

PROJECT:
MODERNIZATION OF VOCATIONAL EDUCATION AND TRAINING (VET) SYSTEM
RELATED TO AGRICULTURE IN GEORGIA (VET PHASE 2)

RFP - Supporting the Ministry and stakeholders in introducing an integrated 4th level vocational programs

Pre-Bid Conference Minutes
10 September 2019
11:00 – 12:00

Project Office, 7 Mtskheta Str., Tbilisi, Georgia

Attendees Present:

	Name:	Organization
	Tamar Kitiashvili	UNDP
	Lika Alavidze	UNDP
	Eka Gvinjilia	PMCG
	Nutsa Bezhuashvili	PMCG
	Maia Nikolaishvili	PMCG

Ms. Tamar Kitiashvili, UNDP, briefly provided the background of the project and discussed the specific objectives of the announced RFP, as well as activities envisaged under it. Activities under the RFP envisages the support to the general secondary learning outcome implementation in the secondary VET. There are some challenges regarding implementation of this assignment which is mainly linked to available human resources in this field. Despite multiple trainings administration staff and teachers lack contemporary attitude towards teaching process, which is mainly due to using outdated methods and difficulty of comprehension of integrated education methodology. Ms. Kitiashvili also provided information about what is expected from the winner of the RFP, selected company must present the module which will be fully responsive to TOR and cover all deliverables, especially in regards with timeframe and methodology of the assignment.

Ms. Lika Alavidze, UNDP, provided a technical overview of the RFP application process, specifically emphasizing that the submitted Technical Proposal and the Financial Proposal envelopes must be completely separate and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall:

- i. Bear the name and address of the bidder;
- ii. Be addressed to UNDP as specified in the BDS
- iii. Bear a warning that states "Not to be opened before the time and date for proposal opening" as specified in the BDS.

Ms. Alavidze reminded the participants that if the offeror does not meet any of the minimum technical qualification criteria/requirements defined in the forms 1, 2, and 3 of the Technical Proposal Evaluation, it will be given score (0) zero and will be automatically disqualified and there is no more need for further evaluation of disqualified offeror. That is why it is crucial to reflect all relevant experience and requirements (if such is available) in provided documentation.

Questions and Answers Session

1. Should contractor be responsible for selecting trainees for TOT?

Contractor must recruit experts to train the trainers and should accept trainers selected by TPDC/MOESCS.

2. Could you please specify the number and geography of VET institutions to be engaged in piloting?

During the piloting stage we had three VET institutions, three colleges involved in this case, we are expecting that the number of colleges will be doubled and half of them will be located in Tbilisi, there is no detailed information available about their location in regions.

3. Should two day introductory trainings delivered for all target group? Should specific modules for VET providers and authorization experts be different for each group?

Yes two day introductory trainings must be delivered for all target groups and also specific modules must be slightly different for each target group.

4. Is M&E report of piloting available at the bidding stage?

Yes the M&E report is already available, but due to it's size and very generalized information, we don't recommend to spare time on acknowledging it, it's better to allocate resources on other issues. We can provide key findings from the report which will be enough for this stage.

The report is quite comprehensive key findings:

- College administration was not ready to support the teachers and it's imperative to strengthen both parties.
- Teachers need to be trained in contemporary methodologies and strategies of teaching.
- For Implementation support of vocational programs it's necessary to intervene onsite, since preliminary trainings were not enough for further smooth implementation of the project.
- It is important that all stakeholders understand and comprehend the meaning of integration, it was identified that majority still struggles to apply it's meaning in their occupational activities.
- New support scheme must be in linked with overall development system of VET teachers in Georgia.

5. **Can one expert undertake the responsibilities of another expert if the former meets the minimum requirements for both experts?**

Yes. There is no restriction on this matter.

6. **Must the paper on support scheme be created as a concept or as finalized document?**

Of course at the point of RFP we expect the bidder to provide the concept idea and not the finalized document. Finalized concept document is expected to be prepared by selected company and not by bidders.

7. **Could you please share any specific requirements regarding the video? E.g. length, geography, etc.**

The video must be informative about the program and there no specific requirement about length and filming geographical locations, the purpose of the video is to catch the attention of all stakeholders, including potential students, raise awareness and show why it's is beneficial to enroll in this program.

Signatures:

Tamar Kitiashvili
Deputy Manager/VET Advisor



Lika Alavidze
Admin. Finance Assistant

