

MINUTES OF PRE-PROPOSAL CONFERENCE

REQUEST FOR PROPOSAL FOR PROVIDING CONSULTANCY ON INSTITUTIONAL NEEDS ASSESSMENT AND CAPACITY DEVELOPMENT PLAN

Process No: 35-39720

I. Background

The United Nations Development Programme (UNDP) would like to invite bidders to submit a proposal document for providing consultancy on institutional needs assessment and capacity development plan.

II. Objective

The purpose of the Pre-Proposal Conference is to provide instruction to interested bidders about the service requirement (e.g. scope of work and expected deliverables/outputs), how to prepare responsive proposal and opportunity for bidders to ask for clarifications.

III. Date and Venue

- Date: 20 June 2016 at 9:00 A.M., Phnom Penh Local Time
- Venue: UNDP Cambodia, LAD Conference Room (located in Building No. 5, Ground Floor)

IV. Participants

This Pre-Proposal Conference was opened to all interested bidders. On the conference day, the following participants were present:

UN Team:

- Ms. Antonio Pelaez, Program Specialist, UNDP Cambodia
- Ms. Amara Bou, Program Analyst, UNDP Cambodia
- Ms. Sereyvattana Chan, Procurement Analyst, UNDP Cambodia

ASAC Team:

- Pok Sokundara; Secretary General, ASAC

Interested Bidders:

1. SILAKA
2. Moulatan Consulting Firm (MLT)
3. Tue Kell Nielsen

V. Presentation

To make this pre-proposal conference more beneficial to all interested bidders, the presentation was covered on the following contents:

1. Request for Proposal Document: Presented by procurement focal point

- ❖ Instruction to Bidders
- ❖ Required Documents
- ❖ Criteria for the Award and Evaluation of Bid

2. Term of Reference: **Presented by Programme team**

3. Questions & Answers

To begin the presentation, Ms. Sereyvattana welcomed and thanked all participants who attended this pre-proposal conference, and explained about the purpose of the conference. Ms. Vattana also encouraged all participants to openly ask for clarification if they are not sure in any part of this presentation.

Then Ms. Vattana went through each slide, presented and explained all the contents of Request for Proposal document.

For any request for clarifications, bidders are required to send the queries in writing to Ms. Sereyvattana Chan at email: sereyvattana.chan@undp.org and cc procurement.kh@undp.org . UNDP will issue the clarifications to queries received and share with all bidders.

Please see the detail information in attached slide presentation of pre-proposal conference.

Important Note:

- If the bidder does not properly seal the envelopes, then the bid will be declared Invalid.
- Failing to sign the "Technical Proposal Submission Form" will make the bid Invalid.
- Technical proposal and Financial proposal must be submitted in separate envelopes.
- If the price information is included or mentioned in anyway in the 'Technical Proposal' document, then the bid becomes Invalid.

The detail explanation on the Term of Reference was presented by Mr Pok Sokundara.

VI. Queries Raised by Bidders and Answers

At the end of this presentation, there were some questions from participants and these were clarified as below:

Nº	Questions/Clarifications asked for	Answer/Clarification given as
1	Is it a requirement to have International Team Leader (Institutional Development Expert) for this assignment?	Yes. The expert can be a partner or staff of entity submit the proposal to UNDP.

2	Does the contractor need to develop training module under this assignment?	The contractor requires to provide full package of training program based on the Cambodia Context. The training program including thematic modules on: i) universal principles of good governance; (ii) local democratic governance and decentralization; (iii) participatory and strategic planning and project management for local development; (iv) Institutional framework of Cambodia's multi-level governance system; (v) onboarding training module for newly councilors; (vi) advocacy capacity building.
3	Does contractor require to do gap analysis before develop capacity development plan?	Yes. The assignment will focus on 2 areas: (1) Institutional assessment including gap analysis of institutional and organizational structure (2) Capacity development program
4	What action should be taken to finalize training module?	The contractor requires to provide 5 days training to key member of association after submission of final report including training program.
5	Does UNDP require 3 International staffs for this assignment?	No. We require 2 International staffs (for role of International team leader and International Capacity development expert) and 1 National staff (for role of research Assistant and Interpreter).
6	How long does it take for this assignment?	The contract duration of this assignment is 50 working day from 1 September to November 2016.
7	Can UNDP share the budget for assignment?	No. The bidders need to submit the price proposal based on their own decision.
8	Is it the first time of this project to do institutional needs assessment and capacity development plan?	So far, the project conducted the capacity need assessment in yearly basis but not comprehensive like this assignment.
9	Does the contractor need to do assessment in national wide or just key stakeholders?	The assessment should cover both Associations (ASAC) and their members. The contractor needs to work with provincial associations at least 2 provinces for data collection, capacity assessment and verification purpose.