

PRE-BID CONFERENCE MEETING NOTE

Subject: IRQ- CFP-104/21 - Promoting Economic Recovery Through Entrepreneurship and Business Creation in Digital and Green Economy in Muthanna Governorate

Date: 12 p.m. 29 March 2021

Organizer: UNDP

Purpose: Informative meeting related to the competitive bidding announced as per CFP-104/21

UNDP Iraq announced CFP-104/21 - Promoting Economic Recovery Through Entrepreneurship and Business Creation in Digital and Green Economy in Muthanna Governorate, inviting potential NGO/CSOs to submit their technical and financial offer as per CFP-104/21.

Attendance: UNDP

1. Mohammad Anakrih, Livelihood Specialist
2. Hyun Kyung Park, Project Manager
3. Rebin Hamad Amin, Sr. Programme Assistant
4. Ayub Al-Zangana, Livelihoods Support Assistant
5. Enkhmandakh Ishdorj, Procurement Specialist

Attendance: Bidders via Skype

S. No	Representatives from:
1	Human imprint Organization
2	Sahara Economic Development Organization
3	Weyam Organization For Human Rights Defending
4	ACTED
5	Preemptive Love Coalition
6	Public Aid Organization
7	Kurdistan Organization for Human Rights Watch

Ms. Enkhmandakh Ishdorj welcomed the participants and expressed her appreciation for their interest in the announced bidding and presence in the pre-proposal conference. Then, she passed the floor to Mr. Mohammad Anakrih, Livelihood Specialist, to provide a brief background on the project and requirement of the Terms of Reference.

Mr. Mohammad Anakrih, gave a detailed information on the project objectives and expected outputs under the TOR. The COVID19 has affected different sphere of life including SME sector. This project aims to support SMEs either to restore business operations or establish new business ideas that contribute to both digital and green economy sectors.

One of examples of the green economy could be recycling as a business idea, where the entrepreneur could do recycling of plastic and produce internal decoration materials to sell, etc. There's a chance to support the youth of Iraq in Muthana to come up with creative business ideas under the green economy umbrella. Digitalization and IT tends to be very efficient tool to maintain businesses and operations during COVID19 for several organizations, e.g. Online delivery, IT logistics. Existing businesses that aim to digitalize or automate some of their business operations to upgrade or grow in order to sustain its business.

The selected Organization is expected to carry out community outreach to mobilize the selection of 28 men and women beneficiaries based on a pre-identified eligibility and selection criteria that will be developed based on vulnerability and poverty criteria that will be developed in close consultation with UNDP team. The 28 selected beneficiaries will receive an "Enterprise Support Package for New or Existing Businesses" through a three-pronged approach; i) business skills development, ii) grants/toolkits/asset replacement, and iii) mentorship and networking support (B2B) to support sustainability and profitability.

The TOR explains the methodology, activities under each output, project duration which is maximum 6 months, eligibility criteria as well as scope of technical and price proposal. Its important to pay attention to the core team requirements and CVs should align the qualifications stated per each core team members. The technical and price proposals shall be evaluated against the criteria set in the CFP, so, please make sure to provide complete and comprehensive proposal. The maximum budget ceiling is provided in the CFP which should not exceed.

The specific requirements related to the subject CFP were highlighted in detail in order for bidders to fully understand the UNDP requirements. The following points were emphasized:

- The tender is conducted through eTendering module, thus, the bidders are who registered in the system, will have an access to all documentations related to this CFP and will be able to submit your offers.
- Offerors are reminded to observe the deadline set in the system and other submission requirements. The detailed user guide along with resource webpage was shared with all the bidders through the UNGM, Procurement Notice and eTendering Portal.
- Special attention is to be paid to the list of Required Documents and Annexes A, B, C. This is the bidder's responsibility to ensure the complete submission of all necessary documents and information to enable its offer to pass/satisfy the requirements. A strong emphasis was made on the Quality and Completeness of the documentations, use of provided forms and ensuring the technical and financial offers are presented in compliance with the requirements set in the CFP.
- The evaluation criteria are explicitly listed in the CFP and bidders are strongly advised to carefully review them and submit their offers fully responding to the criteria stipulated. All bidders will be assessed against the eligibility and qualification requirements, then will further be evaluated in accordance with the detailed technical evaluation criteria.

Before opening the floor for questions, Ms. Enkhmandakh Ishdorj answered to questions received via email as follows:

#	Questions	Answers
1	Can UNDP kindly clarify what types/examples of businesses would be approved for this project under digital economy and green economy?	The successful organization is expected to support the entrepreneurs with advising business ideas around digital and green economy. Examples could be a business that contributes to an environmental challenge or an issue, such as recycling, hydroponics,

		rooftops among others. Regarding the digital economy, support could be to an existing business or new business that has a plan to digitize a business operation to improve productivity, such as e-marketing, IT-based logistics and online delivery, e-learning among others.
2	Would UNDP support a group business that involves 3 beneficiaries for a total of \$24,000 or must all the businesses be individual businesses for the 28 beneficiaries?	The organization is expected to encourage business owners to adopt group businesses to maximize seed capital and thus optimizing the available financial resources to serve the best interest of the businesses, and the positive payback to the local community, namely strengthening social cohesion through gathering around the economic venture
3	The ToR states that organizations must submit CVs for the project management team at the time of submission (Project Manager, Business Support Specialist, etc). Does UNDP expect each applicant to have individuals in mind at the submission stage for each of the project management positions, or is there an opportunity for the applicant to advertise for certain positions once UNDP selects the organization for funding?	UNDP expects the organizations to have individuals in minds at the submission stage. The key personnel will be evaluated according to the technical evaluation grid.
4	Project Management and indirect costs shall not exceed 15% of the total budget: it's probably a matter of terminology but do these costs include both the support costs and HQ costs?	Yes
5	Field Coordinator: again, likely a matter of different terminology, but could you clarify the ToRs of this position?	This position is responsible for coordinate with local partners and community representatives to gather feedback and comments to improve services and progress. He/she is also expected to monitor the implementation of the project activities on day-to-day basis to support the assurance of ensure timely and quality achievement of project's deliverables and activities.
6	Geographical coverage: is there a particular scope of location expected by UNDP within Muthanna governorate? Can the proposed intervention focus its target on the capital Samawah?	The targeted geographic scope is Muthanna governorate.
7	Background of the CFP: is this call a continuation of an ongoing action or is it considered a pilot project?	It is not a continuation of an on-going project.

Thereafter, the bidders were welcomed for any additional Questions.

Q: Could we have a specific age of beneficiaries?

A: There's a minimum cross cutting requirement, one of which is gender. In terms of age, household situation, etc. these should be developed by the winning organization in consultation with UNDP, we called it "Eligibility and selection criteria". It is expected that the organization advises on the applicable age group to be applied, what is the household situation, household income, etc.

Q: New materials used in agriculture can be considered as green?

A: Yes, applying new technics and methodologies in the agriculture to promote green economy is a part of it. Its called agribusiness.

Ms. Enkhmandakh Ishdorj underlined the importance of the thorough review of the CFP, TOR and other requirements downloading them from etendering portal and submission of the fully responsive proposal as per requirements stipulated in the CFP.