

Minutes of Pre-Bid Conference

Development of Communications and Informational Materials on Justice Reform in Support of the JUST Project

CALL TO ORDER

A pre-bid conference for the call to ‘**develop Communications and Informational Materials on Justice Reform in Support of the JUST Project**’ was held at UNDP, 1-3 Lady Musgrave Road, Kingston, Jamaica, and via Skype on 17 July, 2018 at 10:00am.

PURPOSE

This consultancy is designed to implement in full and achieve the results and targets ascribed to the following output from the JUST Performance Measurement Framework:

Output 6.1.1: *Gender responsive legal information, education and communications materials developed, and identification of appropriate materials and modalities for content transference.*

Employing a Gender-based analytic approach, the consultant shall:

- 1. Create gender-responsive¹ content on legal/justice reform information and design related public education methodologies and modalities for optimal delivery.*
- 2. Define strategies and processes for the transference of content to appropriate communications media (new and existing) utilised by state and non-state actors within the justice or related sectors.*
- 3. Ensure that all content receives appropriate levels of approval from Global Affairs Canada, the Ministry of Justice (through the JRIU), the JUST’s Gender Specialist and any other relevant content approval mechanism put in place by the Project owners.*
- 4. Participate in and support all relevant project coordination activities, including communications, monitoring, reporting and fiscal accountability requirements put in place from time to time.*

ATTENDEES

See attached pre-bid conference record.

PROCESS

The consultants were presented with the requirements for the consultancy by Ms. Tania Chambers, JUST Programme Manager, GAC and Dr. Deborah Duperly-Pinks, Senior Development Officer, Gender Focal Point, Global Affairs Canada whilst Mrs. Kenisha Thom-Iton, Procurement Analyst discussed the

¹ Consultant will have access to specified Gender consultants for review of material (Gender Consultancy group implementing other aspects of Social Order)

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 sign off on developed content be done by someone with legal or communications background?
 - ✓ **Response** - Both, as the team of personnel that will be reviewing the content developed by the selected consultant consists of a legal specialist and a communications officer.
- **Question** - What are the key logos to be used on the content developed?
 - ✓ **Response** - All content developed must bear the Canada, JUST and GoJ logo. The mock-up will be shared with the selected consultant accordingly.
- **Question** - Will the JUST programme provide the content that is to be used when developing the communications material?
 - ✓ **Response** - Not directly. The consultant will be required to both develop new content as well as adapt and modify existing content, from both public and private sector sources. Our investigations show that some adaptable content already exists and the consultant will be required to meet with various stakeholders to determine what is relevant and can therefore be modified or adapted, or published as is. However, where no appropriate existing content exists to fulfill the communications objectives, the consultant will be required to gather the relevant information, working in tandem with the project and our stakeholders, and develop the content to be used. The content must be approved by the JUST programme before being used, and will be vetted by appropriate persons within the GOJ for accuracy. The project will provide a Gender Specialist who will vet all content for gender responsiveness. Consultants are also expected to find innovative ways to develop and identify relevant communication materials.
- **Question** - Can the JUST logo be made available at this stage?
 - ✓ **Response** - No, all relevant logos will be shared with the selected consultant to be used for development of materials.
- **Question** - How long does it take the team to respond to queries?
 - ✓ **Response** - UNDP will seek to respond to queries within 2-3 business days.
- **Question** - Will a report to date of the JUST Programme and activities be shared with the awarded consultant?
 - ✓ **Response** - Yes, certainly.
- **Question** - The TOR requests a mobile app; are consultants expected to create content and develop the app?

- ✓ **Response** - Yes, the mobile app must be developed by the consultant and the content must also be developed by the consultant. As it relates to future use and maintenance of the app, the consultant should provide clear guidance of the needs both technical and financial to ensure sustainable use of the app once it's developed.

Additional Notes:-

- Consultants are to develop the communications material but are not required to reproduce it. Instead the consultant should prepare a procurement dossier that will guide the JUST Programme in its selected process for reproducing the communications material developed.
- The consultants are to recommend the various media placement and locations and/or requirements for publishing or reproducing content developed. No cost should be submitted for the placement of ads or the reproduction of material but the best location and media houses should be identified.
- **Question:** If the consultant were to find it easier to reproduce the material and place the content in the media, should a budget be provided for same?
 - ✓ **Response:** No, as this aspect of the Programme is not required in the Scope of Works as per the Terms of Reference for this consultancy.

Close of Session

The pre-bid conference ended at approximately 11:15 am

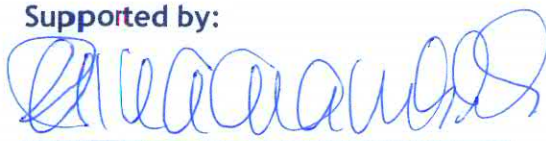
Prepared by:



Mrs. Kenisha Thom-Iton

23.07.2018
Date

Supported by:



Ms. Tania Chambers

July 23, 2018
Date



PRE- BID CONFERENCE RECORD

PRE-BID CONFERENCE RECORD	
Request for Proposals for the development of Communications and Informational Materials on Justice Reform in Support of the JUST Project	

Date and Time of Pre-Bid Conference:	17 July, 2018 10:00 am	Closing date and time of Bidding Process:	31 July, 2018 11:59 pm (EST)
Place: 1-3 Lady Musgrave Road, Kingston 5	UNDP Office / Skype	No. of Bidders Invited	Open Public

No	Bidder	Company and Country	E-mail and Telephone Contact
	Name		
1	Knolly Moses	PANMEDIA	kmoses@panmedia.com.jm 1.876.927.3266
2	Stacey-Ann McKenzie Odel Thelwell	OGM – Integrated Communications	skmckenzie@ogmintegrated.com 1.876.279.9650 othelwell@ogmintegrated.com 1.876.561.2054
3	Francesca Lloyd-McDavid Nicholas Mc David	Creative Consortium	francescamcdavid@gmail.com nicholas.mcdavid@gmail.com
4	Kaneal Gayle	ParaCaribe Wellness / Kane Inc	kanealgayle@yahoo.com
5	Chesna Haber Debbian Spence	JUBAM	chesnahaber38@yahoo.com debbiansm@gmail.com 1.876.564.0567
6	Ashley Hamilton Taylor	University of the West Indies (UWI) Computing	aghamiltontaylor@gmail.com 1.876.580.3028 / 702.4455

The Pre –Proposal conference was facilitated by:-				
Name	Title	Signature	Initial	Date
Kenisha Thom	Procurement Analyst, UNDP		KT	23/07/2018
Tania Chambers	JUST Programme Manager, Global Affairs Canada		TC	July 23, 2018

