

## PRE-PROPOSAL CONFERENCE MINUTES

### Agenda of the meeting

1. Opening remarks by the Chairperson
2. Introductions and Registration of all presented
3. Project description (Review of the document)
4. Response to bidders' Questions and request for clarifications
5. A.O.B. & closure

RFP-020/19-ICRRP Final Project Evaluation (Re-advertised)		Date of Pre-bid Meeting	12 March 2019
Location of Pre-Bid Meeting:			
Date/Time		Name(s) and job title of UNDP Rep.	
Start	End		
11:00 am	12:15 pm	Amanthi Wickramasinghe Ni Komang Widiani Delan Abdula Mostaq Ahmed Mehdi Khalili	Programme Management Specialist Monitoring and Evaluation Specialist Procurement Assistant Procurement Analyst Procurement Specialist

### QUESTIONS AND ANSWERS (Attached Separately)

### RECORD OF ATTENDANCE

Names of companies attended	Rep. name	Mobile/Email	Signature
Proximity International	Carly Fuglei		
Proximity International	Awffa Al Yassin		
ORB International	Amelia Altz-Stamm		
ATR Consulting	Matthew Lillehaugen		
Top Mountain	Michael Rothe		
YouGov	Alex Moler		
YouGov	Mike Dolley		
YouGov	Caroline Elford		
TRIAS Consult	Tom Hockley		
Iratec Engineering	-		

-	Nazar Al Maree		
-	Malia Miligan		

*Record of Pre-Proposal Conference to be posted on the websites.*

## Question and Answer

### RFP-020/19-ICRRP Final Project Evaluation (Re-advertised)

No.	Question submitted by bidders	Answer by Technical and Procurement Teams
1	Is there a minimum number of offers to be received to enable the procurement process to proceed/be finalized?	There is no minimum requirement of number of bidder/companies to submit proposals before proceeding with evaluating the proposals. However, UNDP is seeking proposals from as many companies/organizations as possible and it is to this end that UNDP is trying to reach out as much as possible companies/organizations through a competitive tender process.
2	Is there any time period set for Past Performance experience?	There is no time period set of Past Performance experience. Reference made to the RFP, the consultancy firm should have: <ul style="list-style-type: none"><li>- Proven (minimum 3 years) technical expertise and experience in conducting project/programme evaluations in the semi-emergency/ post-conflict context.</li><li>- Proven (minimum 3 years) technical expertise and experience in undertaking both qualitative and quantitative research, qualitative and quantitative data collection in hard-to-reach areas, including high-risk and insecure settings context.</li></ul>
3	TOR explains that 2 Technical Specialists are necessary. Can we propose 3?	The required number of key staff has been calculated based on the requirements of TOR. The final composition of the team that will be proposed is expected to be in line with the technical proposal/methodology and approaches as well as workplan stipulated in the proposal. The number of proposed team should also correspond and match with

		the financial proposal. Support staff can be included, but these should correspond to the work laid out the technical proposal.
4	Is there any possibility to offer non-key staff?	Depending on the work laid out in the technical proposal, non-key or support staff may be proposed.
5	Can we have options in the technical and financial proposal?	The technical proposal shall cover the requirements of TOR and RFP and this has to be reflected in the financial proposal. As indicated in the RFP, alternative offer will not be accepted.
6	Does UNDP provide transportation and security services during implementation?	As indicated in the RFP transportation and security are sole responsibilities of the bidder.
7	What is the evaluation method and how scores have been distributed between technical and financial proposals?	As reflected in the RFP, Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively
8	It is stated that ICRRP project has been operating since 2014. Nevertheless, there is no reports available for 2014, 2015 and 2016. Is it possible to access those documents?	The Project had only a couple of months of implementation in 2014, with full implementation starting from 2015. UNDP will be following another review of available data to explore the possibility of sharing additional data at this stage. The link to the annual report of 2016 and 2017 is annexed in the ToR for reference. The Annual Report for 2018 is still being finalized. If finalized before the closure of the RFP, this too will be made available.
9	What is the magnitude of desk review for this project evaluation?	For the desk review, the project has produced some of the documents that would be later shared with the selected Consulting Firm such as annual reports, donor reports, internal database/data tracking of the beneficiaries, product/results of the activities, research reports, financial information and other relevant documents.

10	In the ToR, it is stated that the finalization of the draft evaluation report, and a presentation of the draft of evaluation report to UNDP and/or debriefing with UNDP will be undertaken home-based/remotely? Should the presentation to UNDP requires in-country presents?	The presentation may be made remotely. However, this is also dependent on the workplan and schedule of the Consulting Firm. If the Consulting Firm is able to complete work and analysis while in-country and make the presentation within the provided days that also works. If done remotely, the presentation can be made remotely.
11	what is the geographic scope of the resettlement project under UNDP?	<p>ICRRP is not a project that focused on resettlement. Its primary focus was to support the Government of Iraq to deal with the crisis that saw large scale internal displacement in Iraq, and also the spill over effect from Syria, with Syrian Refugees seeking refuge in Iraq. Therefore, implementation was initiated focusing on geographical locations which were not at the time sufficiently supported by humanitarian clusters or agencies, amidst facing the larger volume of both internally displaced persons and Syrian refugees and as such concentrated on the Kurdistan Region of Iraq (KRI). Steadily however, from end 2016/early 2017 ICRRP began to support select locations within the areas formerly under the control of ISIL.</p> <p>ICRRP aims to support the government to manage the address the following three groups: Host Communities, IDPs, Refugees, which is 80% located in Kurdistan Region.</p>
10	My organization was previously involved in providing capacity-building for JCMC. Can we bid for this call for proposal?	It is suggested to check the eligibility sections of the RFP. Additionally, verify whether the work done with JCMC was to implement a part of the ICRRP Project.
11	Is there any project baseline or mid-term project evaluation that has already been undertaken that can be shared?	Thus far, the project has not produced any baseline or midline study or report. The upcoming project evaluation will serve as the final project evaluation of ICRRP.