

Minutes of Pre-Bid Meeting

Request for Proposal – Ref. no. PNG/AF/VNA/2014 ***Climate Risk, Vulnerability and Needs Assessment for Morobe, Madang, East Sepik, Northern and New Ireland Provinces of Papua New Guinea***

Date: 22nd September 2014
Time: 03:00PM – 04:30PM – PNG Time.
Venue: Net Conference.

Present From UNDP:

Zaynab Rashan, Procurement Specialist
Rabi Narayan Guado, Project Manager

Present From Bidders:

Lyn Leger	BMT WBM
Rhys Thomson	Cardno
Dewi Kirono	CSIRO
James Butler	
Laura Niskanen	Finish Overseas Consultants
Toni Paju	
Philip Montgomery	GHD
Roger Steinhardt	PT Hatfield
Sameer Nigam	RMSI Private Limited
MVRL Murthy	
Mark Siebentritt	Seed Consulting Services
Ranya Sobir	TANGO International
Ann-Kathrin Pippert	World Vision Papua New Guinea

After having companies introduce themselves, UNDP-PNG gave a brief presentation on the following:

1. Proposal procedures
2. TORs
3. Contract Modality

After finalizing the presentation, the following questions were raised:

QUESTION 1:

What types of data will be made available for the assessment?

ANSWER 1:

Various layers of data for the assessment will be available with different stakeholders. For example information relating to weather will be available with National Weather Service. Similarly data relating

to sea level rise will be available with national maritime authority etc. UNDP has conducted few assessments in the field of climate change adaptation and these studies will be made available to the successful bidder. Data availability is one of the major concerns in PNG and the proposers will have to take into consideration the issue of lack of data.

QUESTION 2:

Dose UNDP have an expectation of level of involvement of governments, or involvement will be just stopping at the provincial level and community?

ANSWER 2:

Office of climate change and development (OCCD) which is the lead agency for climate change issues in PNG will be closely involved with the study. Besides, the technical working group on climate change adaptation that comprises of representatives from various agencies will also be participating in the assessment. The study will also involve provincial administration and selected communities.

QUESTION 3:

Does all the communication/products for the assessment for example engaging with the provincial administration has to go through UNDP?

ANSWER 3:

UNDP shall closely coordinate the project with various counterparts including the government agencies at the national and provincial level. UNDP will also facilitate organizing meetings and inform the provincial administration about various missions under the assessment etc.

QUESTION 4:

In relation to question No. 3, will someone from UNDP be assigned to assist?

ANSWER 4:

Yes, a designated focal point from UNDP will be assigned for the assessment. Besides, OCCD will designate a focal point for the study.

QUESTION 5:

There is reference in the TORs about a project that has been completed. Is it possible to access these reports now before submission of the offer?

ANSWER 5:

Yes, the report is still in a draft form and can be made available upon request.

QUESTION 6:

How could we submit the Security Bond?

ANSWER 6:

Whether companies are submitting the offer by e-mail or courier, the security bond must be submitted to the address mentioned on page 21 under Data Sheet No. 10 not late than the submission deadline.

QUESTION 7:

The 12 months time frame seems rather tight to do the assessment; would you consider extending the duration?

ANSWER 7:

UNDP has determined the timeframe of the assessment (which is 12 months) which is based on the information obtained from other UNDP country offices who have completed studies of similar nature and scale.

QUESTION 8:

On page 34, deliverable no. 3, what did the workshops meant to be; will it be an opportunity to integrate the community risk assessment?

ANSWER 8:

Deliverable three is to facilitate six project workshops one at the National level and five at the provincial level to present the findings of the studies. There is no scope to integrate the community risk assessment as by that time the study would have been completed.

QUESTION 9:

Further to question 8, regarding the six project workshops, how we link the community workshop if it is not meant to be like that?

ANSWER 9:

The six project workshops are to present the draft assessment report to various stakeholders mainly to present and validate the findings of the assessment. UNDP expects the workshops to be held at the final phase of the project. Community perception on climate risks shall be obtained separately through group meetings with communities and interviews.

QUESTION 10:

Does UNDP have something in mind on how many communities we need to engage with?

ANSWER 10:

The bidders have to propose a methodology for community risk assessment and the sample size should be adequate enough to meet the requirements of the assessment.

QUESTION 11:

On page 36, the contract has to *laissez* with the OCCD director? Can you please clarify about the expected management structure? Will there be a steering committee?

ANSWER 11:

The assessment will be undertaken in close collaboration with OCCD including regular reporting to OCCD/ UNDP. In the TORs; it is indicated that the awardee needs to report on a weekly basis. However, UNDP expects the awardee to provide written reports to UNDP and OCCD on the progress of the project at least once in a month.

