



11 May 2020, Tbilisi

RFP for Political engagement for equality among first-time voters

Pre-bid conference minutes

The United Nations Development Programme (UNDP) in Georgia on behalf of its project UN Joint Programme for Gender Equality announced an RFP for Political engagement for equality among first-time voters. The pre-bid conference was held on 11 May 2020 15:00 (Georgia local time) via skype, the meeting lasted for approximately thirty-five minutes.

The following parties were represented:

UNDP Representatives:

Benedikt Hosek, UNJP for Gender Equality Project Manager

Ekaterine Kurtanidze, UNJP for Gender Equality Admin/Finance Assistant

Representatives of the Companies:

1	Action Global Communications	Maia Chitaia
2	Georgian Strategic Analysis Center (GSAC)	Veronika Malinboym
3	GLCC Law Firm	Shalva Tskhakaya
4	The International Foundation for Electoral Systems (IFES)	Miranda Tkabladze
5	Albany Associates	Tihomira Doncheva
6	Creative Development Center	Teona Dalakishvili
7	NGO Saunje	Iago Pasandze

The conference was opened by Benedikt Hosek giving the overview of the major activities to be covered by the project and outlining the rationale of the announced RFP.


The questions asked and the responses provided:

Questions	Responses
<p>1. In the RFP it is requested to indicate two experts, is that number limited? Is it possible to indicate more experts, i.e. a gender specialist as well as experts in election processes?</p>	<p>The number of experts is not limited. As outlined in RFP Form for Submitting Service Providers Proposal – Section 5 Cost breakdown by cost component: “If the prospective bidder will provide additional technical and administrative staff it can be subject to review and approval from UNDP side.”</p>
<p>2. The first task outlined in the RFP concerns delivering training to a specific target audience and then in partnership with the Gender Equality Council of the Parliament organize small grants competition among students. How do you see the role of the contractor? During the first task, should the contractor provide coaching to the participants on how to conduct awareness raising campaigns in regard with women political participation – to be implemented during the grants?</p>	<p>The two activities - conducting workshops and organizing grant competition - are connected. The trainings are aimed at stimulating interest and engagement among the target group and prepare the groundwork for the grant competition. However, these are not meant to coach the participants to conduct awareness raising campaigns themselves. The contractor will elaborate the methodology of grant call and selection which will be shared among the target group. The most effective approach would be to address the same target group during awareness-raising activities and the grant competition.</p>
<p>3. In the RFP it is requested to collect visual stories of implemented projects and their results. What you mean by that?</p>	<p>To have a collection of audio-visual material is good practice to have some evidence of the process and results, as the contractor will be in direct contact with beneficiaries and potential grant awardees. The contractor is thus requested to collect visual, narrative or audio-visual materials regarding the conducted activities. These will be part of documenting the process.</p>
<p>4. How limited is the contractor in awareness raising component, must it be just workshops, or do you expect variety of awareness raising tool to be included and will be evaluated based on efficiency?</p>	<p>The principal aim is to hold workshops and work directly with beneficiaries. There is no limitation on additional activities and offerors are invited to propose various methodologies of conducting the workshops.</p>
<p>5. Is it possible to communicate via e-mail to ask additional questions about technical issues regarding the RFP process?</p>	<p>Yes, you are welcome to communicate via e-mail about technical questions to UNDP focal point of the arrangement Ekaterine Kurtanidze ekaterine.kurtanidze@undp.org</p>
<p>6. Is there budget limitation or recommendation?</p>	<p>We are not able to comment on this question, we have an internal budget</p>

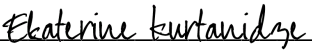
	estimation within the project we will be judging the proposals against.
7. The initial proposal includes a methodology of the approach, while the first deliverable includes an elaboration of detailed methodology? What level of detail do you expect in the initial proposal, and once and if the contract is be signed?	Upon signing the contract, the first inception report should describe the detailed work plan, detailed methodology, and content of the trainings of awareness-raising activities. The distinction that we are looking at is that the RFP should convey enough detail for us to evaluate and understand the general approach and issues to be tackled, while the inception report will elaborate on the specific content of the workshops in detail.

To summarize the pre-bid meeting all participants were advised 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.



Benedikt Hosek,
UNJP for Gender Equality Project Manager



Ekaterine Kurtanidze,
UNJP for Gender Equality Admin/Finance Assistant