

## **Meeting Minutes**

Pre-Bid Conference

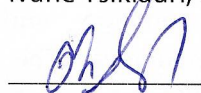
RFP on Introduction and implementation of methods and tools for the systematic gender-sensitive socio-economic vulnerability assessment for decision-making for prioritization of resilience investments.

**Date, Time:** February 13, 2020 from: 3 PM until 4 PM, Tbilisi Time (GMT+04);

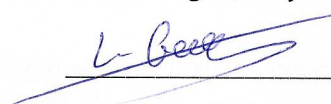
**Venue:** MHEWS Project office in Tbilisi;

**Attendees:** **From UNDP Georgia;**

Ivane Tsiklauri, Project Component Team Leader



Levan Gagua, Project Procurement/contracting assistant



### **Representatives of the following companies attended in person;**

1. Idea Design Group – Aleksandre Kavtaradze (Georgia);

## **1. Announcements**

The meeting with introduction, briefing of MHEWS project and the Request for proposal.

Where addressed: Funding source, duration, deadline, method of submission, criteria of selection (**minimum requirement, etc.**)

## **2. Discussion**

- 1) **Question N1:** "Should we provide a detailed logistic report for Survey strategy or it must be a simple plan for the description of field works? RFP – P. 19"

**Response:** The logistical framework and sampling strategy will need to be developed at the start of the assignment, for the collection of data metrics at a level below published statistics as necessary for each receptor sector at risk, and applying this experimentally for our first 3 catchments, thus forming the foundation for later surveys when receptor quantum is known, following hazard modelling by our international modelling experts. The logical framework

and sampling strategy will need to be developed in collaboration with the international socio-economist, the hazard modelling experts and NEA.

- 2) **Question N2:** "What does it mean PGIS method? (Participatory GIS) RFP – P20".

**Response:** Participatory GIS, as required by the project, may be defined as a computer-based tool for collecting, mapping and analyzing spatially referenced data of various forms that are relevant for risk and vulnerability assessment. PGIS will be used as a means of integrating local community information into risk and vulnerability assessments.

- 3) **Question N3:** Is it only our responsibility to engage and mobilization local Communities/municipalities?; RFP – P20

**Response:** It is the bidders responsibility to engage and mobilize local communities/municipalities in activities related to the surveys. The project has wider community engagement activities which may be complimentary to those of the bidder during surveys, but the bidder is expected to take responsibility for all survey-related community engagement.

- 4) **Question N4:** "Does it exist any forms for field survey? or is it known what kind of data should be collected during field works for the including utility networks that are not visible for surveyors?".

**Response:** The project international socio-economical expert has already developed the methodology for modelling risk and vulnerability for each individual hazard, and combinations of hazards and has defined the primary and secondary data requirements to support the methodology. Surveys will be required to collect the primary data, not available from other sources, and to enrich the attributes of some secondary data sources. Taxonomies for attributes of the primary data to be collected, needs to be confirmed from the methodology and this will be developed into the list of requirements and the survey forms by the bidder. Appropriate sampling frameworks need to be developed for property and land in association with the international socio-economist.

To summarize the pre-bid meeting the participant was addressed to pay attention to the following issues:

1. Technical and financial proposals should be represented totally separately according to RFP;
2. In technical proposal there should not be any indication of budgetary figures;
3. Project budget breakdown must be represented using the forms provided in RFP;
4. CVs of proposed personnel should be represented according to provided forms.