





















15th December 2020

Pre-Bid Meeting Minutes

Request for Proposal Consultancy Services for Provision of Human Resource and Financial Management Services

Mode: Virtual – Zoom **Time:** 10am

Attendees: Three Official from UNDP and 3 bidders. Refer below attendances list from zoom.

	Tirnesh Prasad (Host, me)				
	Andrew Spezowka (Co-host)				
	Caroline Nongw, EY				
	farai.mujajati				
	Heather Maseko				
	Juma Masumba				

A. UNDP

Refer Annex 1 for presentation slides. Bidders were also informed that this is a new initiative that UNDP has negotiated with government of Malawi, which has high transaction cost in terms of recruiting number of youths to take environmental rehabilitation effort.

In addition, UNDP is asking for bidders to come forward on methodologies both on the recruitment and selection of sites, which is yet to be discussed with government and multiple frameworks that exists in Malawi, which is referenced in RFP. Multiple hotspots, which was not identified in the RFP, mainly because once the bidder is selected, then that discussion will happen directly with the government and off course within the context of financial overload of this initiative.

B. Bidders

Discussion Points:

Q1: If the RFP details the model which we want to on board the DEO's? How flexible is UNDP with recruitment strategy or proposal from the bidders to propose their own strategy?

A1: In response UNDP said bidders to note that UNDP has released two RFP's, one for the child registration with DEO's and the other is for Malawi Green Corp. Malawi Green Corp is recruiting 2,000 youths for emergency job creation and child registration RFP is recruiting 900 District Officers.

However, your question is relevant to this RFP and applying to Malawi Green Corp, UNDP is looking for bidders to provide outline of how they will propose the recruitment strategy. UNDP did not prescribe or described recruitment strategy, bidders to note a gradual ramp up for recruitment.

UNDP is not expecting bidders to recruit 2,000 youths at the same time. UNDP is envisioning core lots of 200 to 300 recruitment to kick start with the system and make sure the government core delivery partners are on board and recruitment process is transparent, we have grievances mechanism in place for people who have not been recruited and bidders to propose their system of how they will track the Malawi Green Corp members, one option can be to use simple sms system to effectively develop community practice amongst the members.

Once the first two core lots are done. Each core lots may be 200 to 300 people or more, based on the eligibility criteria, listed in the RFP, then next core lot can be 500 then gradually ramp up all to reach a target of 2,000 youths. There is some flexibility to bidders to describe how do the bidders see that process unfolding.

One final key point bidders to note that for youth recruitment UNDP's preference is for district level recruitment not from different provinces or somewhere else. UNDP wants youths from the same districts to provide ownership and at the same time to save cost. UNDP do not want Malawi Green Corp members to be spread and overnighing away from their district and paying allowances. So, this will condition site selection. Recruitment has to be site selection and we expect members to travel to sites and UNDP envision members to travel in the morning and return to their home in the evening.



United Nations Development Programme

Annex 1



Request for Proposal:

Consultancy Services for Provision of Human Resource and Financial Management Services

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Pre-Bid Conference
15th December 2020

Agenda



- Purpose
- Introduction
- Review of Instructions to bidders
- Content of RFP document
- Examples of RFP Rejection
- Important Dates
- Administrative Requirements
- Questions and Answers

Purpose



- The purpose of this meeting is to clarify issues and to answer questions on any matter that may be raised in respect of the Request for Proposal– Consultancy Services for Provision of Human Resource and Financial Management Services.

Introduction



Contact Details for submitting clarifications/questions during the bid period:

- Focal Person in UNDP: Tirnesh Prasad
- E-mail address: procurement.mw@undp.org

(Respond to clarification question(s) will be only provided for written clarification question(s), not through verbal clarification question(s).

- Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers

Contents of RFP document

RFP Cover Letter:

Section 1: This Letter of Invitation

Section 2: Instruction to Bidders

Section 3: Bid Data Sheet (BDS)

Section 4: Evaluation Criteria

Section 5: Terms of Reference

Section 6: Returnable Bidding Forms:

- Form A: Technical Proposal Submission Form
- Form B: Bidder Information Form
- Form C: Joint Venture/Consortium/Association Information Form
- Form D: Qualification Form
- Form E: Format of Technical Proposal
- Form F: Financial Proposal Submission Form
- Form G: Financial Proposal Form

Examples of RFP Rejection



- Prices and other financial information disclosed in other place of bids instead of only being disclosed in the financial proposal.
- Technical and Financial proposal submitted as one document
- Financial proposal not password encrypted.
- Failure to abide or follow Section 2: Instruction to Bidders.
- Do not meet minimum eligibility and qualification criteria.
- Insufficient documents submitted.
- If the requested supporting documents/certificates are not written in English language, a translation into the English language must be attached in order to facilitate the evaluation of the documents.

Important dates



- - Last day to seek clarification: 5 days before the closing date
- RFP Closing date: 11th January, 2021 (EST)
- No Public bid opening will be done. It only applies to ITB.
- Tentative start date 1st February, 2021

Administrative Requirements

- Validity of Proposal : 90 days
- Language : English
- Currency : USD (Currency conversion would be based on UN Operational Rate of Exchange of the bid submission date, available at <http://treasury.un.org/operationalrates/OperationalRates.aspx>).
- **Mode of submitting bid is via e-tendering platform. No other form of bid submission will be accepted.**
- e-tendering instruction manual:
 - <http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/>
- **Technical and Financial proposal must be submitted or uploaded as a separate file.**
- **Financial proposal must be password encrypted.**

- UNDP shall request password for opening the Financial Proposal only from the Proposers who pass the Technical Evaluation as per the criteria established and disclosed in the solicitation document.
- The Proposer shall assume the responsibility for not encrypting the financial proposal.
- **Prices and other financial information must not be disclosed in any other place of proposal except in the financial proposal.**
- **Do not disclose your organization price in the e-tendering platform line items. You must put price as 1 in the system and provide the financial proposal as encrypted file as explained above.**

Question and Answer Session - Discussion



- Question and answer session on Technical Details of the RFP.

