



BIDDER'S CONFERENCE – MINUTES OF MEETING
RFP/UNDP/SP4N-LAPOR/106301/011/2020

Assignment Name:

The Development of Trainings Curriculum and Module and Implementation of the Public Outreach Strategy of the National Complaint Handling System for SP4N LAPOR Project

Date and Time:

1st July 2020 by Zoom Online Meeting

<https://undp.zoom.us/j/2270581228?pwd=M216Sys4bGhhWTlyeStQd2JZMWQyUT09>

Meeting ID: 227 058 1228

Password: 6BRtNS

Closing Date:

*Please refer to the e-tendering system with event ID **6294***

TO ALL INTERESTED BIDDERS

No.		Introduction and Guidance
Information		<p>Bid Conference was opened with following agenda:</p> <ol style="list-style-type: none"> 1. Explanation on RFP document – administrative issue (closing date, submission& method, delivery place for submitting offer, contract award, etc.). 2. Explanation on Annex I Description Of Requirement 3. Explanation on Annex II - FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL 4. Explanation on Annex III - Term of Reference (TOR). 5. Q & A (going through all sessions) <p><i>*Bidders were encouraged to carefully read the RFP document before preparing the offer and to check regularly UNDP E-tendering & UNDP website for any update/amendment to this tender document</i></p>
Q&A session is incorporated into the below minutes		
1.	Q	Please confirm the basis in selecting those 6 (six) pilot areas
	A	This RFP is part of the continuation of project big goals and 6 (six) pilot areas are connected.
2.	Q	Please confirm if MoU between UNDP and those 6 (six) pilot areas are available
	A	Yes, Project confirms that there is a MoU for those 6 (six) pilot areas

3.	Q	Please confirm does UNDP has any budget ceiling for the required service
	A	NO, UNDP does not disclose any budget information for any tender
4.	Q	Please elaborate further on the requirement of Annual Workshop considering the timeline under this tender will be for 6 (six) months
	A	The annual workshop is one of project's output per year and this RFP requires the bidders to provide this annual workshop which will be held around November 2020.
5.	Q	Please confirm if the focal point for national can be assigned within the location of company which may not be in Jakarta
	A	The central party that will be contracted can be from any city including the national focal point will be located, preferably Jakarta though, for easy communication with UNDP and KemenPAN and other stakeholders at national level. But the local coordinator as focal point for pilot project areas WILL BE PREFERABLY are local people who have to know the area and local context, preferably have experience on public service and know LAPOR!.
6.	Q	Please confirm if Bidders may propose additional personnel beyond the required personnel specified in the tender document
	A	YES, Bidders may propose additional personal/personnel and be sure to specify the role of those additional personal/personnel in technical proposal as well as the cost in the financial proposal
7.	Q	Please confirm if the current due dates mentioned in the tender document will be subject to revision by the time contract will be awarded which may be beyond the required due dates specified in the tender document
	A	The due dates mentioned in the tender document are served as reference for potential bidders in proposing the methodology, approach and timeline which is subject to change upon issuance of contract award
8.	Q	Please confirm if those coordinator in each project sites will be required for the whole duration of the project (6 months)
	A	Yes, local coordinators in each project sites will be required for the whole duration of the project (6 months)
9.	Q	Please confirm the minimum number of page in submitting proposal
	A	There isn't any minimum number of page and be sure that the proposals (Technical and Financial) submitted without any missing page
10	Q	There was a requirement for coordinators in those project sites to develop a "guideline on communication for internal local-government" however the requirement does not require in any deliverable stated in the tender document, therefore please confirm if this requirement will be additional scope of work or not?
	A	This guideline is part of advocacy to local government of project pilot areas as mentioned in the RFP to ensure local government to follow the guidelines (SOP) With special attention to women, youth, and PwD.
11	Q	In regards to the public outreach, please confirm if there are certain number of quantity required by UNDP as the indicator that the public outreach has been delivered successfully or the project prefer for the model campaign that will be used

	A	Yes, Project have a rough number of quantity required as the indicator that the public outreach has been delivered successfully, however any suggestion and recommendation from bidder's proposal are welcome and will be discussed later on with KemenPAN. The result of discussion will be used to evaluate the performance as seen in the attachment to this RFP
12	Q	To support the required annual workshop due to current pandemic situation the workshop could be done online or physically by renting a venue/hotel, therefore please confirm if Bidders allow to propose technical and financial with option A and B
	A	Bidders are encouraged to proposed one proposal . The proposal should be one and in accordance to the requirement specified in the tender document
13	Q	Please elaborate further the readiness of those project sites in order to avoid any delay/deadlock during the implementation of the project despite a MoU had been signed.
	A	UNDP and KemenPANRB will guide local coordinators to avoid any delay or deadlocks.
14	Q	The required module may involve the requirement of technical and non-technical aspect, therefore please elaborate the readiness of the project on those aspect
	A	There are Ministerial Decree and technical SoP as guideline to develop the required module.
15	Q	Please elaborate further on the current situation of LAPOR Project in those project sites as well as its roadmap
	A	With facilitation from UNDP, KemenPAN and six pilot project areas have agreement in form of commitment letter on project implementation. The agreement was officially signed on September 2019 during the project launch in Jakarta. All of project site has connected to LAPOR! whether based on LAPOR! as national platform which directly adopted by the local government or based on their own application that integrated/connected to LAPOR! platform.
16	Q	Please elaborate further the role of KEMENPAN RB in this project
	A	As main beneficiary, KemenPANRB will approve all activities in this project.
17	Q	Is it permitted for government official reimbursement as resource person during SP4N-LAPOR! activities through bidders?
	A	Yes, it is permitted to pay local government as resource person for some activities such as Workshop or FGD.
18	Q	Is there any limitation for community organizing?
	A	No, there is no limitation. Local Coordinators must guide local government and make sure outreach and advocacy activities are delivered. Either social marketing or community development approach must focus on gender balance, women, youth, and PwD and assert your justifications for your method.
AMENDMENT to the RFP		
1		Annex 3, Terms of Reference, Sub Heading K. Qualification of the Successful Contractor, point C. Local Coordinator should be written as follow: Local coordinator (6 persons) for pilot areas should have knowledge, competencies and experience in the following areas:

	<ul style="list-style-type: none"> ● Bachelor degree or Master degree in Public Administration, Public Policy, Public Management, Development Management or international Development; ● Minimum 6 years of professional experience for Bachelor or 3 years for Master on providing advisory service or technical assistance for local government in public service area; ● PREFERABLY are local people who have to know the area and local context, preferably have experience on public service and know LAPOR!
2	There is additional document to the Tender Document as an attachment to the TOR. Please refer to the attached document to this MoM - Expected Target at the Project Location.

Jakarta, 1st July 2020