

Minutes of pre-proposal meeting
RFP for Elaboration of Municipal Assessment Reports

Project: Support to Rural Development in Georgia

Date: 7-Sep-2018, 10:30

Venue: 9, Eristavi str., Tbilisi Georgia

Attending representatives of:

UNDP Georgia

**Project: Support to Rural Development
in Georgia**

Giorgi Nanobashvili (ED Team Leader)
Nino Chichinadze (Procurement team)
Liliana Gureshidze (Liaising and Administrative
Assistant)
Natia Berdzenishvili (M&E Coordinator)
Malkhaz Adeishvili (Coordinator of Environment)
Giorgi Tsimintia (Consultant)

"BDO"

"GEC"

"ISET-PI"

"Association of Young Economists Georgia"

"Savvy"

"TBSC"

"CENN"

"PMO"

Ms. Gvantsa Devrisashvili
Mr. Temur Tchelidze
Mr. Davit Zhorzholiani
Ms. Salome Gelashvili
Mr. Kakha Daushvili
Ms. Mariam Koyava
Mr. Paul Clark
Ms. Mariam Koblianidze
Ms. Natalia Davlianidze
Ms. Mariam Chachua

Key Information

Representative of UNDP Georgia, Mr. Giorgi Nanobashvili gave a brief presentation of

- Project background
- Contractor's Scope of work
- Quick reference of tools and methods that should be utilized in order to achieve objectives of the RFP
- Porposal/Methodology evaluation criteria

UNDP Georgia implements the project "Improving Rural Development in Georgia" under ENPARD III. To assist in the promotion of activities related to Rural Development, EU has launched rural development actions under ENPARD in 8 municipalities: Akhalkalaki, Borjomi, Dedoplistskaro,

Kazbegi, Keda Khulo, Lagodekhi and Tetrtskaro. Municipal Assessment Reports (MAR) should reveal key constraints and opportunities in the areas of economic diversification, sustainable management of natural resources and climate action per each eight-target municipality. MARs must identify/reveal rural options, criteria and budgetary limits for direct support mechanisms targeting improved rural economic diversification, employment and services and improved sustainable management of natural resources. MARs should ensure synergies and complementarity with existing public, private and donor supported programs and projects.

Representative of UNDP, Ms. Nino Chichinadze gave a brief presentation of RFP for **Elaboration of Municipal Assessment Reports**. The key issues were as follows:

- Practical guideline of submitting tendering documents/files – all relevant requested documents shall be submitted by Courier/Hand Delivery. Participants were reminded that Technical and Financial proposals shall be submitted in two separated envelopes. Bidders that fail to submit their financial proposals separately, will be excluded from evaluation.
- Overall review of announced RFP.
- Quick reference of evaluation criteria (Technical and Financial proposals, Minimum requirements – companies that fail to meet the minimum requirements will be excluded from the evaluation).

Representatives of the companies asked questions for further clarification and received answers.

Q1. What is the eligible manner of submitting proposals?

Answer: Bidders shall submit their technical and financial proposal in sealed envelopes by courier or hand delivery at 9 Eristavi Str., Tbilisi, Georgia.

Q2. Shall the organization apply all the issues indicated in the RFP in all 8 municipalities or shall it reveal the most important issue(s) for each municipality?

Answer: Needs, problems and opportunities revealed by MARs should be on each municipality level. However, similarities should be described (where possible).

Q3. In case company proposes additional personnel, will they be evaluated against minimum requirement criteria stated in the RFP?

Answer: No, only key personnel shall be evaluated against minimum requirement criteria, although bidder should submit all personnel's CVs and define their assignment.

Q5. Is the contracted organization able to use quantitative surveys (to be contracted by UNDP separately) data? Will it be raw data or the finalized one?

Answer: Contractor will receive the processed databases of Rural Non-Farm Economy Needs Surveys and descriptive statistics. Contractor will be responsible to use the databases and conduct analysis for the purposes of this RFP.

Q6. What is the estimated sample size of quantitative surveys?

Answer: For populations survey: 700 individuals from households in each municipality. For non-farm enterprises survey: 100 enterprises in each municipality;

Q7. What is assumed for direct support mechanisms, recommendations or tools?

Answer: Please refer to the part "background" in TOR of this RFP, where direct support mechanisms are described/defined.

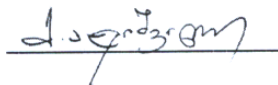
George Nanobashvili
ED Team Leader



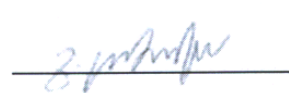
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