

25 December 2018

Pre - proposal conference minutes



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Resilient nations.*

In the scope of UNDP FRLD Phase II and UNDP DGG projects a pre-proposal conference was held in UN House conference room, 9 Eristavi Street on 21 December 2018 at 14:00 (Georgia local time). The meeting lasted for one hour and the following parties were represented:

From the UNDP: Marika Shioshvili, Project Manager, FRLD phase II
Nino Kakubava, Project Manager, DGG
Gvantsa Iremashvili, Project Officer, FRLD phase II
Otar Konjaria, Project Coordinator on LED, FRLD phase II
Gvantsa Bitskinashvili, Administrative and Finance Assistant, FRLD phase II
Fergus Murphy, International LED Expert, FRLD phase II
Giorgi Nasrashvili, Good Governance Expert, DGG

Attending companies (Attendance sheet attached):

GEC-corporation
DEPA consulting
TBSC
CiDA
AYEG
PMO-Business Consulting
PMCG
ISET

In the beginning, Marika Shioshvili gave a short overview of FRLD phase II, its objectives and main directions as well as the major activities that should be covered in scope of the project, explaining the rationale behind the announced RFP. An emphasis was made on the importance of keeping the financial information separate from the technical information to avoid accidentally revealing the figures in the technical proposal, since this automatically excludes companies from participation in the RFP. The companies were also reminded of deadlines and the local and global web-sites where the RFP is posted, after which the representatives from the companies introduced themselves and Q&A session started.

Q1: (PMO business consulting) What's the minimum requirement of the staff members? Can additional members be presented? Can tasks be divided by the company itself among the staff members?

A: The minimum number of the required staff is 8, as indicated in the technical evaluation criteria section 3 of the RFP. According to the suggested activities in company's technical proposal, additional staff members can be introduced. It is the company's discretion to divide the tasks among its staff members.

Q2: (CiDA) Do additional staff members also need to meet the minimum qualification requirements?

A: Additional staff members are not subject to meet the minimum qualification requirements set forth in the RFP, but rather to fall in some logical standards with their professional experience.

Q3: (DEPA Consulting) How far does the upgrade of the MDDs go? should it be rewritten, or should it be based on the existing documents?

A: The upgrading process of the MDDs does not imply creation of new documents, rather building on the existing MDDs and focusing Local Economic Development component as its core. Also, it is recommended for the company to align its activities with existing national, regional and local development frameworks, activities and initiatives being implemented in support of regional and local development and planning by donors and Georgian implementing partners.

Q4:(PMCG) Does incorporation of LED in MDDs mean the company should ignore the social and environment aspects and focus on LED?

A: While upgrading the MDDs with LED driven activities, naturally some elements will be social and some of them environmental, but the focus should fall on local economic development.

Q5: (PMO Business Consulting) - How does reporting work? Is there any additional timeline other than presented in the RFP? Should reports be in English?

A: Along with the deliverable's timeline in the RFP, the UNDP reserves the right to request additional information and data throughout the implementation of this assignment.

Reports and finalized Municipal Development Documents shall be submitted in English and in Georgian languages.

Q6: (CiDA) – What entities are eligible to submit proposals?

A: Individual companies, consortiums, and associations are eligible to submit proposals. In case of newly formed consortiums and associations, a notarized copy of the agreement between the parties should be submitted specifically for this RFP.

Q7: (GEC Business Consulting) - How does the selection of 8 municipalities happen?

A: The 8 pilot municipalities will be identified by comparative selection process using the population, size of budget, functionality (urban/rural), status of high mountainous region (if any), economic opportunities and assets as some examples of selection criteria. It is important to note that the methodology for pilot municipal profiles should be prepared in such way to enable future replication to other municipalities of Georgia.

Q8: (GEC Business Consulting) As for the trainings, what's the minimum number of trainees per municipality? What does combined trainings mean?

A: The company decides the minimum number of trainees and prepares the budget for the trainings accordingly. The minimum number of required trainings is 3. Combined trainings can be conducted for several municipalities together at the same time.

Q9: (GEC Business Consulting) What's indicated under "LED Platform"?

A: The company is expected to propose its approach to identifying the relevant structure and stakeholders for LED platform. New networks can be formed in support of LED; however, it is recommended to build the Platform on existing structures.

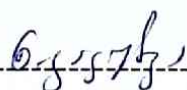
Q10: (GEC Business Consulting) What's the objective of the survey? Is it qualitative? Should it be conducted in each municipality? Are focus groups allowed?

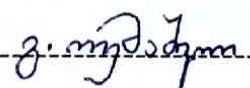
A: A survey template (5-6 pages) will be provided to the company and it will be looking at both qualitative and quantitative aspects. Focus groups are allowed. The purpose of the survey is examination of business enabling environment and helping preparation of reports for each municipality. Details about the survey will be specified in contract with the selected company.

Q11:(PMCG) Should the company include designing and printing costs for the Investment Profiles in its budget?


A: Yes, designing and printing costs of the investment profiles are covered by the company and should be included in the budget.

Marika Shioshvili: 

Nino Kakubava: 

Gvantsa Iremashvili: 

Otar Konjaria: 

Gvantsa Bitskinashvili: 

Giorgi Nasrashvili: 

Fergus Murphy: Via Skype