

MINUTES OF MEENING

Title:	Pre-bidding conference for case № 73-2019-CFP-UNDP-GF-HIVAIDS Provide access to Harm reduction programs (including NSEP and low threshold services) for PWID in Kulyab and Kurgan Tube regions of the Khatlon Oblast and GBAO.
Objectives:	<ol style="list-style-type: none"> 1. Greeting and introducing contest objectives 2. Presentation the tender procedures 3. Questions and answers.
Participants:	UNDP Representatives: <ol style="list-style-type: none"> 1. Procurement Specialist, UNDP 2. Representative UNDP/GF. 3. Représentative UNDP/GF. 4. Représentative UNDP/GF. Représentatives of NGOs. <ol style="list-style-type: none"> 1. Zarina Davlatova, NGO “AFIF”
Venue:	UNDP office/GF, 1 st passage, 5 Lohuti street, Dushanbe
Date	July 22, 2019, 2:00 pm.

The pre-bidding conference was opened by UNDP procurement specialist who presented the goals and objectives of the grant competition, provided information on ToR and expected results and outputs of the grant. He noted that the budget of the project proposal should be within the specified minimum and maximum amount, also stressed that the project can not be submitted from several organizations and be consolidated, as well as the fact that the lots are separate. Subsequently, the tender process rules, eligibility criteria for potential applicants, information on the administrative and financial part, and assessment methodology were presented. It was noted that all the requested documents must be submitted, in case of absence of any annexes, they will not be additionally requested, and this fact will be considered as a disqualification. All requested information should be provided in a concise and concrete statement. The list of implemented projects should be provided as a separate annex. The emphasis in preparing of budget was directed to the point that the administrative costs should not exceed 20%, and in the calculation of employment records and staff payments to consider the full rate of payment multiplied by the percentage of employment for the project. Staff salaries are not included in 20%, this is the office related costs. The need for staffing and organogram, as well as their compliance with the financial part, was noted. It was also requested to put the stamps of the organization on all financial documents, as well as to arrange the envelopes with number of lots. Then UNDP/GF specialist went through the program part and introduced the modules, indicators and training component. Attention was focused on the including of the monitoring component in the project application with the description of the details. The planned trainings also should be described in detail.

Participants asked the following questions:

Q1: At the moment there has been a change in the name of the organization and now the NGO is called "Afif", will there be problems with legal eligibility? Whether previous work experience will be counted?

A1: In case the TIN has not changed, the experience of the organization remains.

Q2: CVs of which staff should be provided?

A2: CVs and ToR for key staff (coordinator, social worker, financial specialist, outreach specialist) should be provided and there is no need to attach a summary of the entire staff.

Q3: The question of re-registration of clients, in the case of receiving a grant. Will the previous coverage be considered, and the number of clients be transferred to the new project as a continuation?

A3: Yes, this coverage will be considered based on the existing one. Since the re-registration took place in July, and the project will start in October, there is no need to re-register clients again.

Q4: Is it possible to paraphrase the goals and tasks when writing a project proposal, i.e. to change the endings of phrases.

A4: Yes, it is possible, the main thing is to keep the meaning.

Q5: Is it possible to provide social services including the short-term courses of professional training within the project not only for OST patients, but also for PWID-non-clients of the OST program?

A5: Yes.

Q6: A question about the indicator on enrolment and retention of PWID in the OST program. The indicator - 10% from overall coverage is not achievable. The NGO is not performing this indicator. Is it possible to revise this indicator?

A6: Considering the data of quarterly reports and monitoring visits on the difficulties in achieving this indicator, it is discussed and agreed to revise and reduce this indicator from 10% to 5%. Appropriate changes will be made in the ToR. (Please see the ANNEX 1. Terms of reference. 73-2019-CFP-UNDP-GF-HIV/AIDS. Provide access to Harm reduction programs (including NSEP and low threshold services) for PWID in GBAO, Kulyab and Kurgan Tube regions of the Khatlon Oblast of Tajikistan.