

Pre-bid Meeting & Site Visit Record

Request for Proposal

RFP/2021/04: Consulting services for Enhancing Women Participation in the Solid Waste Management Sector in Jordan - The Facilitation of Local Businesses Plans Through Value Chain and Market Analysis in the Recycling and Composting Sector

Date: 23rd February 2021

Time: 10:00-11:30 AM

Venue: Zoom Online Meeting

1 PRESENTATION

After having companies introduce themselves, UNDP-Jordan gave a detailed presentation of the RFP document:

RFP consists of following documents:

1. The RFP invitation letter
2. Annex 1 (Description of Requirements)
3. Annex 2 (FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL)
4. Annex 3 (General Terms and Conditions for Services)
5. Appendix 1 – Terms of Reference (ToR)

2 ATTENDEES

The meeting was attended by the interested entities with UNDP representatives.

3 QUESTIONS AND ANSWERS

During the Prebid meeting and site visit, the following questions were asked by the bidders:

#	Questions raised during meeting	#	Answers
Q1	Could there be a Joint Venture allowed, and could an international firm be a leading partner in a Joint Venture for this RFP?	A1	Yes. This RFP is open for national and international competition, and the lead partner could be an international entity. (Local laws for international companies working in country shall apply).
Q2	Shall the performance guarantee be submitted?	A2	Yes, it should be submitted by the awarded bidder, for a value of 10% of the contract value.
Q3	How large is the composting and recycling plant and how many jobs are expected to be created?	A3	The composting plant is planned to have 32 livelihood opportunities for women/beneficiaries, and a daily initial capacity of 20-30 ton/d of raw material, which shall increase at later stages. The sorting/recycling plant shall have around 20 Livelihoods opportunities - more or less -to be operated, but the consultant shall provide the UNDP with the best scheme/organogram, feasibility and required human and non-human resources for operating of the sorting plant.
Q4	In phase-2 what is the objective of this survey and what is supposed to measure and how many recyclable points to be targeted?	A4	To identify the waste generation points, the relevant stakeholders, and materials that could be targeted as this project adopts the sorting-at-source principle, and to identify the green points locations. The survey would help identifying material targeted for feasibility issues and better planning for collection schemes investment. The survey will be detailed for Al Kura district, and to revise and fill the gaps of previously available survey in Northern Shouneh. The quantity of RRSs shall not be more than 90 new points, but

#	Questions raised during meeting	#	Answers
			could be less, depending on the recyclables collection feasibility and efficiency of the system proposed by the consultant.
Q5	Does the advanced training program (point 5, page 19) target the women that will operate in the compost and recycling plant or does it target the 600 women?	A5	The trainings will be out of the scope of the consultant. The trainings will include the compost plant and sorting center women in North Shouneh, in addition to other women (around 600) who will be involved in other SWM circular economy activities. This is mentioned in the background to give the consultant a clear idea about the Canada/UNDP project.
Q6	To help set baseline for technical approach and identify areas for improvement, can UNDP share the past closure reports or feasibility studies as part of background information for TOR?	A6	For the time being, the value chain analysis of 2015 could be found online through this link https://www.jo.undp.org/content/jordan/en/home/library/poverty/solid-waste-value-chain-analysis.html The value chain analysis for Northern Shouneh will be available for the winning bidder to update upon award decision (update for RRSs only), and the table of contents of it is attached to this MoM, where the structure and main subjects covered (in addition to the compost plant) shall be similar to a certain limit to that structure.
Q7	Obtaining approvals from entities, especially Municipalities, for the location of the RRSs can take time and lead to delays. Will UNDP make provision to extend the project's duration if approvals are not forthcoming?	A7	It is a requirement to obtain these approvals is to ensure that RRSs suggested by the consultant would be applicable in the proposed sites, in order not to lose some of the valuable inputs of the study regarding an efficient collection system, mainly its strategic location to collect material. The consultant shall involve the targeted municipalities and private sector that would provide such locations as early as possible in their planning to avoid later unanticipated rejection of site proposal. In case the consultant coordinate as required with no negligence, but delays emerge due to unusual procuracy or a risk that could not have been mitigated, then UNDP could look into allowing a justified no-cost extension to the consultant relevant to the

