

## PRE-BID CONFERENCE MEETING NOTE

**Subject: IRQ-RFP-289/20 - Provision of Consultancy Services to Design and Deliver Criminal Investigations and Crime Scene Management Trainings in Iraq**

Date: 2 p.m. 10 August 2020

Organizer: UNDP

Purpose: Informative meeting related to the competitive bidding announced as per RFP-289/20

UNDP Iraq announced RFP-289/20 - Provision of Consultancy Services to Design and Deliver Criminal Investigations and Crime Scene Management Trainings in Iraq, inviting potential bidders to submit their technical and financial offer as per RFP-289/20.

### Attendance: UNDP

1. Chamila Hemmathagama, SSR/ RoL Programme Manager
2. Andreas Kirsch-Wood, Senior Advisor on Criminal Justice
3. Enkhmandakh Ishdorj, Procurement Analyst

### Attendance: Bidders via Skype

| S. No | Representatives from:                                 |
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| 1     | Arab Center for the Rule of Law and Integrity (ACRLI) |
| 2     | Aswar Ashur company for Legal Services Ltd            |
| 3     | Minerva Advisory Group Ltd, Peter                     |
| 4     | Optima Defence & Security Group Limited               |
| 5     | Ramz Al Dhuha Co                                      |
| 6     | Team International                                    |
| 7     | TorchlightGroup                                       |

Ms. Enkhmandakh Ishdorj welcomed the participants and expressed her appreciation for their interest in the announced bidding and presence in the pre-proposal conference. Then, she provided an information on the overall bidding process highlighting the below aspects:

- RFP-289/20 - Provision of Consultancy Services to Design and Deliver Criminal Investigations and Crime Scene Management Trainings in Iraq was advertised publicly at international level to select the technically qualified bidder with an extensive experience in the subject field having solid technical, human resources and financial capacity to complete the project with no constraints in a timely manner that offers to UNDP the best value for money.
- The full package consisting of RFP document, TOR, etc. has been posted through eTendering site available for all interested potential bidders as well as the tender notice has been published on UNGM and UNDP Corporate Procurement Notice sites.

Thereafter, Ms. Enkhmandakh Ishdorj highlighted the specific requirements related to the subject RFP in detail in order for bidders to fully understand the UNDP requirements. The following points were highlighted:

- The tender is conducted through eTendering module, thus, the bidders are reminded to observe the deadline set in the system and other submission requirements. The detailed user guide along with resource webpage was shared with all the bidders.
- Special attention is to be paid to the list of Required Documents to be attached indicated under Form B – Bidder information and each and every item listed, must be provided in complete, filled-in properly and duly signed/stamped as required. This is the bidder's responsibility to ensure the complete submission of all necessary documents and information to enable its offer to pass/satisfy the requirements. A strong emphasis was made on the Quality and Completeness of the documentations, use of provided forms and ensuring the technical and financial offers are presented in compliance with the requirements set in the RFP.
- The evaluation criteria are explicitly listed under section 4 and bidders are strongly advised to carefully review them and submit their offers fully responding to the criteria stipulated. All bidders will be assessed first against the eligibility and qualification requirements, and, those meet, will further be evaluated against the detailed technical evaluation criteria.

Ms. Enkhmandakh Ishdorj emphasized on the importance of the thorough review of the RFP, TOR and other requirements and submission of the fully responsive proposal as per requirements stipulated in the RFP.

Ms. Chamila Hemmathagama, UNDP/SSR/ RoL Programme Manager, provided a brief background of the TOR which falls within UNDP's Security Sector Reform and Rule of Law Programme. Within the Programme, one of the most important work is related to improving local policing and criminal justice system in Iraq which also aligns with one of the key priorities of Iraq's security sector reform programme of which UNDP currently is providing technical advice and assistance. The specific component of work that is elaborated in the TOR related to trainings contribute directly to the priorities that have been identified within the Iraq's law reinforcement and criminal justice system priority linked to Government security sector reform programme. Also aligns with the implementation of the recently adopted unified standard operating procedures for criminal investigations. All these works are highlighted in the TOR are not just series of training workshops but inherently linked to wider policy implementation of Iraq's security sector reform priorities. Therefore, it is very critical and important work. We are expecting the selected service provider to help deliver 4 training workshops of which 2 suspect interviewing and 2 on Homicide Investigations. In terms of workshops, we expect each of the workshop to have 25 participants and the preference is to conduct them in Baghdad if circumstance allows, if not, the alternative would be Erbil.

Before opening the floor for questions, Ms. Enkhmandakh Ishdorj answered to questions received via email as follows:

| # | Questions  | Answers  |
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| 1 | In order to better frame the requirement and the prospect of receiving comparable proposals, is there a notional budget range or expected budget ceiling for this requirement? | No budget is provided to bidders.<br><br>The offerors are expected to provide realistic, logical offer according to actual market prices based on a survey of the market, project environment, etc. and in line with the TOR and RFP requirements. |

