



Tbilisi, 29 September 2021

Pre-Bid Meeting

Conducting Labour market study to identify highly competitive vocations in Tourism and Wellness/health sectors and the most demanded vocations in five regions of Adjara, Guria, Imereti, Kakheti and Racha-Lechkhumi for Creating Better Life-Long Learning Opportunities through Local Partnerships Project

Minutes

Wednesday, 29 September 2021, 11:00 AM-noon
A pre-bid meeting was conducted via Zoom

UNDP Representatives:

Nino Gurgenidze – Project Manager, Project: Creating Better Life-Long Learning Opportunities through Local Partnerships *N. Gurgenidze*

Tinatin Suladze - Programme Associate, Georgia ED Portfolio. *T. Suladze*

Tea Tatishvili - Admin/Finance Assistant, Project: Creating Better Life-Long Learning Opportunities through Local Partnerships *T. Tatishvili*

Interested proposers:

Lika Goderdzishvili– ACT

Ketevan Tvalavadze-ACT

Mariam Chachua- PMO Business Consulting

Eka Devidze - LNGO, Tourism&Reality"

Nika Kharaishvili- Kaizen Institute Georgia

Nino Esebua - ISSA "Institute of Social Studies and Analysis"

Maia Kervalishvili - IPM Market Intelligence Caucasus LLC

The overall objective of the consultancy is to carry out the study to **identify highly competitive vocations in Tourism and Wellness/health sectors and most demanded vocations in the target municipalities through thorough labour market study.**

The key areas to be explored and analysed by the study will encompass but will not be limited to the following:

- a) Identification of most demanded vocations in the target municipalities of Adjara, Guria, Imereti, Kakheti and Racha-Lechkhumi and expected general sectorial development trends
- b) Identification of highly demanded vocations in Tourism and Wellness/health sectors in the target municipalities; Study local VET actors skills and knowledge in most demanded vocations in Tourism and Wellness/health sectors – ability, gaps, readiness to provide the identified vocations locally
- c) Identification of local skills, knowledge and competences needed for introducing digital learning and blended learning in Tourism and Wellness/health sectors in selected VET institution. Assessment of local needs for resource provision.

A pre-bid meeting was held remotely via Zoom on 29 September, from 11:00 AM – to noon. The meeting aimed to clarify questions of interested proposers concerning the proposal.

Ms. Nino Gurgenidze opened the meeting, preceding with a brief overview of the project.

The introductory part was followed by Q & A:

Question: The Research should probably focus on people with disabilities. There are huge problems in the field of employment, such as perception, fear, infrastructure and so on. At what level should these factors be covered?

Answer: TOR is not focused on persons with disabilities, although if during the course of the study this category emerges, then it is at contractor's willingness to cover them in this research to find out if they are involved in the existing education or labor market systems, if not, identify what are the impeding conditions. We will share the recommendations of the research with the relevant structures, the local municipality, the Ministry of Education and so on.

Question: There is no database for the groups who are unemployed, such as women or people with disabilities etc. Do you have any database to share with us?

Answer: TOR mentions that once there is no unified database for such data, therefore, local municipalities and NGOs that are working to support such groups should be involved to get some database for these groups.

Question: Should potential employees be involved in the research and should we cover the business sector as well?

Answer: Yes, TOR indicates to involve the business sector in the survey to determine how satisfied they are with qualified and trained staff in local regions. Generally from the business sector we should find out what are the professions they need. All the recommendations should be considered and the relevant training courses and services will be added to the local vocational education institution to make it easier for locals to be employed.

Question: The TOR mentions A) Identify the most demanded vocations in the target municipalities; and, B) Identify of highly demanded vocations in Tourism and Wellness/health sectors in the target municipalities. Does this mean that if there will be the other demanded vocations not in tourism and wellness, we should consider them in the research too?

Answer: The aim is general, if it turns out that tourism and wellness are not relevant in the region, then the most demanded and the most competitive vocations should be determined.

Question: In Annex 2, it is mentioned that Expertise in gender analysis would be considered as an asset, does it mean that we need to find the separate expert for gender? Or will it be enough to specify the experience in the direction of gender in the projects?

Answer: Hiring a separate expert for gender is not necessary for this announced study and it is not mentioned in TOR. Although certified experience of the company in gender analysis will receive additional score during the evaluation process.

Question: To specify what type of expert in labour market should be found. 5 years of experience is required, does this mean that the expert should have 5 years of experience only in Labour Market research, or is it possible to have experience in other researches as well?

Answer: The expert in labour market research should have not 5 but 3-year experience in previous

researches. . As indicated in the RFP, Annex 2, for an Expert in Labour market Researches, the minimum requirement is at least 3 years of substantive working experience in the field of local labour market (most demanded vocations/competitive sectoral vocations/vocational education/employment/local development/youth engagement/ skills to labour market needs/introducing digital learning and blended learning (will be an asset)) within the country.

Question: Regarding the Annex 2. The signature field is at the bottom, if we sign the document at the end, it means that the financial and technical offer will be sent together, and it is forbidden. What should it be done?

Answer: The technical proposal should be signed separately and the financial part separately. The documents should be uploaded separately.

Question: Is it possible to apply for the specific regions and not for all the regions indicated in the ToR?

Answer: In this case the bid will be considered as partial and according to the RFP Partial Quotes are not permitted.

Question: Today, vocational education programs (short-term training courses) can be offered not only by VET colleges, but also by Universities or by private sector. Should this research cover all institutions who implement vocational education programs (Modular training, short-term courses) or only VET colleges?

Answer: As TOR mentions, It is necessary to find out about all similar institutions, a local municipality or a youth organization, etc.,. It is also necessary to find out if there are any courses covering the priority fields for this research (tourism and wellness) and in which other fields the vocational education courses are demanded to identify general development trends.

Question: Regarding the timelines, e.g. two weeks are envisaged for field work etc., Is it possible that study can be extended as option?

Answer: In our opinion there is no need to extend the deadlines.

Question: When should a password for Financial proposal be sent?

Answer: Once a Proposal passes the technical evaluation stages, UNDP shall request the bidder to submit the password to open the Financial Proposal.

Question: Documents related to financial topics such as taxpayers' certificate, registration paper etc. where should be uploaded, in the Technical proposal or in the Financial proposal?

Answer: Financial proposal should contain only the budget; Other documents must be uploaded in the system with Technical Proposal. After reviewing all these documents it will be determined how well represented and eligible is the company to pass the technical evaluation stage.

Question: What will be the working language

Answer: TOR mentions, that the study will be delivered in English language.

Following the Q&A part, the project Manager thanked the attendees for participation and closed the meeting.

The Consultation meeting lasted more than an hour