Minutes of the pre-bidding conference MyRFP2022-002 Consultancy to develop the National SDG Roadmap Phase II, 2021-2025

Place: ZOOM
Date: 17 March 2022
Time: 15:00 to 16:00 (GMT+8)

Panel from UNDP Malaysia:

a. Ms. Haniza Khalid, Economist
b. Ms. Hani Soehartojo, Project Assistant
c. Ms. Laine Liew, Operations Associate

I. Introduction

UNDP Operations Associate welcomed all meeting participants. She then briefed all bidders that the purpose of this meeting is to help the bidders to fully understand the key requirements in the RFP. Bidders can raise queries through Questions and Answers session. This meeting is not a pre-requisite for application. Those who missed or unable to attend this meeting can still submitted their proposal.

Minutes of this meeting will be posted on UNDP websites, so all bidders (including those who were unable to attend) can download for reference.

In case any bidders have queries after the pre-bid meeting, the bidders should send queries to the contact details indicated in the RFP.

Below are some key notes on preparing and submitting the bid:

1. Preparing proposal:
   
   - Proposal validity: 120 days from submission deadline
   - Please refer to the evaluation criteria in the RFP for UNDP requirements while preparing proposal.
   - Based on Annex 2, Bidders should provide in their proposal’s relevant information, proof/evidence they have for each criterion.
   - The proposal should be submitted in the templates provided in Annex 2. Bidders should follow templates.
   - Currency of the proposal is Ringgit Malaysia, should the company submit the proposal in different currency, UNDP has right to apply UN Exchange rate effective deadline of the submission. The UN Exchange rates are available by following link: https://treasury.un.org/operationalrates/OperationalRates.php
   - Please refer to Annex 2 “Check list” to ensure all essential documents are included in the bid.
   - Failure to accept UNDP General Terms will lead to disqualification of the company.
   - The expected durations of work will be 7 calendar-months from May – December 2022.
   - Partial Quotes is not permitted.
   - UNDP will award the contract to one and only one Service Provider.
2. Bid submission:
- Submission deadline: Friday, 01 April 2021, 11:59PM (New York Time)
- Only electronic submissions via e-tendering will be accepted.
- Please note that paper-based proposals will not be accepted.
- It is sole responsibility of Supplier to ensure timely and correct submission of proposals. Any submission after the deadline will be rejected.
- Financial proposal should be protected by password. The password details shall not be shared with Procurement Unit or any other members of UNDP Malaysia until the official request from UNDP Procurement Unit is received.
- The submission should be supported with additional documents confirming qualification of the company and other criteria, please refer for details to Annex 2 checklist.
- All Forms should be properly signed and stamped by authorized person.

3. Evaluation of proposals:
- Eligibility criteria provided in Page 5 of the tender document.
- The evaluation weight is distributed 70% for technical proposal and 30% for financial.
- Only the proposals that obtain minimum 70% out of 100 points will be considered for the financial evaluation.

4. Financial proposals:
- The financial proposal shall be provided based on the items listed in Annex 3.

5. Brief Summary of the RFP:
The RFP for the SDG Roadmap refers to phase 2 of the project. The roadmap complements the 12th Malaysia Plan (12MP) to make sure that the 12th MP aspirations are fully mapped against the SDGs. The project features four outputs listed below:

Output 1 on Developing a national SDG profile
UNDP assessment method RIA (Rapid integrated assessment) can be used. The RIA already exists and is in use but must be applied to Malaysia. The assessment describes the country’s readiness in applying its resources (e.g., institutional structures, etc.) to achieve the SDGs.

Output 2 on The SDG Roadmap
This output mainly pertains to SDG target setting and prioritization exercise. For this, additional data relating to SDGs must be identified. Baseline data is available at DOSM’s progress monitoring dashboard and through consultations with stakeholders, quantitative targets will be determined. The roadmap further must be able to link the SDGs with government and non-government actors’ work on the ground.

Output 3 on Localisation Guidelines
The main challenge in SDG acceleration is the implementation of the project at local levels. Local Guidelines shall be developed to help local actors to realise the implementation of SDGs. The guidelines will be tested across a sample of state land and administrative structures.
Output 4 on Framework for Monitoring & Evaluation

The purpose of this output is to enable articulation of SDG progress and ambitions using available SDG data over time. UNDP’s Self-Assessment Tool for National Evaluation Diagnostics and Strategizing can be used as a guide, but additional evaluation perspectives are welcome.

Recommendations

- The SDG roadmap is heavily-consultative in regards to determining future targets, resolving bottlenecks and finding synergies. At the same time, there is vast literature from 12MP, SPV2030 and VNR 2021 consultations, as well agency or sectoral roadmaps to learn from.
- Parallel workstreams can be rolled out e.g., local governments vs federal level consultation, NGOs and private sector.
- Consultants may acquire services of international experts who had experience in applying UN tools, if suitable
- Output 1 and 2 should be ready by August for approval by the government, and for launching in September at the SDG 2022 Summit.
- The Gender element is expressively stated, but as with all UNDP supported work this project should be gender sensitive and take into consideration vulnerable groups. There are guidelines on how to make our work gender-sensitive and UNDP will provide support on how to get there to the consultant. It would be good for the consultant to acquire the services of a gender expert, and the consultation must all be inclusive.

