**Preliminary meeting minutes**

**according to the RFP-2021-042 “Development of the Institute of Advisors to Akims and Ministers on issues of persons with disabilities”**

**Location**: Zoom

**Date and time:** July 22, 2021, 15:00 (Nur-Sultan time)

**Participants:**

Zhanat Tileumuratova, UNDP;

Botagoz Yussupova, UNDP;

Olga Yugay, UNDP;

Alen Kuspanov, UNDP;

Yulia Natarova, Consulting Centre “Zubr”;

Makhabbat Yespenova, Public Fund “Kameda”;

Zhenys Abdaliyev, Public Fund “Kameda”.

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| **Questions from potential bidders** | | **UNDP response** |
| 1 | **Yulia Natarova:** About the scholarships, will it be monthly, or how it is expected? Regarding trips from the point of view of pilot projects, we are talking not only about advisors to akims of regions, but probably also districts, cities, what is the effectiveness and purpose of this ToR? | **Botagoz Yussupova:** In the framework of this ToR, we are focusing only on regions, but due to the fact that we will need to form a database of advisors of all levels, perhaps this work can be done online. The focus is on 13 regional Advisors. Payment monthly. |
| 2 | **Yulia Natarova:** The Ministry of Labor and Social Protection, are they ready to implement the recommendations, by-laws that may appear during the work of the resource center? If it is necessary, to fix something, the orders of the decree are included not only concerning the Ministry of Labor, most likely this is a regional level and it will be regulated by some legal acts, is there a focus on this or it is enough to build up the potential of advisors and not focus on improving their legislative field activities? The question is related to the assessment of effectiveness. | **Olga Yugay:** This will also be one of our tasks, because today the issue of advisors is not in any legislative act, because the development of the institution of advisors was a public initiative and was initially included in the national plan to ensure the quality of life of persons with disabilities until the 2025 and the regulation on advisors was not approved in a regulatory legal act, but approved by a decision of the coordinating council. The development of the institution of advisors implies further improvement of legislation. We must provide some kind of legal basis and formalization of the activities of this institution since in principle it is now working voluntarily, it already notes its effectiveness. Advisors today are experiencing difficulties, including the lack of a legislative basis, which is another matter. In all regions, advisors work voluntarily, except for one region - Mangystau oblast (Aktau). The task of our project is to develop this movement. Our entire project should lead to what needs to be done to make this institution of advisors work more efficiently. |
| 3 | **Makhabbat Yespenova:** How we can submit a password-protected financial proposal? | **Zhanat Tileumuratova:** It is necessary to check the list of required documents, all documents must be submitted in PDF format, it is not necessary to combine them. Since this is an RFP process, you need to submit your Technical Proposal and Financial Proposal separately with a password for the last one. The password should not be sent until it is requested. After reviewing your technical proposal, if everything goes well, the UNDP contact person sends you a password request. |
| 4 | **Makhabbat Yespenova:** When will the contract be signed after the evaluation has been completed? | **Zhanat Tileumuratova:** We cannot say at the moment. At the end of the evaluation process only, we can roughly say, will depend on the number of applications received. |
| 5 | **Yulia Natarova:** there is a paragraph with the statement to attach financial reports, which documents do you mean? | **Zhanat Tileumuratova:** it is cash flow/balance sheets. |
| 6 | **Yulia Natarova:** How critical is the supplier's location in Nur-Sultan or Almaty? | **Botagoz Yussupova:** it is not critical, in our ToR, we have a paragraph that the supplier can be located, where he is located now, but we are expecting business trips, so you need to consider it in your financial proposals. |
| 7 | **Yulia Natarova:** Since the formation of a pilot resource center does it seem that it will be somehow institutionalized by the Ministry of Labor or will everything be clear in the process following the results of the project? | **Olga Yugay:** This is an open question, but we would like the potential supplier to arrange their work in such a way that the project will be sustainable. If a resource center is opened based on the supplier, then in the future this model could be adopted by the regions. Just as you know, resource centers to support non-governmental organizations have been created in every region and perhaps this will be solved within the framework of the state social order, but this will be decided by the Ministry of Labor and Social Protection since they are the main beneficiaries of this project. |

**UNDP once again draws your attention to the requirement to password protect the Financial Proposal (Appendix 2B) !!!**

Service providers must independently set a password for the financial proposal and send, among other documents, for participation in the tender. The password for the final proposal will not disclose until the moment of an official request from UNDP. Companies that submit a financial proposal without a password will be automatically disqualified and excluded from the competition.

We remind you that the deadline for submitting proposals for the tender is **July 29, 2021, until 6 pm.** Nur-Sultan time.