



**BIDDER's CONFERENCE – MINUTES OF MEETING, Q&A and Amendment**  
**RFP/UNDP/ENV/136939/019/2021**

**Assignment Name:**

**Independent Assessor for conducting independent assessment of the GCF REDD+ Results-Based Payments project in Indonesia**

**Date and Time:**

*7<sup>th</sup> April 2021 starting 0930 hour (GMT+7)*

**Venue:**

Place : Online Zoom Meeting

Meeting ID : 864 9647 6799

Password : 059819

**Closing Date:**

*As specified on the e-tendering system with event ID: IDN10 8917*

**Recording File:**

<https://undp.zoom.us/rec/share/UNcS2RZPZGUfnlf7rVzn9lZDf5j3EMmlMWRAQ7kOEmpX4dVpEVmhuKbL7NZZGVIQ.xnUW52x7PwbymBBb?startTime=1617763360000>

**TO ALL INTERESTED BIDDERS**

	<b>Introduction and Guidance</b>
<b>Information</b>	<p>Bid Conference was opened with following agenda:</p> <ol style="list-style-type: none"> <li>1. Explanation on RFP document – administrative issue (closing date, submission &amp; method, delivery method for submitting offer, contract award, etc.).</li> <li>2. Explanation on Annex 1</li> <li>3. Explanation on Annex 2</li> <li>3. Explanation on Annex 3 the Term of Reference (TOR)</li> <li>4. Explanation on the Submission Forms</li> <li>5. Explanation on the Etendering System</li> </ol>

<p>5. Q &amp; A (going through all sessions)</p> <p><i>*Bidders were encouraged to carefully read the RFP document before preparing the offer and to check regularly UNDP E-tendering &amp; UNDP website for any update/amendment to this tender document</i></p>		
<b>I. Q&amp;A session is incorporated into the below minutes</b>		
1	Q	Does the greenhouse gas methodology already exist or the bidder will focus on how to help compile the methodology? Including the calculation of the greenhouse gasses so the bidder will continue for the assessment, whether it's audit verification or validation
	A	The current work under RFP does not specifically focus on methodology for GPH calculations. Please refer to details as stated in the ToR.
2	Q	Does the scope of work in this tender document related to a project or an organization?
	A	It is related to project GCF REDD+ RBP.
3	Q	The focus will be to the assessment?
	A	Yes. As stated in details in the ToR
4	Q	Do greenhouse gasses will be one of the indicators point for the scope of work?
	A	Although related but not a specific indicator point of focus in the work, please see response to first question above and details in the ToR.
5	Q	UNDP already has the document and the bidders will conduct the assessment of the document. Does the standard for the assessment based on judge's expertise?
	A	UNDP has developed the document and the service provider will further develop and verify the PBPA document and methodology. Not only on the expert judgement, but also will put into account the practices and standards used by the Government of Indonesia and GCF.
6	Q	For the location, does KLHK has already prepared for the documents and the bidders will assess their program? Not an implementation in the specific area such as Kalimantan, Sulawesi, etc.
	A	This assessment is conducted for the project initiation, so there will be no field visit in this assignment. However, the service provider must have comprehensive knowledge and expertise up to the activity implementation phase (at the ground/field level), as thus, they will be able to provide in-depth feedback to the proposed indicators and methodology.
7	Q	Are the bidders required to field visit that related to the assessment?
	A	No. There will be no field visit in this phase.
8	Q	The vision of this project? The last goal of this project?
	A	To provide timely and effective support to the government of Indonesia (BPD LH and KLHK) in implementation of the GCF REDD+ RBP support through the PBPA implementation.
9	Q	Are the bidders allowed to submit their proposal as a group that consist 4 key personnel with specific expertise? If a corporate is required, will the requirements remain the same as the tender document?

	A	This service must be conducted under firm and the firm must provide personnel as per required in the ToR.
10	Q	For the expected deliverable, are the bidders will assess the deliverable or the bidders create the deliverable?
	A	Assess and provide verification to the existing PBPA documents.
11	Q	As an independent assessor, to make sure the mechanism and methodology, do the indicators to be assessed require a new methodology or mechanism? and whether it also requires different innovations or the assessor do the assessment as effective and efficient as the assessor could base on targets, namely transparency, accuracy and accountability?
	A	The independent assessor at the stage will provide feedbacks and inputs towards the PBPA mechanism and methodology currently in development. Based on the knowledge, experience, and expertise of national and international standards and best practices in the area/field as detailed in the ToR. Including among them standards of transparency, accuracy and accountability.
12	Q	Considering the working days of the expertise, does UNDP announced the budget ceiling?
	A	UNDP will not convey the budget ceiling for this bid.
13	Q	Does UNDP have any template for financial proposal?
	A	Yes, we do have a template as seen in ANNEX II
14	Q	I tried to log in and registered, what's the next process?
	A	There will be an automatic e-mail for temporary password
15	Q	I tried to login and we have already registered for another tender and we have difficulties to re-access the link. Do we have to re-register or we could participate in this tender automatically?
	A	No need to re-register and please make sure to not using the favourite or bookmarks since our system is very sensitive.

Jakarta, 7 April 2021