

## **PRE-BID CONFERENCE MEETING NOTE**

**Subject: RFP-018/22**

### **Support the Development of Circular Economy for Sustainable Employment opportunities in Mosul**

Date: 2 p.m. 2 February 2022

Organizer: UNDP

Purpose: Informative meeting related to the competitive bidding announced as per RFP-018/22

UNDP Iraq has announced RFP-018/22 - Support the Development of Circular Economy for Sustainable Employment opportunities in Mosul requesting for potential bidders to submit their technical and financial offer as per RFP-018/22.

#### **Attendance: UNDP**

1. Leon Chammah, Livelihoods Specialist, FFS
2. Suha Hazbar, Livelihoods Project Officer, FFS
3. Enkhmandakh Ishdorj, Procurement Specialist

#### **Bidders added to the conference**

No.	Organization
1	Aid gate organization (AGO)
2	Sahara Economic Development Organization
3	Al-Ghad Organization
4	Kurdistan Organization for Human Rights Watch (KOHRW)
5	The Iraqi Institution for Development (IID)
6	Acted Iraq
7	Open Plan Consulting
8	Exigo Global
9	Oxfam Iraq
10	Cordaid
11	BAMCO Company
12	Dijla Agricultural Association (DAA)
13	World Vision International - Iraq

The session has been recorded with the permission of all participants.

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: Leon Chammah, Livelihoods Specialist and Suha Hazbar, Livelihoods Project Officer. Then, she provided an information on the overall bidding process highlighting the below aspects:

- RFP-018/22 has been advertised publicly through open competitive process to select the technically qualified bidder with an extensive experience in the subject field having solid technical, human resources and financial capacity to complete the project with no constraints in a timely manner that offers to UNDP the best value for money.

- The full package consisting of RFP document, TOR, etc. has been posted through eTendering site available for all interested potential bidders as well as the tender notice has been published on UNGM and UNDP Corporate Procurement Notice sites. 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 RFP and will be able to submit your offers. The detailed user guide along with resource webpage was shared with all the bidders through the UNGM, Procurement Notice and eTendering Portal.

- Offerors are reminded to observe the deadline set in the system and other submission requirements.

Thereafter, Ms. Enkhmandakh Ishdorj highlighted the specific requirements related to the subject RFP in detail in order for bidders to fully understand the UNDP requirements. The following points were underlined:

- Special attention is to be paid to the Eligibility and Qualification requirements including but not limited to:
  - \* registrations with Government,
  - \* physical presence in Iraq for at least 3 years,
  - \* minimum 2 livelihood projects, each with US\$300,000 or above budget implemented over the last 5 years.(For JV/Consortium/Association, all Parties cumulatively should meet requirement).
  - \* Minimum average annual turnover of US\$500,000 for the last 3 years.Submit Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past three years (2018-2019-2020).  
(For JV/Consortium/Association, all Parties cumulatively should meet requirement).
- The evaluation criteria are explicitly listed under section 4 and bidders are strongly advised to carefully review them and submit their offers fully responding to the criteria stipulated. All proposals will be assessed first against the eligibility and minimum qualification requirements, and, those meet, will further be evaluated against the detailed technical evaluation criteria.
- Returnable bidding Forms under Section 6 – duly completed and submitted - signed/stamped.
- A list of Required Documents to be attached indicated under Form B – Bidder information and each and every item listed, must be provided in complete, filled-in properly and duly signed/stamped as required in addition to the returnable Forms of the RFP and respective supporting documents requested. Its 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 RFP.

- Financial proposal template is provided with included notes that specifies which cost line falls under Activity (program) cost and which are under Management cost. The form listed down budget categories that only be listed under the management cost and should not exceed 18% of the total proposed cost. It is expected to submit the financial proposal both in pdf/signed and excel format.
- Financial Proposal must be encrypted with a password so that it cannot be opened nor viewed until the proposal has been found to pass the technical evaluation stage and the price of your proposal should be indicated in the line item in eTendering event as 1.

Ms. Enkhmandakh Ishdorj emphasized on the importance of the thorough review of the RFP, TOR and other requirements and submission of the fully responsive proposal as per requirements stipulated in the RFP.

Then, she passed the floor to Mr. Leon Chammah, to provide a brief information on the project and Terms of Reference.

A presentation was shared (attached) explaining the project objective, target, scope, activities, deliverables / payment, technical evaluation criteria and budget template as per the ToR.

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

#	Questions	Answers
1	Are we targeting one specific resource for this circular economy or multiple like electronic appliances or it can be household waste or agriculture. Is it specific or we have to identify and work on it?	Concerning the assessment, the concerned section in the TOR clearly states that the result of assessment should be shared and approved by UNDP to define one or more economical sectors that will be using circular economy approach. What is mentioned in the section its only indicative sectors. While defining them, we need to take into consideration impact and synergy of these sectors.
2	For circular economy grants, the TOR mentioned it will be delivered in-kind. Can we have dual approach in-kind or through grant disbursement or should only be in-kind?	It can be done also in grants but at least in more than one disbursement since it is high value grant and this a risk to take into consideration. Or it can be a combination of in-kind and grant. Any grant disbursement should not be in one payment, at least two and above.
3	Grant to be disbursed to businesses – can it be done in 2 disbursements or should be in one only	
	Form H and H1 are to be provided?	Those forms are not applicable as mentioned in the RFP
5	In addition to the Annexes required as per the RFP, can we also include other annexes pertinent to the call?	Any annexes are welcome. The listed documents in the TOR and RFP are expected to be provided. A list of projects to include a full description of the project, amount, donor, date of implementation or duration. Letter of reference can be provided.  Additionally, special attention to be paid to prepare and submit the relevant documents responding to eligibility and qualification requirements set under
6	In previous UNDP calls one of the Annexes not considered mandatory – list of similar projects and satisfactory performance. Kindly clarify	