6. Questions/ Answer Session:

At the end of this presentation, there were some questions from participatees and these were clarified as below:

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<tr>
<th>#</th>
<th>Query</th>
<th>Answer</th>
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<tbody>
<tr>
<td>1</td>
<td>Would like to clarify if the SDG roadmap is to cover all the areas of the 12th MP. Does the assessment cover all 14 areas of the MP as they are overall quite a range or are there specific areas that should be focussed on?</td>
<td>There is already basic mapping of the 3 themes and the 14 gamechangers vis-a-vis the 17 SDGs but SDG Roadmap provide more direct links between the government plans and projects with the SDG’s achievement. What is lacking in 12MP in terms of SDGs can be added, but almost all of 12MP should be covered.</td>
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<td>2</td>
<td>Output 2 Are we to tie with the 12th MP quantitative targets or are we to propose targets?</td>
<td>If quantitative targets are already identified in the 12th MP, they must be used.</td>
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<td>3</td>
<td>Some of the goals do not have targets yet, are we thus expected to identify the baseline number for them?</td>
<td>17SDG Goals (247 Indicators) Baseline data for indicators are collected by DOSM. The consultants are to recommend which un-available indicators should be prioritized based on the SDG Roadmap, what are the realistic short, mid and long term (5-year) targets.</td>
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<td>Monitoring and evaluation framework: Are we expected to put in the scope, in terms of setting up a governance structure?</td>
<td>Yes, it only includes setting up a framework for monitoring and evaluation, does not include data collection itself.</td>
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<td>5</td>
<td>September 2022 SDG Summit: Does that mean that the output is expected to be in form of a public document that can be distributed?</td>
<td>Yes, ideally it would be a fully endorsed document that will have to go through the SDG Council. One of the event during the SDG Summit is to launch the SDG Roadmap for 2021-2025. Allow at least 1 month for government approval process (to review, revise and endorse).</td>
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<td>6</td>
<td>Output 3 Does you have a list of the local actors? Does the guidelines need to be unique for each local actors or shall it be a standardised guideline?</td>
<td>Different states have different local actors due to the prevalent legacy institutional characters of the state. When formulating the Localisation Guidelines, they need to consider these differences. At the end we would like to have a guideline with nuances that allow local actors to move rather than be constrained by the guidelines.</td>
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<td>7</td>
<td>How involved will be UNDP to guide the consultant on the different nuances or is the expectation totally on the consultant?</td>
<td>The consultant’s role is to facilitate all the conversations and consultations and create an output.</td>
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<td>8</td>
<td>How can one see that the local actors sign up for the project? Are they already involved? Do we need to consider a certain time to approach them to agree to the project?</td>
<td>Project is a national implementation project. Thus, the government is the owner, in form of the Economic Planning Unit (BEASSA). They can sort out arising issues in regard to participation on federal, state or local levels. However, the consultant needs to suggest in the inception which local actors to take part in the consultation process.</td>
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<td>9</td>
<td>Technical working groups and steering committee are led by the EPU?</td>
<td>Yes. The Project Technical Committee is chaired by Deputy Director General, EPU (Macro division). Project Steering Committee is led by the Director General, EPU.</td>
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<td>10</td>
<td>Regarding the consulting stakeholders, are you expecting this the contact to be virtual or physical in meetings?</td>
<td>For the next months the preferences is virtual, but in the future it might be hybrid or physical</td>
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<td>Budget Is there an indication/estimation of the Budget?</td>
<td>The Budget will not be indicated by the RFP, the consultancy will indicate the best price it can offer. The budget that is going to be proposed will be an all-in value of consultant’s costs including travel and meetings.</td>
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<td>Data collection</td>
<td>The SDG data collection is not part of the project, but the consultants will work with DOSM if needed for their data request and data inquiries.</td>
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<td>Will DOSM personal be part of the later on team that can be collaborated with?</td>
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<td>Output 3</td>
<td>The SDG Roadmap is a whole-of-society document, hence should also takes into account how the private sector, NGOs, community leaders can participate in SDG achievements</td>
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<td>Are we to include specifically government bodies or can we include the private sector?</td>
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<td>Bringing in International Expertise: Can we apply for the project in a partnership consortium or is UNDP looking specifically for local consultants?</td>
<td>The project to be led by a local consultant, but the local consultant can include multi-disciplinary expertise (either local or international) as they see fit.</td>
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**Notes:**

1. Minutes of the meeting will be posted on the website. UNDP procurement notices and all relevant tender information will also be posted on the following portals:
   a. UNGM: https://www.ungm.org/Public/Notice/170299
   b. PSO: https://procurement-notices.undp.org/view_notice.cfm?notice_id=88984
2. Questions on tender can be sent in writing to procurement.my@undp.org before 8 days to bids submission deadline.
3. Bidders is allowed to participate in the tender even though you missed the pre-conference session.

The meeting completed at 3.44pm. This minute will be posted on website for an easy access.

**Useful information/links:**

UN exchange rate: https://treasury.un.org/operationalrates/OperationalRates.ph