

Minutes of the Pre-Proposal Meeting

Title: Mid Term Review of Township Local Governance Project
Type of solicitation: Request for Proposal
Reference: 2019/PROC/UNDP-MMR/PN/053
Country: Myanmar
Date: 24 July 2019 (10:00 to 11:00 Am)
Venue: 2nd Floor Meeting Room, UNDP office, Yangon

The meeting was attended by the following

1. Archana Aryal, Programme Specialist
2. Mounk Kee Aung, Procurement Analyst

Representatives from the Firms/Organizations

Sr No	Organization	Number of Participant	Remark
1	MSR	2	Attend in person
2	Kantar	2	Attend in person
3	CDC	1	Attend in person
4	Abt Associates	1	Skype

The pre-proposal meeting started at 10:00 AM with the introduction of participants.

After giving our gratitude to the participants for our meeting, Mounk Kee Aung started with the explanation of the Objectives of the meeting. He further explained about submission requirements and detailed requirements of the Request for Proposal (RFP).

Archana Aryal explained Term of Reference (TOR), evaluation criteria, scope of work and the background of this RFP.

This was followed by discussion.

Written response to questions from potential bidders

Q: What are the baseline against which you measure progress in the mid term? Is there any information available on baseline?

A: The Annex section includes Project's M&E Framework which provides information on baseline.

Note: We can share the indicators and methodological notes to selected company once the contract is issued.

Q: Is Team leader experience requires experience on local governance, democratization and fiscal decentralization, particularly to Myanmar?

A: Team Leader requires experience on local governance, democratization and fiscal decentralization. Experience in Myanmar would be an advantage but not a requirement.

Q: Whether UNDP could support scheduling and meeting with Government offices for this RFP?

A: UNDP will facilitate the process to coordinate meetings with the Government related to this RFP.

Q: Is there any preference Methodology by UNDP or it need to be proposed by the Firm?

A: The TOR includes a section on methodology which is broader. Firms are required to propose methodology for the MTR.

Q. Whether the firm can use the translator from UNDP's LTA? What would be the total work days for translator?

A: In case if the selected firm does not have a good translator, it is possible to hire a translator from UNDP LTA. The translator is required for 15 days during data collection phase.

Q. Whether UNDP can provide a list of townships covered by the Project in Bago and Mon? Which are the townships with EAOs the project works with?

A: Below is the list of townships covered by the project. The highlighted are the townships with EAOs

Mon State

1. Kyaikheto
2. Belin
3. Thaton
4. Paung
5. Chaungzon
6. Mawlamyine
7. Kyaikmaraw
8. Mudon
9. Thanphyuzayat
10. Ye

Bago Region

1. Thanatpin
2. Kawa
3. Yedashe
4. Paukkaung
5. Monyo

Note:

As mentioned in the procurement notice, the organization if selected may be required to work with Individual Consultant directly hired by UNDP.

Meeting adjourned.