

## **MINUTES OF PRE-PROPOSAL MEETING**

### **I. Tender Title**

**Legal Awareness and Assistance for Communities Affected by Land Conflicts (Procurement Case Ref.: PROCESS-35-27626)**

### **II. Objective**

The purpose of the pre-proposal meeting is to provide instruction to interested offerors about the service requirement (e.g. scope of work and expected deliverables/outputs) and how to prepare responsive proposal in reply to the OHCHR's request for proposal for providing Legal Awareness and Assistance for Communities Affected by Land Conflicts.

### **III. Date and Venue**

- Date: 25 February 2015 2014 at 9.00 A.M., Phnom Penh Local Time
- Venue: UNDP Cambodia, Main Conference Room (located in Building No. 5, Ground Floor)

### **IV. Participants**

This pre-proposal meeting was opened to all interested offerors. On the meeting day, the following participants from following organization/entity were present:

UNDP and OHCHR:

- Mr. Vannara Chea, Procurement Associate, Procurement Unit, UNDP Cambodia
- Mr. Sothea Thannarith, Procurement Intern, Procurement Unit, UNDP Cambodia
- Mr. Benjamin Rutledge, Human Right Officer, OHCHR Cambodia
- Ms. Bophal Keat, Human Right Officer, OHCHR Cambodia

Interested Offeror (Name of Organization/Entity):

- CLEC
- SLG
- EC
- CDS Law
- LAC

### **V. Pre-Bidding Proceeding**

The pre-bidding meeting was divided into 3 main sessions as following:

1. Presentation on scope of service requirement
2. Presentation on instruction to interested bidder and how to prepare the bid/proposal.
3. Questions and Answers

To kick start the pre-bidding, Mr. Vannara Chea welcomed and thanked all participants who attended the pre-bidding, and explained about the purpose of the meeting.

Then • Mr. Benjamin Rutledge presented and explained about the scope of service requirement that the contractor is expected to carry-out.

After, Mr. Vannara Chea presented to the participants about the instruction on how to prepare the proposal and information related with deadline, place and how to prepare and submit proposal.

Slides presentation is attached.

## **VI. Questions and Answers**

<b>No.</b>	<b>Questions/Clarifications asked for</b>	<b>Answer/Clarification given as</b>
1	Please clarify on the term "Land Conflict".	The term "Land Conflict" here mainly refer to the conflict between community and company.
2	Does the implementing organisation need to follow up with legal claims filed after the end of the project period?	The project ends in July 2015 and no obligations will remain after this point. Legal claims should be filed with communities before the end of the project. OHCHR will continue to follow up on the legal claims after the end of the project - with the assistance of the offeror if possible – but this is not part of the contractual services.
3	The ToR requires the contractor to provide a total of ten (10) training sessions, while the selected provinces is only 6, Battambang, Monduliri, Oddar Meanchey, Preah Vihear, Ratanakiri and Stung Treng. How the contractor decides on number of trainings per province?	We plan for 10 trainings, so the offerors can budget according to that requirement. However, the decision on how many training per each province could be discussed and decided later after the contract is awarded.
4	It is understood that the allowed mode of proposal submission are through "Hard Copy" and "E-mail"? Do we require to submit through both means? If yes, is it possible to submit the proposal via E-mail first and Hard-Copy later?	The offerors don't need to submit the proposal in both mean. If the offeror decides to submit the proposal via email, there is no need to submit the proposal in Hard-Copy.
5	How many personnel that the selected offerors is required to assign to work in this project?	Accordingly to the RFP document, minimum of 3 persons including Team Leader, Project Officer and Lawyer. Their CVs must be attached with the proposal. When proposing the key personnel in the technical proposal, the offeror must indicate clearly their roles in the project/contract. For example, Mr. A is assigned as Team Leader.
6	What is the budget for project/contract	Accordingly to UNDP procurement guideline, the budget can't be revealed. Therefore, based on the information provided the ToR and their proposed methodology/work approach, interested offeror can propose the budget accordingly. The selection will be based on the evaluation/selection criteria stated in the RFP document.
7	What type of entity/organization is eligible to submit the proposal?	Any legal entity/organization is eligible to submit the proposal.

8	For the financial proposal, what is the allowed percentage of administrative [overhead] cost/fee?	It's up to offeror to propose the budget in according to their understanding of the ToR and requirement of this assignment. Please be informed that the contract is fixed price/lump-sum contract.
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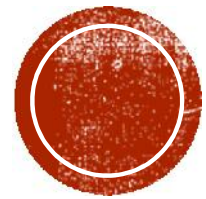
# PRE-PROPOSAL CONFERENCE

