


Capacity Assessment of UNDP Multi Country Western Pacific HIV, TB and Malaria Programme's Sub-recipients / implementing partners		Pre-Bid Conference Minutes
		Ref: RFP/FJI10-014-2020
		Meeting Date: 18 November 2020 Meeting Time: 12:00p.m. Meeting Place: UNDP, Level 2 Conference Room, Suva, Fiji via Zoom for bidders

Date: 18 November 2020

1. Attendance

Name	Title	Organisation
Dhiraj Singh	Finance & Compliance Analyst -JOC	UNDP Fiji
Vimal Pillay	Procurement Analyst - GF	UNDP Fiji
Jiaoji Waqainabete	Manager-Risk Advisory Services	Ernst & Young
Milinia Veigo	Senior Accountant	Ernst & Young
Danonleen Singh	Senior Accountant	Ernst & Young

2. Agenda

Item	Topic	Discussion
1.	Confirmation of Agenda	<ul style="list-style-type: none"> - Introduction of the Project Team - Brief presentation by Vimal Pillay on the purpose of the Pre-Bid Conference. - Mr. Singh provided a detailed information on the technical aspects of the Project. - This was then followed by Question and Answers session
2	General Comments by Imran <ul style="list-style-type: none"> • The purpose of this RFP • Scope of Service • Documents to be submitted • Example of RFP Rejection <p><u>Important Notes</u></p> <p>This was then followed by a brief information on Technical aspects ; Discussed by Dhiraj Singh and Imran Khan</p> <p><u>Introduction – Multi Country Western Pacific HIV/TB & Malaria Programme</u></p> <p>The Global Fund mechanism continues to support Multi Country Western Pacific Countries health sector in fighting HIV/AIDS, TB and Malaria. The current NFM2 grant is ending on 31st December 2020, and the donor has approved the third cycle of the NFM Grants 2021-2023, with a total of U\$13,254,842. The United Nations Development Program (UNDP Pacific Office in FIJI) has been confirmed as Principal Recipient (PR) by the PRIMCCM to manage Global Fund resources for the HIV/ TB and Malaria Grant. UNDP as the PR for the HIV/ TB and Malaria Grant will over-see the implementation through a network of nineteen (19) Sub-Recipients in 11 Countries who are directly nominated for continuation on the proposal.</p> <p>Thus as part of the internal framework, UNDP Country Offices (CO) must conduct a capacity assessment of these proposed Sub-recipients (SRs) before signing the SR</p>	

agreement and transferring any funds. The capacity assessment will enable the UNDP CO to conclude whether the SR meets minimum UNDP requirements, and to take capacity development and other risk management steps for the proposed SR, if it determines such steps are needed before signing the SR agreement or during The outcome of the capacity assessment is also used by UNDP CO to select the appropriate cash transfer modality for the SR.

The scope of capacity assessment includes the review of the SR's following systems:

- a. legal status to enter into the SR agreement with the UNDP;
- b. effective organizational leadership, management, transparent decision-making, and accountability systems;
- c. adequate infrastructure, transportation, and technical information systems to support proposal implementation, including the monitoring of the performance of SSRs and outsourced entities in a timely and accountable manner;
- d. adequate health care expertise (relating to HIV/AIDS) and cross-functional expertise (finance, procurement, legal, monitoring and evaluation (M&E));
- e. collection and recording system of programmatic data with appropriate quality control measures;
- f. preparation of regular, reliable programmatic reports and data availability for evaluation and other studies;
- g. correctly record all transactions and balances, including those to be supported by The Global Fund;
- h. allow for disbursing funds to sub-partners (where applicable) and suppliers in a timely, transparent and accountable manner;
- i. support the preparation of regular, reliable financial statements;
- j. safeguard measures for assets maintained;
- k. good inventory management and adequate storage conditions;
- l. reliable inventory distribution system;
- m. the SR's technological infrastructure up-to-date with the technological advancement in the country;
- n. experience in implementing programs jointly with other humanitarian partners (UN, international, national) in the past;
- o. management of funds from other donor agencies;
- p. review of significant recommendation and ineligible expenditure reported in the assurance activities conducted by donor agencies.

The third-party assessment team shall use the –provided Capacity Assessment Tool (annexed in TOR), which includes questions to be interviewed with the SR under the following assessment areas and conclude the risk rating:

- i. Government and Leadership
- ii. Programme Management
- iii. Monitoring and Evaluation
- iv. Human Resources
- v. Financial Management
- vi. Procurement, Assets, Inventory and Information Management
- vii. Comparative Advantage
- viii. Accountability and Knowledge Management
- ix. Coordination and Partnerships

UNDP will facilitate sharing of all relevant documentation to the service provider for review before starting fieldwork.

The Selected Firm will receive general information regarding the SRs and the programme from UNDP PMU Program Management Team in preparation for the assessment at start of the assignment. The service provider will review this

	<p>documentation in advance of performing a site visit to the SRs. The service provider should also provide the individual SRs with an advance request of the documents and interviews they would like to have while on site, to ensure efficient use of time while on-site.</p> <p>The selected firm also completes SR capacity assessment tool (subjected to change as new tool is being designed) based on the procedures performed during the assessment period. The selected firm discusses the results of the questionnaire and draft Capacity Assessment report (format will be revised with the new tool) with relevant SR personnel and the UNDP focal point before finalizing it.</p> <p>Upon finalization, the service provider delivers an executive summary, detailing the overall risk rating and specific identified risks, and the completed tool for each of the SRs. The SR capacity assessment report is to be delivered in the format given highlighting all key findings and major risks identified.</p> <p>The SR Capacity Assessment will be completed within two and half weeks or 16 calendar days of engaging the firm or service provider. UNDP's focal point will introduce the service provider to the SRs. The selected firm will facilitate virtual meetings with the SRs.</p>
3	Questions & Answer
Q1	Has any of these SRs have been previously subjected to any Capacity Assessments and if these will be shared with successful bidder?
UNDP Response	Yes most of these SR have been subjected to an assessment in 2016 and in addition to this a micro assessment was conducted by CO in 2014 for Government and Non-Government Organisation. However these are now expired but will be shared with the successful bidder.
Q2	Any specific assessing requirement of the TOR for instance logistic, inventory considering that GF implementation is on HIV/TB & Malaria?
UNDP Response	The SR assessment tool is clear on what is required to be verified. There is a complete list of documents for each assessment criteria that indicates for review which would provide the detailed information to assess.
Q3	The TOR mentions to the draft report to be on 20 th and final report on 23 rd of December and the indicative starting date is 7 December. Please confirm so that we can put proposal with a good set of Human resources and teaming to ensure timely completion.
UNDP Response	Yes, we will require the assessments to be completed within 16 days and the reporting timelines we expect to be adhered to as well with adequate resource proposed by firm.

Meeting was concluded, advising bidders to seek for any clarification 2 days (Friday) prior to bid closing date.

Thanks
Imran Khan
PSM Analyst

