

**Minutes of the Online  
Pre-bid Meeting held on 15 March 2022 regarding the RFP For Recruitment of a  
Technical Firm to Provide Project Management Assistance for the  
Implementation of an Integrated Judicial and Penitentiary Information  
Management System in Djibouti (JPIMS) in Djibouti**

**Reference: RFP-BDJI-2022-001**

**Members attended the meeting:**

<b>Name</b>	<b>Designation</b>
Simia Adakey Salawu	Head of Procurement-Country Office
Pall Davidsson	Chief Technical Advisor, Support to Justice Project
Ilyas Souleiman	Director of Studies and Planning, ANSIE
Marwo Mohamed Houssein	ANSIE
Bidders:	Refer to the attendance sheet

With reference to the subject RFP issued on 2 March 2022, please find below the queries raised by Invitees and answers thereto from UNDP Djibouti:

<b>S/L</b>	<b>Queries</b>	<b>UNDP Response</b>
1.	Do UNDP needs an outsourced Project Implementation Office?	<p>UNDP is recruiting a company (ideally a partnership between an international and a Djiboutian) to advise and support the UNDP and the government in introducing e-justice to Djibouti, the case management system of choice being Mizan 2.</p> <p>The company will operate like in-house counsel for UNPD. It will undertake all the initial needs assessment, analyse the features of Mizan 2 and develop the IT Master Plan that will govern the overall process. It will also develop the ToRs for the services and materials needed to implement the masterplan.</p> <p>The IT will have a central role in the overall process but will NOT be directly engaged in implementation. For that we will be recruiting others. It will however advise UNDP on the procurement of materials and services and provide essential quality control and testing of implementation.</p> <p>We are intentionally creating a separation between the partner who plans and provides oversight and the partner who implements to put in place checks and balances for the importance process. Please refer to ToRs for further details.</p>

2	How many countries are running MIZAN 2 and since how many years?	<p>Mizan has been in continuous development for almost 16 years in Palestine with the support of the UN. Independent evaluations demonstrate that it is having significant positive impact on justice services. We are not aware of it being implemented in other countries, however evaluations have called for it to be expanded beyond Palestine.</p> <p>Note the UN team in Palestine behind Mizan a is ready and able to provide various support in adopting and implementing Mizan 2 to the needs of Djibouti. We therefore already have a partner in that respect.</p>
3	Is there any other case management system deployed in Djiboutian justice?	<p>Yes, there is another case management system but it does not cover the scope of this assignment. It is not widely used (if at all) and was more of a test. It in no way provides the functional and non-functional features provided by Mizan 2.</p> <p>The Ministry is not looking to integrate the two systems but to introduce Mizan 2 to cover the whole justice system. Where previous systems are being used, they will be replaced by Mizan 2. The previous system may however provide interesting lessons to be taken into account in developing the IT master plan.</p>
4	Number of future users of the MIZAN 2?	<p>We do not have a fixed number of users at this time. This will be determined through the analysis you would be conducting. Likely we will be implementing the case management software in phases and gradually expanding the number of users.</p> <p>What is important is that there will be different levels of access e.g. one for a judge but a different one for an attorney accessing the system from outside. Mizan 2 allows for this.</p> <p>Just for you to have an idea of the scope, we could be looking at 200-400 users.</p>

5	Numbers of Djiboutian courts to digitise with MIZAN 2?	<p>It will cover all the courts:</p> <ul style="list-style-type: none"> <li>• The Court of First Instance (TPI), with its four chambers (civil, commercial, social, correctional and simple police)</li> <li>• The first instance administrative court</li> <li>• Personal Status Court of First Instance</li> <li>• The Court of Appeal</li> <li>• The Supreme Court</li> </ul> <p>What is interesting is that these courts are only spread to three buildings all in Djibouti city, making the process logistically feasible. They are all internet connected</p> <p>The Court of First Instance and the Court of Appeal are in the same building. The Personal Status Court and the Supreme Court are in separate buildings.</p> <p>There is an ongoing process to establish courts of first instance in three locations outside of Djibouti city, but they have not been set up yet. The case management system should also cover them eventually.</p>
6	I have question about dispute management. Over 65% of IT projects fail for many reasons, which Jurisdiction will be competent for international company that involved in the Joint Venture with the Djiboutian based company?	<p>UNDP commits to resolving contractual issues through amicable settlement.</p> <p>Where that fails, UNDP General Terms and Conditions, provide for arbitration as formal dispute resolution mechanism adopted by the UNDP to resolve disputes in lieu of national courts. Arbitration in UNDP contracts are handled under the rules of the UN Commission on International Trade Law (UNCITRAL).</p> <p>Note that a failure to set up the IT system would not necessary constitute a breach of contract if your deliverables are met.</p>
7	Who is the SPOC (single point of contact) of the customer? an IT company or the Djiboutian justice itself?	<p>UNDP General Terms and Conditions, arbitration is the formal dispute resolution mechanism adopted by the UNDP to resolve disputes in lieu of national courts. Arbitration in UNDP contracts are handled under the rules of the UN Commission on International Trade Law (UNCITRAL).</p>
8	Is there a pecuniary penalty in the event of a delay in the deployment of the project by the service provider?	<p>Section 3 of the RFP on tender data states the following on liquidated damages:</p> <p>If the Contractor fails to provide the specified services within the time period(s) stipulated in the Contract, UNDP may, without prejudice to its other remedies under the Contract, deduct 0.5 per cent from the total amount of the services for each day of delay until the actual delivery of 30 days. ♦ Once the maximum is reached, the UNDP may consider terminating the contract.</p>

9	<p>We cannot evaluate all works at the moment for many reasons. Do you expect to receive a fixed scope (sum) project in our proposal, or we can provide a list of key experts with an hourly rate for their work? To reimburse their work for the time spent.?</p>	<p>The practice is to have a lump sum with an estimate of the overall work involved. This enables us to compare in a very objective manner the value of money of your offers.</p> <p>Provide us with your best estimate. You can always work from the 250 days ceiling stipulated by the RFP and divide them among your team as you deem best.</p>
<p>It is requested to submit your bid a day prior or well before the closing time. Please avoid last minute submission.</p> <p>Any bidder seeking E-tendering access/submission related support should specify 'Request for Proposal number' on the Email subject line and send it to <a href="mailto:proc.dji@undp.org">proc.dji@undp.org</a></p>		