QUESTION 12:

Is it possible to split further the roles, for example the role of a “Hydro- Meteorologist”; could two consultants be provided for this role?

ANSWER 12:

Companies may suggest further consultants if they see it is necessary to do so, however companies must provide the minimum required professionals as referred to in the TORs.

QUESTION 13:

What is the process to submit any further clarifications?

ANSWER 13:

Any further request for clarifications may be submitted through e-mail to zaynab.rashan@undp.org. It is preferable to receive these additional requests for clarifications at least 10 days before the submission deadline.

QUESTION 14:

Who are the other project partners in addition to UNDP and other project partners?

ANSWER 14:

The other project partners include National Weather Service, Department of Environment, Provincial Governments. However, UNDP would like to clarify that the awardee of the project does not have to provide any project update to the other stakeholders.

QUESTION 15:

Have you intended to coordinate between these two projects (tenders) that is the tender related to the assessment of the EWS and the other tender related to the climate risk and vulnerability needs assessment; because we think that this will be needed?

ANSWER 15:

UNDP would coordinate both studies as both studies will be implemented in the same provinces and engage with same stakeholders at the national and sub-national level.

QUESTION 16:

Will the assessment be done at the local level or district level?

ANSWER 16:

The scope of the study is limited to assessing climate risk up to the district level.

QUESTION 17:

What type of security is provided to consultants during the assessment when consultants are travelling?

ANSWER 17:

UNDP will not be in a position to provide security for consultants, however UNDP/OCCD will facilitate field and provincial visits in terms of contacting the provincial focal points and provision of guidance in selecting communities.

QUESTION 18:

One of the objectives of the project (objective five) is to identify needs and priorities and achievable solutions. Does that mean one of the outcomes of the assessment is development of an adaptation plan?

ANSWER 18:

No. However the assessment would include main recommendations (needs, priorities and achievable solutions) for each of the major issues identified under the assessments. For example if the assessment indicates that the general health of population is going to be affected by climate change, the assessment should also provide broad recommendations how to mitigate these risks.

QUESTION 19:

Under deliverables no. 3 on page 35, bullet point 2 and 4, one is technical and the other is non - technical, do you see this will work the way it is?

ANSWER 19:

The objective of community risk assessment is to understand community perception on climate change which will supplement or substantiate the findings from the technical assessment. The objective is to understand what are the climate related issues at the community level, how communities perceive climate change and how they cope with impacts of climate change. This will substantiate the overall study findings.

QUESTION 20:

Does the assessment look at comparing climate risks across five provinces to find out which is the most vulnerable province or focuses on level of climate risks across districts within a particular province?

ANSWER 20:

The objective of the study is to rank districts within the provinces in terms of their vulnerability/exposure to climate change. Comparison across provinces is not required. The assessment will focus on level of climate risks across districts within a particular province so that adaptation measures can be targeted to the most high risk districts.

QUESTION 21:

In regard to engagement of the government, is any of the provinces governments involved in this project? And will there be a representative from each province involved?

ANSWER 21:

There is climate change focal points in each province that will be involved in the assessment. Besides the other agencies/government departments in the provinces that will also be involved in the study.

QUESTION 22:

If we can represent competencies, can we provide a smaller team of consultants and is there no restriction for having male or female consultants?

ANSWER 22:

Companies can justify the need for engaging additional consultants for the study, however the minimum number of required professionals to be engaged has been indicated the RFP. There is no restriction on employing male or female consultants.

QUESTION 23:

Regarding the workshops, will UNDP be taking care of the logistics and organization of the workshop?

ANSWER 23:

UNDP shall be responsible for the workshops in terms of selection of participants, their travel, accommodation and other logistics related to the organization of the workshop including venue hire and any relevant arrangements.

QUESTION 24:

Is there any specific methodology that UNDP would like the company to follow or any methodology the company comes up with should be fine?

ANSWER 24:

There are standard risk assessment methodologies. It is up to the proposers to suggest methodologies to take up the task.

QUESTION 25:

Can UNDP provide the budget?

ANSWER 25:

In line with UNDP rules; it is not possible to reveal the estimated budget.

QUESTION 26:

What is the estimated starting date of the project?

ANSWER 26:

UNDP aims to finalize the contract by end of this year. The expected date for the project is December 2014.

QUESTION 27:

Could the Security bond be waived?

ANSWER 27:

The Security Bond is a requirement and cannot be waived.

QUESTION 28:

In regard to the proposed team, if we don't have the required capacities within the company, can we outsource consultants?

ANSWER 28:

Yes.

QUESTION 29:

What type of references is required regarding the performance and if evaluations are sufficient to be presented?

ANSWER 29:

References to be provided from previous clients on performance for implementation of similar projects; if evaluations are presented, you would need to submit the contact details of you clients.

End of minutes.....