



Tbilisi, 7 August, 2019

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Pre-Bid Conference Minutes

Tender – RFP on survey on awareness and perceptions in the field of rights of persons with disabilities in Georgia.

6 August 2019, Tuesday 16:00 PM

UN Conference Hall

UNDP Representatives:

Ms. Ketevan Mezvrishvili, UNDP Human Rights expert

Ms. Mariam Tutberidze, UNDP Project Manager of “Human Rights for All”

Participants:

- 1. Tamar Jakobia – PricewaterhouseCoopers (PWC)**
- 2. Nutsa Bezhashvili – Analysis and Consulting Team (ACT)**
- 3. Maia Bibileishvili – Child, Family, Society**
- 4. Nana Gegelishvili - Child, Family, Society**

The pre-proposal conference took place on 6 August 2019, Tuesday at 16:00 PM at UN House conference hall. The aim of the meeting was to clarify both content-wise and procedural issues concerning the Request for Proposal for the potential companies.

The conference was opened by Mariam Tutberidze, UNDP Project Manager of the project “Human Rights for All”. She provided the brief overview on objectives of the assignment, scope of work and expected output.

The introduction was followed by the Q/A session:

Q: was raised about the experience of the company. Namely, whether it was acceptable for a company to have the experience of conducting national wide surveys in other country than Georgia.



A: It was clarified that one of the requirement of the applying company was to have experience in conducting of at least 5 projects of similar size country-wide surveys. Meaning that if your company has experience of conducting country-wide surveys in other countries than Georgia it will satisfy the requirement.

Q: was raised about the scope of the survey, namely whether particular regions should be covered or the whole country.

A: It was clarified that the requirements specify that it should be nationwide, therefore whole country should be covered. It was also noted that RFP indicated particular regions only in terms of conducting focus group meetings in the process of the development of the questionnaires.

Q: was raised if the company can choose the method for conducting telephone or face-to-face interviews.

A: It was clarified that according to the RFP it should be face-to-face interviews.

Q: was raised about the financial limitations of the proposal.

A: it was clarified that the RFP includes Financial Proposal form with the cost breakdown graphs and the company should submit very specific costs that will be evaluated.

Q: was raised if researchers could apply and whether it was a call for a research, analytical report.

A: It was clarified that the Request for Proposal set particular requirements for the companies to apply. It was also noted that the company should conduct countrywide survey, quantitative research, though analytical part of the results of the interviews is also crucial part of the study. In addition, the proposer is required to have human rights expert in the team with the particular experience in working on rights of persons with disabilities.

Since all issues in regard with the submission package were clarified, the meeting was announced to be closed.