

PRE-BID CONFERENCE MEETING NOTE

Subject: CFP-181/21

Call for Proposals from NGO/CSOs for the Establishment and Capacity Building for Young Media Professionals forums to Promote Social Cohesion II

Date: 12 p.m. 9 May 2021

Organizer: UNDP

Purpose: Informative meeting related to the competitive bidding announced as per CFP-181/21

UNDP Iraq announced CFP-181/21 - Establishment and Capacity Building for Young Media Professionals forums to Promote Social Cohesion II, inviting potential NGO/CSOs to submit their technical and financial offer as per CFP-181/21.

Attendance: UNDP

1. Abdelmoneim Mustafa, Programme Management Specialist
2. Zaid Al-Hayali, Project Officer
3. Enkhmandakh Ishdorj, Procurement Specialist

Attendance: Bidders via Skype

S. No	Representatives from:
1	Tech4Peace
2	No Borders Humanity Organization (NBH)
3	Dotrid International
4	Civil Development Organization (CDO)

Ms. Enkhmandakh Ishdorj welcomed the participants and expressed her appreciation for their interest in the announced bidding and presence in the pre-proposal conference. She introduced other participants from the UNDP side: Abdelmoneim Mustafa, Programme Management Specialist and Zaid Al-Hayali, Project Officer. Then, she provided an information on the overall bidding process highlighting the below aspects:

- 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 eligibility requirement as well as 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.

Then, she passed the floor to Mr. Abdelmoneim Mustafa, to provide a brief background on the project.

Mr. Abdelmoneim Mustafa, noted that the whole aim of our social cohesion programming in UNDP, which has 3 different projects under this program, is to promote social cohesion, peacebuilding and reconciliation in Iraq. Based on thorough situation analysis, we have come up with the five main areas that are forming our intervention in the area of social cohesion, as prioritized for the next three to four years.

- Number one is supporting the national level. The strategies, policies, and institutions that are working in the area of social cohesion and peace and peacebuilding. that's very important, because whatever we do as international community or civil societies, international or national NGOs, is to some extent, not sustainable unless it's linked to the national level and it's part of the government agenda.

- The second area for work is supporting the establishment creation of local peace mechanisms, and that includes local peace committees, women groups, youth groups and also supporting community based organizations and the idea here is to work at the downstream level supporting these kind of local mechanisms that are first respond at the ground. We can see we are touching upon both streams. The up streams at the national level and the local level.

- The third area is building the capacities of Iraqis in general as individuals or as institutions, and that includes what we are about to discuss, in a bit, which is working with media and supporting media professionals at all level advanced level and the young media professional and also media institutions. The aim here is to support them with the tools and give them the lens that which there will be conflict sensitive and they will also have a conflict sensitive reporting as all you know that one of the biggest issues that we have in Iraq now is the hate speech, the way media is really portraying events and reflecting all those kind of things, so we're trying to equip young media journalists with such kind of tools and will elaborate more on that.

- The 4th area is we are also supporting peace education and in this regard the UNDP has supported the first ever diploma program and soon a master degree in peace studies. It has been launched in University of Iraq, Mosul and Baghdad.

- 5th area is supporting, basically, the conflict sensitive programming and that would work within UNDP, UN agencies and also other actors in the field. In a nutshell, those at the five areas or the five pillars that the social cohesion Program is supporting and this is our aim over the main areas of our work for the next three to four years. Giving the floor to my colleague Zaid to brief about the Terms of Reference.

Zaid Al-Hayali noted that its phase 2 on the establishment and capacity building of young media professionals as indicated in the TOR. In phase 1, which started last October and ended end of April, the focus was on

establishing young media journalists and the social media activist networks in seven locations such as Baghdad, Ninawa, Salahaddin, Najaf, Kurdistan, Dhi Qar etc. and we worked with over 120 young journalists and we trained them about how to use social media tools, to be active in their local communities, how to highlight the issues of peace building and coexistence, and make it available for public to watch, read and see, and also to contribute in one way or another. Another activity we did in the phase one, was launching a website called Tanoua diversity and the same youth on the same group we trained, we gave them the floor to start producing media products like videos, web stories that are related to peacebuilding and coexistence and then show them on our website. The idea was also to give a space for youth to be part of the peacebuilding process in Iraq, and also to see their ideas and innovative ways to how they see a peace in Iraq. The last activity we worked on under phase 1 was drafting a manual dedicated to media students and social media activists on issues of using peacebuilding and also on how to use the citizen journalism tools in promoting for peacebuilding. Over 1000 copies of this manual were printed and distributed to all those who interested in knowing how to use media in peace process. This all for phase 1.

