

29 May 2019

Pre - proposal conference minutes



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In the scope of UNDP FRLD Phase II a pre-proposal conference was held in UN House conference room, 9 Eristavi Street on 29 May 2019 at 15:00 (Georgia local time). The meeting lasted for one hour and the following parties were represented:

From the UNDP: Tinatin Tkeshelashvili, Acting Project Manager, FRLD phase II
Gvantsa Iremashvili, Project Officer, FRLD phase II
Otar Konjaria, Project Coordinator on LED, FRLD phase II
Natia Meladze, Monitoring and Evaluation Specialist, FRLD phase II

Attending companies (Attendance sheet attached):

GEC-corporation
Policy and Management Consulting Group (PMCG)
Management Systems' Development Center (MSDC)
People in Need (PIN)
International Civil Culture Center (ICCC)

In the beginning, Tinatin Tkeshelashvili gave a short overview of FRLD phase II, its objectives and main directions as well as the major activities that should be covered in scope of the project, explaining the rationale behind the announced RFP. An emphasis was made on the importance of keeping the financial information separate from the technical information to avoid accidentally revealing the figures in the technical proposal, since this automatically excludes companies from participation in the RFP. The companies were also reminded of deadlines and the local and global web-sites where the RFP is posted, after which the representatives from the companies introduced themselves and Q&A session started.

Q1: (MSDC) How many municipalities are to be covered by the successful bidder?

A: As set forth in the announced RFP, 23 municipalities from FRLD 2's 4 target regions are covered.

Q2: (MSDC) Is the bidder allowed to offer additional activities other than creating the learning modules?

A: Bidders are free to offer their view on implementing the tasks defined in the RFP and are not limited to the activities listed therein.

Q3: (PIN) Since this is the second phase of the project, are the bidders expected to build their efforts upon the results of the first phase?

A: As an implementing partner, UNDP encourages the bidders to make use of the results and findings from the previous phases of the project, although considering the changed circumstances and stakeholder landscape since FRLD phase I, this is not a requirement.

Q4:(PIN) Does the project have a specified approach to and definition of LED or can bidders offer their interpretation of Local Economic Development?

A: As long as it's based on the conventionally agreed principles and fits to the Georgian context, bidders are not restricted to one specific definition of Local Economic Development.

Q5: (GEC-corporation) Given FRLD 2's focus on LED, should the bidders measure only the LED-related needs in municipalities and prepare only LED-related modules?

A: All ten learning modules should be thematically linked with LED and the needs assessment methodology should be prepared in such way that it measures LED-related needs in municipalities.

Q6: (GEC-corporation and PMCG) Pertaining to the Training of Trainers (ToT), are the bidders supposed to design the training modules and identify the providers or are they responsible to deliver ToTs as well?

A: While identifying the training provider organizations and trainers for each training module, bidders may wish to consider the value of using a 'Training of Trainers' concept in submitting their proposal for this component, although this does not imply any advantage over other bidders who chose not to pursue this approach.

Q7: (PMCG) What is the required number of participants on pilot trainings?

A: Successful bidder should conduct 10 pilot trainings (one training per topic) in a way that each 23 municipalities participate in at least 2 pilot trainings. Trainings can be delivered collectively to several municipalities considering geographic proximity and optimal number of participants.

Q8: (PMCG) Is the bidder required to prepare e-platform for learning modules or is solely responsible for designing training material?

A: As a part of the deliverable 2, the successful bidder should develop a comprehensive package of LED Practical Training Modules (in-person and/or online) including relevant study material based on the preliminary needs assessment. It is up to the bidder to make a selection of the form and design of the modules and submit it in the proposal.

Q9: (PMCG) Some donor organizations have their own guidelines on needs assessment methodology. Are the bidders required to use one specific methodology in this case?

A: For this RFP, the bidders are free to suggest their own methodology for assessment of the capacity needs of the municipalities.

Q10: (PMCG) RFP mentions several relevant documents for conducting the capacity needs assessment which are not available online. Where can we find them them?

A: FRLD 2 suggests several documents to be used as secondary sources while preparing the methodology for capacity needs assessment in municipalities. The links to the documents will be provided to the successful bidder after the selection process.

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