	Activities mentioned under Components A and B, which relate to 8 services referring to: <ol style="list-style-type: none"> 1. livelihood 2. social cohesion <p>Under Output 3, Activity 3 refers to the creation, enhancement of businesses. Activity 4 refers to job placement. Job placement could be in businesses being assisted if they are deemed a viable and sustainable employer.</p>
24	Activities under outputs, duplicates with other project locations, do we need to follow the design template provided by UNDP or we can design our own as long as we cover all the required outputs.	Plans must be in line with the community assessments and CAPs to ensure that interventions are community-driven and that inter-agency coordinate is applied. Nonetheless, creativity in approaches is encouraged as long as minimum activities and targets are met.