

Minutes of pre-proposal meeting

RFP for conducting a Rural Non-Farm Economy Needs Survey

Project: Improving Rural Development in Georgia

Date: 11-Jul-2018, 12:00

Venue: 9, Eristavi str, Tbilisi Georgia

Attending representatives of:

**Project: Improving Rural Development
in Georgia**

Ivane Shamugia (Capacity Development Adviser)
Liliana Gureshidze (Liaising and Administrative Assistant)
Giorgi Tsimintia (Consultant)

"CRRC-Georgia"

Mr. Varlam Tchkuaseli

"ACT"

Mr. Koba Turmanidze

"Association of Young Economists Georgia"

Ms. Lily Dopidze

"ABCO"

Mr. Kakha Daushvili

Ms. Khatuna Nachkebia

"DEPA"

Mr. Zurab Kakabadze

"GBDC"

Mr. Giorgi Shubitidze

"BCG"

Mr. Sergo Baramidze

Ms. Khatuna Kharchilava

Key Information

Representative of UNDP Project, Mr. Ivane Shamugia gave a brief presentation of RFP for conducting a Rural Non-Farm Economy Needs Survey. The basic issues were as follows:

- Practical guideline of e-tendering process – participants can obtain detailed information on how to utilize the tendering system by referring to the Instruction Manual for Bidders (attached to **UNDP/GEO10/Event ID: 0000002499** and available on ge.undp.org website: http://procurement-notices.undp.org/view_notice.cfm?notice_id=47622).
- Practical guideline of uploading e-tendering documents/files – all relevant requested documents shall be uploaded in the system. Companies were reminded that budget shall be uploaded separately in a password protected document and that 1 (one) shall be entered in the system as the price. Companies that fail to submit their financial proposals according to this will be excluded from evaluation.
- Overall review of announced RFP.
- Quick reference of evaluation criteria (Technical and Financial proposals, Minimum requirements – companies that fail to meet the minimum requirements will be deemed non-responsive and be excluded from the evaluation).
- Brief description of Evaluation and selection process of the most responsive proposals

Representative of UNDP project: Improving Rural Development in Georgia, Mr. Giorgi Tsimintia gave a brief presentation of ToR presented in the RFP for conducting a Rural Non-Farm Economy Needs Survey. The basic issues were as follows:

- Contractor's Scope of work
- Quick reference of tools and methods that should be utilized in order to achieve objectives of the survey
- Methodology evaluation criteria

Representatives of the companies asked questions for further clarification and received answers. Most of the questions were related to the methods of implementation of the quantitative Survey. Project representatives explained that contracted company will have support from UNDP consultants who will be providing methodological guidance and monitor the process of the implementation for quality assurance purposes.

Q1. Who is conducting the selection process of targeted individuals and business entities?

Answer: Contractor will be responsible for development of sampling models and conducting respondent's selection.

Q2. Minimum quantity of interviewed individuals and business entities per targeted municipality?

Answer: As defined by the RFP, sample size for populations survey is 700 individuals from households in each target municipality. Sample size for non-farm enterprises survey is 100 enterprises in each target municipality

Q3. Is it optional for interviewer to use hardcopies while conducting survey?

Answer: No, only hardcopies of the questionnaires must be used for quality assurance purposes.

Q4. Required language of questionnaire in the municipalities where the habitants are representatives of ethnical minority?

Answer: As defined by the RFP, the questionnaires shall be made available to UNDP in English, Georgian and languages of national minorities (at least in Russian)

Q5. What type of data analysis should be conducted?

Answer: As defined by the RFP, contractors will be required to limit data analysis by providing descriptive statistics.

Q6. Can different companies cooperate in order to participate in the RFP as one entity/consortium?

Answer: Yes, clearly define the lead company to be evaluated according to the requirements defined by the RFP. Furthermore, proposals should clearly state the nature of the cooperation between consortium members, as well as the roles and responsibilities of each member entities.

Ivane Shamugia

Capacity Development Adviser



Giorgi Tsimintia

Consultant



Liliana Gureshidze

Liaising and Administrative Assistant

