

**Minutes of pre-bid conference
proposal for**

Strengthening Urban-Rural Linkages in Adjara A/R -

“Leaving No Place Behind: Strengthening Urban-Rural Linkages in Adjara A/R”

Project: Improving Rural Development in Georgia

**Date: 11-November-2020, 12:00 a.m.
Via Zoom Conference**

**UNDP Project: Improving Rural
Development
in Georgia**

Giorgi Tsimintia (Coordinator for Economic
Diversification)
Liliana Gureshidze (Liaising and Administrative
Assistant)

Attendees: PMCG

Eka Gvinjilia (Project Manager)
Nata Aptsiauri (Project Officer)

Key Information

The representative of the project, Mr. Giorgi Tsimintia, gave a brief presentation of:

- Project background
- Purpose of the Tender

The overall objective is to support, strengthen and create sustainable urban-rural partnerships in Adjara A/R, driven by functional linkages and integrated territorial development for enhanced economic, social and environmental development.

Q and A session:

Q 1: As per the announcement document, all activities shall be implemented online, though if the Covid-19 situation changes and the contractor will be able to implement the activities face to face, the expenses of the participants, in this regard, will be reimbursed. Does it mean that the consultants assigned to this project will have to pay for themselves?

Answer: The ToR states, in the case of the Covid-19 situation, improves, the expenses related to the travel will be reimbursed by UNDP for all participants, and therefore for consultants as well.

Q 2. ToR states that the interviews should be documented. Could you please clarify whether the notes will be enough or the transcript will be required as well?

Answer: The contractor should make records of the interview and later analyze it for sufficient justification.

Q 3. What should be the language of the deliverables? Do you have determined any primary language?

Answer: while delivering, you can choose the primary language. Moreover, it isn't mandatory to have deliverables in both languages at the initial stage of the Deliverables submission. The project will apply comments, and you can refer to the cleared deliverable and translate it afterward. Under the budget breakdown, you can find the budget line for the translation fee, where you can reflect the expenses in this regard.

Q4: My next question is about the Key personnel' engagement, namely, some of them should be engaged full time, and to be more efficient, is it possible to offer the additional personnel to the Key personnel list?

Answer: you are not allowed to offer the additional Key personnel. Though you may name the primary consultant and the back stopper, please note that both of them will be evaluated against the minimum requirement criteria of the Key personnel.