Under phase two, we are also trying to continue working with the young journalists that were trained in phase 1 and focus on how to counter hate speech, misinformation, understand journalism ethics, etc. We aim to train 90 young journalists on promotion of social cohesion and peace, again, in target areas which were mentioned in the TOR, Baghdad, Najaf, Kurdistan, Salahaddin, Ninawa, Anbar, Dhi Qar, Diyala and Karbala. This time we added Karbala to establish a new network of young journalists in Karbala, working together with UNDP Regional Office in Karbala to select the young journalists in Karbala. UNDP has an office in Karbala, so this can be done at later stage. The other activity or output we are trying to work on is to hold a 12 round table across Iraq to discuss the media status in Iraq, what has been implemented in the past and what is needed to improve the environment of media in Iraq and how to contribute to countering hate speech and the mis and disinformation. This output is really important to us because we are trying to be very inclusive, include all stakeholders of media in Iraq, the government side, the parliament, the media networks, the media activist, international and national organizations working in media. So these 12 roundtables will summarize the status of media in Iraq, either as traditional media or social media and by the end, a detailed report about the status of media in Iraq will be produced and also a set of recommendations together with a plan to follow up on the implementation of these recommendations.

The budget allocated for this project is \$315,000. Those who are interested to apply or submit a proposal should meet certain requirements as mentioned in the TOR. Please do not exceed the budget set and you will find the template for the technical and financial proposals in the TOR/CFP documents. Operations and Administrative/indirect costs to be reflected separately not exceeding 18%.

The floor for questions was opened and the summary of Q&A is captured below:

#	Questions	Answers
1	how we can to send our proposal a project we don't have any application and budget.	The same for all UNDP tenders, the tender notice CFP-181/21 was published on UNDP Procurement Notice website as well as UNGM and all those announcements contain the detailed instruction and userguide on how to register into eTendering website, obtain the documents and submit your offer.

		<p>For easy reference, the link to websites where the announcements were published, provided in the chat box.</p> <p>UNDP Procurement Notice:</p> <p>https://procurement-notices.undp.org/view_notice.cfm?notice_id=78197</p> <p>UNGM:</p> <p>https://www.ungm.org/Public/Notice/128146</p> <p>Its very important to access the eTendering and download the documents related to this tender including all Annexes provided in word format and prepare and submit complete proposal in accordance with the requirement and evaluation criteria stipulated in the TOR/CFP documents.</p>
2	Can two organizations apply for the same tender? I mean as a joint venture or as partners.	<p>Yes, but, Both organizations have to be NGOs and registered in Baghdad.</p> <p>The submission should indicate which one is leading NGO and what are the roles and responsibilities of each organizations under the subject project. The capacity of each organization will be assessed, therefore, full information related to both organizations must be provided.</p> <p>The overall overhead costs will remain the same as stated in the TOR, which is 18%.</p>
3	Question is about the activity on roundtables. Is there any geographical restriction around this? I mean, do we have to do it in a specific region or specific provinces? Or its up to us to propose in the proposal.	<p>No, this is also something you have to decide when you submit your proposal. The areas/provinces this project targeting is clear in the output one and two. Then output three, we make it open because we are trying to be inclusive and cover the media landscape in all Iraq, and Kurdistan.</p> <p>Upon awarding a contract to the selected NGO, a kickoff meeting will be held where we will agree on many other things as the activities are put as indicative and as minimum. We are welcome to innovative ideas/proposals which will be discussed and agreed during kickoff meeting and Zaid as focal point, will be in continuous contact with the winning organization throughout the project.</p>

		Because we're also looking at the project, not only just implementation, but from our side as UNDP, we look at it, as capacity building for different NGOs. As you know, we have huge resources in terms of knowledge, skills, capacities, other resources that we can avail from inside Iraq and outside Iraq, in the regional hub or even the HQ.
4	What was the budget?	Its \$315,000 and already indicated in the TOR/CFP.

It was highlighted again to pay a close attention the evaluation criteria while preparing your proposals.

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. Detailed information and complete documents will enable the evaluation panel to assess your offer accordingly in line the criteria. If any questions, the bidders may write to Enkhmandakh as per the email provided in the etendering event as well as bid documents and announcements.

Note prepared by Enkhmandakh.