#	Questions raised during meeting	#	Answers
			proved justified delays. The consultant shall report such obstacles to UNDP, and UNDP (at its discretion) could support in communication as much as possible but will not be responsible for any outcome or delay when its support is required in such issue. The consultant should propose sustainable engagement and partnership/incentives plan for each entity where an RRSs is placed or supported by.
Q8	Does the international expert "Recycle expert" have to travel to Jordan or work from home?	A8	Yes, at least for part of their assignment to understand the context and have at least one joint visit/meeting with the UNDP engineers. Their visits duration and frequency to Jordan should be specified in the technical proposal clearly, and the more it is, the highest the scoring for the technical offer will be given for this point. In case the airport closes in Jordan for the whole duration of the contract, being in Jordan will be waived for the international expert for this task. For other positions, if international staff is hired, there will be no similar waiver.
Q9	Regards the meetings and workshops, will the consultant add them to the cost, or the UNDP will arrange and tolerate these costs?	A9	The consultant shall bear the costs of all workshops related to accomplishing the scope of work in this RFP. The consultant shall customize their stakeholders' engagement plans to be as efficient as possible, where UNDP will not tolerate any relevant costs.
Q10	There is existing competition in the area for some types of recyclables, what is the UNDP prospective on that?	Q10	The consultant shall take this into consideration in their mapping for potential partnership, marketing and feasibility for some material.
Q11	Would the collection points be guarded or how does it look like?	A11	The consultant shall propose the specifications of each green point and its equipment, infrastructure and location within the ToR, mention limitations, such as feasibility, cost, ease of access, protection of investment, efficiency and capacity...etc. The UNDP will advise on the

#	Questions raised during meeting	#	Answers
			available budget for RRSs to the consultant to plan the number of RRSs and specifications accordingly.
Q12	Is the compost plant completed or we have to advise on more equipment?	A12	The facility is not yet established, but is under ESIA review, but the scope of work of this RFP does not include any equipment specifications or feasibility study for the composting plant.
Q13	Can you elaborate on type of waste we are targeting for recycling purposes (within the dry waste)	A13	UNDP have some data from the previous project and will share them with the consultant. However, it is the consultant's scope of work to expand their surveys to collect more of the reliable data and advise the UNDP on the best material to target and the relevant approach.
Q14	Are we also looking at waste that can be reused or only recycling?	A14	This project looks both on recycle and reuse schemes.
Q15	75 calendar days means - 3.5 months right (considering the working days? What about the month of Ramadan and reduced working hours, would there be an extension of time related to it in addition to COVID19 relevant delays?	A15	It will be counted in calendar days only as a unit of time measurement. Working days in Jordan are from Sunday till Thursday excluding public holidays. The public holidays coming such as Easter and Al Feter Eid, or reduced working hours such as the month of Ramadan are accounted for into the project duration, so no extension is given due to them. Working hours should respect the national laws and the ILO relevant guidelines. As for COVID-19, in case of curfews applied for more than 5 working days in Jordan during the contract duration, the amount of working days after the first 5 days, will be compensated for in a no-cost extension allowed by the UNDP.
Q16	In addition to incentives mechanism, is there a cost/benefit analysis for the sorting project in Kura?	A16	Yes, cost/benefit analysis is required for Al Kura sorting project. UNDP will be providing the capital investment through the Government of Canada fund to the project, in collaboration with MoLA which will also provide also elements of the capital investment costs.

#	Questions raised during meeting	#	Answers
Q17	Can you share the recording with the MoM?	A17	This is not possible, to keep the privacy of the attendees. Also, the most accurate and refined (or even corrected) answers of the UNDP side are found in this official minutes of meeting not any other means. The binding record of the pre-bid meeting is only this MoM. UNDP recorded the meeting to prepare and revise the answers and discussions accurately before finalizing this document and make any necessary correction/refining of answers given on spot during the meeting.

4 PREBID & SITE VISIT SUMMARY

The bidders were informed of project background, UNDP relevant procurement regulations, and the ToR scope of work and requirement. There were 17 core queries that were answered during the meeting.

5 CLOSURES

The pre-bid meeting was ended at 11:30 pm.

6. Annex I - Value Chain Analysis Index (UNDP 2019)

Part 1 - Review Existing Waste Recycling and Reuse Systems

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