

Minutes of Pre-Proposal Conference

RFP-055/19 - Implementation of Immediate Livelihoods Support for Recovery and Resilience Building: Hamdaniya and Sinjar districts, Ninawa Governorate, Iraq

Date: 24 April 2019 (11:00 AM to 12:00PM)

Venue: UNDP Conference Room (Skype Conference)

Organizer: UNDP/ICRRP

Purpose: Informative meeting related to the competitive bidding announced on Implementation of Immediate Livelihoods Support for Recovery and Resilience Building: Hamdaniya and Sinjar districts, Ninawa Governorate, Iraq

Reference: IRQ-10-RFP-055/19

Meeting participants:

Representatives from the ff organizations:

1. Dijla Organization;
2. Public Aid Organization;
3. SAHO

From UNDP:

1. Mitchell McTough, Livelihoods Support Officer/ICRRP;
2. Mostaq Ahmed, Procurement Analyst/UNDP;
3. Ary Sheksaeed, Procurement Assistant/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 livelihoods interventions focused on the use small business development 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:

- Provide asset replacement grants in the form of small business grants and facilitate market linkages through agreements with buyers and/or suppliers, to ensure that value chains are strengthened and made more sustainable;
- Build partnerships with private sector companies in growth sectors that are able to partner with the selected NGO partner(s) to increase income generation for beneficiaries, as well as source qualified labour and goods or services;
- Build capacity of two relevant national institutions (Chambers of Commerce) to be able to respond to situations in crisis settings.

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.

Mr. Mostaq welcomed the participants and expressed his appreciation for their interest in the announced bidding and presence in the pre-bid conference.

Then, he 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;
- The amount of the Financial Offer **MUST NOT** be mentioned anywhere in the submitted documents or eTendering system other than the Financial Proposal. Submitted Financial proposal should be password protected and the Password should be provided only when requested by UNDP. Failure in compliance with the mentioned condition shall result in rejection of the offer.
- Do not disclose your price in e-tendering line Item. You must put the line item Price as 1.

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

Questions raised during the pre-proposal meeting and answers thereto from UNDP is listed below:

| # | Questions raised by participants | Response provided |
|---|--|---|
| 1 | Is the RFP accessible to local NGOs only or could they apply in consortium with INGO with the regional registration? Can any INGO apply as a sub-applicant under our local partner who is registered in Iraq? | The applicant organizations must be non-profit non-governmental organizations (NGOs), with Registration with the Federal Government of Iraq and Kurdistan Region of Iraq. Without these Registrations, the submission will not be deemed eligible. In case of Consortium, the local partner must be the lead NGO which will be responsible for a minimum of 50% of the work. For the Joint Venture, Consortium or Association please be guided by the RFP Section 2 – Instruction to Bidder (SI#14 / RFP page 8 and 9) and the qualification requirement (RFP page 19 & 20) |
| 2 | Does UNDP is requiring the Bidders to include an Audit in the Global Budget of a 7 months project like this one? Or does the Audit is at the discretion of the UNDP and should not be mentioned in the proposal? | 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. As per the RFP requirements. |
| 3 | The Total number of the beneficiaries mentioned in the ToR is 250 for 2 areas (Sinjar and Hamdaniya) – Should the Number of Beneficiaries need to be distributed equally? | The number of beneficiaries can be split based on the bidder's discretion. Bidders are expected to consider this in the proposal development. The contexts are different; therefore, a more realistic proposal will be one that is more informed. |
| 4 | In Sinjar Area majority of the returnee's occupation is Agriculture – Do we need to focus on Agricultural Interventions only? | The interventions can cover rural and urban areas. The context and need should drive decision making and the proposal development. |
| 5 | Regarding to, two national institution like chamber commerce, could u tell us a little bit more, do we include them as a third party? | This is a capacity building exercise. Each bidder will have their own modality to how they provide this service. |

Note: above clarification in response to queries raised during the pre-proposal meeting shall be an integral part of the RFP document and supersede the all provisions as applicable

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.