		section 4 as well as to the detailed evaluation criteria according which the evaluators will be assessing the received documents.
7	Size of grant?	In terms of size of grant, it is between \$8,000 to \$10,000 with an average of \$9,000. We don't want to enlarge the brackets to give a fair approach to the beneficiaries. This is the range of the grants if any additional funds are needed we will be welcoming cost sharing or contribution.
8	Does UNDP make a distinction between a second economy and circular economy, for instance, would we be able to work with the second economy or would that business be required to create a completely new product to be considered as a part of circular economy	We are looking into the re-use of material which is encouraged. If we add value to re-use and minimize the dump of these material – it can be considered, but, not as only secondhand economy. Our aim is also to have an impact on the environment by creating job opportunities within the environmental approach by increasing the re-use of material and not by importing used or secondhand stuff.
9	On the financial proposal, specifically the table and excel file that will be looking to attach, you noted that we need to follow closely what is within the table. Is it possible to include organizational contribution potentially under another column highlighting where funds have been covered and not under the donor grant or should it be entirely off the books. Please clarify whether we can change or revise the table to add this or not.	<p>The table is given to standardize the comparison in terms of budget. It is highlighted in the table what to do if you need to add any lines.</p> <p>It's noted that the activity (4.2.4) called "Stipend for training" we need to put \$400 (unit cost) and \$24,000 (total cost) which are already described in the TOR that we missed to indicate in the table. We will amend and share the table. (refer to updated Form G – Financial Proposal)</p> <p>Concerning the evaluation, the assessment will concentrate on the cost which will be requested to be covered by UNDP. The cost sharing is welcome but it will not affect the financial analysis and comparison will be made with respect to the amount proposed as UNDP responsibility</p>
10	Question received through email: What is the Budget Ceiling for this grant application	In terms of size of grant to be provided to SMEs, as mentioned earlier, it's between \$8k-\$10k. If the question is about the application, kindly note it's not grant. Request for proposal is a competitive process selected based on the technical and financial proposals
11	For activities 2.3 (10 days tailored business skills development training) and 2.5 (Customized coaching and mentorship support services for businesses), there is no mention of transport stipends for beneficiaries unlike in the other trainings listed in the CFP. Does this imply that such	For business skills there's no stipend to be paid. For coaching and mentoring, are the services to be provided by the organization selected to the SMEs winners of the grant. The cost for transportation of the staff should be included in your operational cost.

	costs should be included in the overall training budget?	
12	Is the certification (training) be done by the contractor or by an external accredited organization?	The priority will be given to facilitate the collaboration between technical vocational training and education centers managed by MOLSA or any other organizations that linked to the Ministry of education. We think that certification should be provided by these authorities not by organization who is applying for this RFP.
13	Please elaborate on the probatory documents for the technical evaluation criteria?	In addition to what Enkhee mentioned earlier, please refer to technical evaluation criteria. For example, under organizations capacity, there is a criteria: The organization has appropriate policies on finance and procurement, and human resources management. We need to clearly see the evidence of these elements mentioned in the technical evaluation criteria so that the panel assessing, will be able to give ratings, based on the evidence.
14	Is it necessary submit the Form C if the proposal is filed by one organization?	The form may be returned stating as not applicable or you may indicate in your technical proposal that you are participating as a solo organization. The Form C is mandatory for organizations participating as JV or associations/consortiums
15	Explain more about market assessment. Do we need to submit a report with a formal template	Once the organization is selected, a discussion will be held to agree on the methodology and results, etc. The report is expected to be official and formal that can be used to advocate other actors to go into this sector and it might be also an opportunity for an additional funding for other circular economy and interventions.
16	Additional clarification received through email: In the Outputs the number of beneficiaries mentioned are 90 (60 under Output 1 and 30 under Output 2) while under Activity # 2.2 the beneficiaries mentioned are 40. May I request you to please clarify which ones are the final number of beneficiaries under Output 2.	There are two outputs: <ul style="list-style-type: none"> <li>• Output1: Skills development and employment opportunity: 60 persons (20 women, 30 youth)</li> <li>• Output2: SMEs support: 30 MSMEs (10 women and 15 youth headed MSMEs)</li> </ul> For the second output, 40 people will be receiving business skills and develop a business plan where only 30 will benefit from the grant.

Mr. Leon Chammah noted that there will be an addendum to the RFP on the financial proposal template - line related to the stipend for training 4.2.4 where figures are given. Additionally, the TOR will include a note with regard to grant modality which can be in-kind or cash or combination of both depending on your risk application with at least 2 disbursements.

Ms. Enkhmandakh Ishdorj underlined the importance of the thorough review of the RFP, TOR and other requirements downloading them from etendering portal and submission of the fully responsive proposal as per requirements stipulated in the RFP. Detailed information and complete documents will enable the evaluation panel to assess the offer accordingly in line the criteria. If any questions, the bidders may write to Ms. Enkhmandakh as per the email provided in the etendering event as well as bid documents and announcements not to any livelihood team members of UNDP iraq office. The submission from bidders will be accepted only through eTendering system.