**Legal Awareness and Assistance for Communities  
Affected by Land Conflicts**

25 February 2015

UNDP Cambodia





# **DESCRIPTIONS AND SCOPE OF THE REQUIRED SERVICES**



# DESCRIPTION OF THE REQUIRED SERVICES

- **Project Objective**
  - The project will aim to improve access to justice for poor and vulnerable communities in Cambodia.
  - The project will work with communities and local governments to strengthen local justice sector institutions and organizations that increase access to justice for local people, with an emphasis on vulnerable groups.
  - The project will aim to facilitate better understanding of private sector obligations, highlighting the corporate responsibility to respect human rights.
  - Specifically, the objective is to improve access to justice for poor and vulnerable communities who have suffered from or at risk of human rights violations.
- **Expected Outputs to be Delivered**
  - Provide ten (10) trainings at the district level to selected local communities on rights and access to legal assistance.
  - Provision of legal aid to communities involved in land disputes who wish to file complaints to local courts, UN Special Procedures or other judicial bodies. At least six legal claims filed.
  - One report detailing all ten trainings at the district level, summaries of all legal claims filed by communities whom the Contractor assisted through the provision of legal aid, and details of cases in other land disputes



# PROJECT / ASSIGNMENT TIMEFRAME

- Expected duration of work: 4 months
- Target start date: 15 March 2015
- Latest completion date: 15 July 2015
- Location of work: Contractor's Location
- Travels Expected : The Contractor shall carry out the work in Battambang, Mondulkiri, Oddar Meanchey, Preah Vihear, Ratanakkiri and Stung Treng provinces

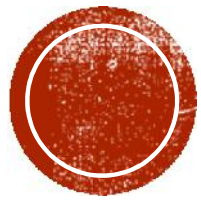


# INSTITUTIONAL ARRANGEMENT

- Person to Supervise the Work/Performance of the Service Provider: OHCHR's appointed Project Manager
- Frequency of Reporting: Reporting once a month
- Progress Reporting Requirements: Progress reporting once a month can take the form of meeting or email. The final report must be submitted in writing – see list of expected outputs above.







# **INSTRUCTION TO PROPOSER**



# **SPECIFIC INSTRUCTIONS / REQUIREMENTS**

- Language of the Proposal:
  - English
- Period of Proposal Validity commencing on the submission date:
  - 90 days
- Preferred Currency of Proposal and Method for Currency conversion:
  - United States Dollars (US\$)



# SPECIFIC INSTRUCTIONS / REQUIREMENTS

- No. of copies of Proposal that must be submitted:
  - 1 Original and 1 Copy
  - Please also provide technical proposal and its annexures (scanned copies in ONE PDF FILE) in a CD/DVD; and can be kept in the envelope containing hard copy technical proposal.
  - PLEASE NOTE THAT CD/DVD should not contain Financial Proposal
- **Proposal comprising of a Technical and Financial Proposal, in separate sealed envelopes**
- Proposal Submission Address: UNDP Cambodia, Registry Office (Building No. 3), No. 18, Pasteur Street, Boeung Keng Kang I, PO Box 877, Phnom Penh, Cambodia
- **Deadline of Submission: No later than 05 March 2015 by 3:00 p.m., Phnom Penh Local Time**
- Allowable Manner of Submitting Proposals: Courier/Hand Delivery and/or E-mail



# TECHNICAL PROPOSAL

- Proposal Structure
  - SECTION 1: EXPERTISE OF FIRM/ ORGANISATION
  - SECTION 2: APPROACH AND IMPLEMENTATION PLAN
  - SECTION 3: PERSONNEL
- The proposal should contain a minimum the following:
  - The track record of the firm in carrying out similar works;
  - Proposed research methodologies and proposed timeframe to conduct this assignment,
  - CV of proposed personnels (Minimum of 3 persons)
    - Team Leader, Project Officer and Lawyer



# FINANCIAL / PRICE PROPOSAL

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
<b>I. Personnel Services</b>				
<b>1. Services from Home Office</b>				
a. Expertise 1				
b. Expertise 2				
<b>2. Services from Field Offices</b>				
a . Expertise 1				
b. Expertise 2				
<b>3. Services from Overseas</b>				
a. Expertise 1				
b. Expertise 2				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
<b>III. Other Related Costs</b>				



# EVALUATION AND AWARD CRITERIA

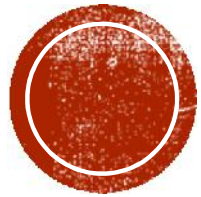
- Stage 1: Preliminary Examination
- Stage 2: Technical Proposal Evaluation
  - Expertise of Firm / Organization (200 points)
  - Proposed Methodology, Approach and Implementation Plan (300 points)
  - Management Structure and Key Personnel (500 points)
- Stage 3: Financial Proposal Evaluation
  - Financial Proposal Rating =  $(\text{Lowest Priced Offer} / \text{Price of the Offer Being Reviewed}) \times 100$
- Criteria for Contract Award
  - Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)
  - Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.
  - One Proposer only



# CONTACT DETAILS FOR SUBMITTING CLARIFICATIONS/QUESTIONS

- Focal Person in UNDP: Vannara CHEA (Mr.)
- E-mail address dedicated for this purpose: [vannara.chea@undp.org](mailto:vannara.chea@undp.org) and [procurement.kh@undp.org](mailto:procurement.kh@undp.org)
- UNDP will respond in writing, transmitted by electronic means and will transmit copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Proposers who have provided confirmation of their intention to submit a Proposal





**THANK YOU!**

Q & A