

Pre-bid Conference Note – RFP/054/19 – RFP for Implementation of Cash for Work Activities: Urban Agriculture in Ninawa Governorate, Iraq.

Date: 11 a.m. 23 April 2019
Venue: UNDP Conference Room
Organizer: UNDP/ICRRP

Purpose: Informative meeting related to the competitive bidding announced on Implementation of Cash for Work Activities: Urban Agriculture in Ninawa Governorate, Iraq.

Reference: IRQ-10-RFP/054/19

Meeting participants:

Representatives from the organizations:

1. Omar Ibrahim – Dijla Organization
2. Elsa Dahan – First Aid Organization
3. Nasir Abd Al Khaliq – QWest Company

From UNDP:

Mitchell McTough, Livelihoods Support Officer/ICRRP
I. Enkhmandakh, Procurement Analyst/UNDP
Delan Abdula, Procurement Assistant/UNDP
Mostaq Ahmed, Procurement Analyst/UNDP

Objectives

Forced displacement had a profound impact on urban infrastructure, household level livelihoods and the management of household level natural resources in and around towns, municipalities and displacement camps, affecting returnees and host communities themselves. In most locations the situation is characterized with some, or all, of the following problems:

- lack of income and livelihoods opportunities,
- food insecurity with high rates of food aid dependency,
- habitation of hostile environments subject to flash flooding during heavy rains and high wind chill factors in winter,
- production of high volumes of wastewater,
- production and disposal of solid organic waste.

Against the above-mentioned context, UNDP aims to implement a project which improves the access to income-generating opportunities for vulnerable populations – returnees and host communities, in the urban areas in Ninawa Governorate. UNDP is looking to implement cash for work interventions focused on the use of labour in a productive way and to have a meaningful impact on the beneficiary households and communities.

Therefore, the main purpose of this project is to:

- Implement cash for work interventions that have a community impact of improving income levels at the household level in vulnerable communities in peri-urban and urban areas of return, with a smaller focus on most needy IDPs within camps (10-15 % of the total beneficiaries at maximum), focusing on female headed households;

- Contribute to household income-generation by maximising productive use of small spaces (roof, backyard, gardens) around selected households, using innovative technologies;
- Undertake consultations, and build partnerships with local authorities and communities to ensure sustainability of the impact and outcome of the project, and;
- Build skills and capacities of vulnerable populations through on-the-job experience.

Pre-bidding meeting

UNDP Iraq announced the public bidding inviting eligible service providers/NGOs to submit a proposal to carry out the project. The purpose of this meeting is to provide information and clarification related to bid documents to enable the offerors to submit responsive proposals.

Ms. I. Enkhmandakh welcomed the participants and expressed her appreciation for their interest in the announced bidding and presence in the pre-bid conference. Then, she provided detailed information on the bidding process, going through the RFP document and explaining the requirements in detail. The following points were highlighted:

- Bid validity is 120 days from the deadline of the RFP submission;
- Recommended presentation of the Technical and Financial proposals, use of provided templates;
- Completeness of the required documentations, i.e. all forms duly completed, and documentations listed in the Form B – Bidder Information must be submitted;
- Importance of thorough review of TOR;
- Evaluation criteria with corresponding scoring and weight;
- Selection method based on cumulative analysis where technical component comprise 70% and financial weigh 30% out of total 100%. The passing threshold for the technical offer is 70% of total technical scoring;
- Submission through eTendering system, where the financial offer must be properly labelled, and password protected. No any price in the eTendering submission is to be disclosed.

Mr. Mitchell McTough briefly described the scope of work expected undertaken and shared a background information on the announced assignment in detail.

Questions and answers

No.	Questions raised by participants	Response provided
1.	Language of the Proposal and related necessary documents required to be submitted along with the proposal.	Proposal and all the necessary documents must be submitted in English language.
2.	Concerning the CV for the Key Staff: as we don't yet know all of the positions, especially for the Project Manager (that might be selected after sending the proposal), how are we supposed to provide the UNDP with his/her CV?	The bidder is expected to have key staff. If the organization doesn't the Project Manager on board, bidders are expected to identify potential candidates who would be brought on board if they are successful in this RFP. Additionally, to note that this is an opportunity for bidders to build their roster of CVs.

3.	Regarding the audited financial statement Do the proposers have to select the ones necessarily related to the thematic of the proposal? Does the UNDP require the general ones (for all the projects, including the ones not related to the thematic of the proposal), or the specific ones (related to specific projects)?	Proposers must submit the Audited Financial Statement including Auditor's Report for the past three years [2015-2016-2017] for the organization Reports should be certified by the chartered accountant
4.	Concerning the Human Resources, and more specifically both following positions: Technical Expert (National Livelihood Specialist) + Support Capacities – Operations Support: is it possible to merge both positions into the same HR, or shall we have separate persons for both positions?	It's up to the bidders to merge the staff capacities. However, bear in mind that there are different set roles and qualification requirements required under the call and the proposed staff must meet the requirements as per evaluation criteria.
5.	Is there possibility to do the activities in Mosul city	No activities should be carried out in Mosul city. Mosul District (IDP camps that are listed in the TOR).
6.	Regarding joint venture submission	For Joint venture submission please be guided by the RFP Section 2: Instruction to bidders (Page No. 8)

At the end of the meeting, the companies are requested again to thoroughly examine the RFP and submit their proposals in accordance with the requirement.