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| 2 | Will vendors be expected to deliver the specified training courses (Suspect Interviewing and Homicide Investigation) to the same cohort of students | Yes, the provider should deliver the specific training courses with the support of the UNDP SSR/ RoL team.  |
| 3 | To what extent have prospective recipient trainees been identified by programme beneficiaries?  | <p>The prospective trainees will be identified by the Mol, with requirements set from UNDP and possible input by the provider on the trainee requirements.</p> <p>Refer to TOR and see the following details:<br/>         "For the training courses mentioned above, UNDP in close coordination with its Iraqi counterparts from the Mol, Police Affairs Agency, Local Police Stations, Anti-Crime Directorate, Training and Qualifications Directorate and Higher Judicial Council will identify the selected participants based on agreed criteria. The development of the selection criteria and specific course parameters on course content will be undertaken in close cooperation with the consulting agency/ service provider as well."</p>  |
| 4 | How many courses will be held during the implementation period of the project and what is the duration of each course?                              | <p>As per the deliverable table in the TOR total number of courses will be: <b>Four training workshops</b> in total - please see the details below as provided in the ToR already.</p> <ul style="list-style-type: none"> <li>- Deliver <u>two training workshops on <b>suspect interviewing</b></u> to the selected participants composing 25 participants in each of the trainings.</li> <li>- Deliver <u>two training workshops on <b>homicide investigations</b></u> to the selected participants and each of the trainings will compose of 25 participants.</li> </ul> <p>Duration of each course will depend on the assignment methodology provided by the applicants but should not exceed more than 2 weeks. Please also refer to the detail provided in the ToR "</p> <p>"...Each training workshop will include 1 - 1.5 week residential course (course duration TBC subject to the course curricular in discussion with UNDP and Mol TQD)"</p> |
| 5 | Who will select the hall that the courses will hold in, UNDP or the Company   | As mentioned in the ToR clearly UNDP will attend to the logistical arrangements including in the  |

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|  |  | selection of the training venue etc. Please refer to the following section in the ToR:<br>"UNDP will also provide the logistical arrangement to book the training venues via its recommended vendors and travel/accommodation of the participants to and from the training venue." |
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Thereafter, the bidders were welcomed for any Questions.

| # | Questions  | Answers   |
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| 1 | RFP document, page 27, mentions about SOP for Criminal investigation. Is there another SOP for Crime scene investigations or is it embedded in this SOP for criminal investigations. | The SOP has a chapter on crime scene management. You should all have it now as its public document and we encourage that you include it in your proposal/curriculum as its reference document for criminal investigators in Iraq.   |
| 2 | Do you think that the students will be same students doing both courses?   | We don't know at this stage. We assume that mainly students will be different with some exception. In Iraq, there are 3 layer system for criminal investigations: the bottom is police stations, district – anticrime investigators and specialized organized crime/terrorism, etc.<br><br>The bidder can make suggestions in your proposal whether the same students should participate in both courses or not. We may have a discussion with the MOI. |
| 3 | Whether the training will take place inside or outside of international zone?  | The trainings will take place in the Ministry of Interior as they have a training facility and qualification department. UNDP aims to support the institution the Ministry has. In a case of Erbil, most probably in one of arranged venues.  |
| 4 | Does UN select the students or service provider?   | The selection of trainees will be done in consultation with MOI and police counterparts as well as selected service provider. We already have a set of criteria that we use for selection but we would be very keen to consult with selected service provider and Iraqi counterparts whether any refinements are necessary.   |
| 5 | Which level will the trainees be, like general, under general, etc?  | Its useful to take note that all these trainings are targeted for mid ranking police officers and investigators and we see them as future leaders.  |

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| <b>6</b>  | Any place in making the training programme is inside or outside of Iraq?   | All trainings will be held inside Iraq and, as mentioned above, in Baghdad. But, if the conditions do not allow us to hold trainings in Baghdad due to security and other unforeseen circumstances, we will be keeping Erbil as an alternative venue or plan B.   |
| <b>7</b>  | Is it will be a problem if trainer can't speak English?  | English is must.<br>In terms of language capabilities, as indicated in the TOR, we request to have one expert with Arabic-English expertise for the interviewing techniques, but, if the offer will include more than 1 expert with English-Arabic expertise will be a bonus.   |
| <b>8</b>  | About the venue, do you require 5 star or 3 star places?   | In terms of logistical arrangements, UNDP will take care of arrangements including venue, travel of participants, accommodation, etc.<br><br>We only expect the service provider to design the training and deliver the trainings.  |
| <b>9</b>  | Once the contract is awarded, will be possible to apply pre-training survey in order to find the levels of participants in order to design accordingly, i.e. tailor made course? | Once the company is selected, we will closely work with the service provider and inform about our previous experience, usually these are experienced iraqi police office officers, though they may vary in their qualifications and may not be excessively trained academically, but they are they are confident, bringing their experience and respond very well to case studies and exercises.  |
| <b>10</b> | Is this the only title for this programme?   | Its RFP-289/20 - Provision of Consultancy Services to Design and Deliver Criminal Investigations and Crime Scene Management Trainings in Iraq.<br><br>Announced on UNGM, UNDP Procurement Notice and eTendering Portal and deadline is 16 August, 2pm Iraq. The offers must be submitted through eTendering portal and public announcements include the detailed userguide on how to register and submit your proposal via eTendering system. |

At the end of the meeting, it was requested again to thoroughly examine the RFP and submit the complete and responsive offers in accordance with the requirement.

The pre-proposal conference note will be shared through the eTendering site along with a copy of the Standard Operating Procedures ( SoP) for Criminal Investigations for easy reference to bidders.