



Minutes of the Pre-bid meeting

Date: June 29, 2022

Venue: Level 2 Conference Room (Fiji); Zoom (<https://undp.zoom.us/j/87207720616?from=addon>)

Time: 3.30pm – 5:30pm

RFP/FJI10-006-2022 - **Open Data Information Management System for Aid Management**

Attendees:

- 1) Mikaela Barker (MB), Beyond Essential Systems – Australia
- 2) Anders Hofstee (AH), Catalpa International – Timor-Leste
- 3) Bianca Gay (BG), Catalpa International – Timor-Leste
- 4) Julian de Anquin (JDA), Development Gateway – USA
- 5) Eric Kramak (EK), Locana - USA
- 6) Lili Mkryan (LM), Synergy International Systems, Inc. – USA
- 7) Yana Hovhannisyan, Synergy International Systems, Inc. - USA
- 8) Prashant Gharat (PG), Trigyn Technologies – India
- 9) Aniruddha Chowdhury, Trigyn Technologies – India
- 10) Amit Majithiya (AM), Wishtree Technologies LLP - India
- 11) Mohsin Akram (MA), Webmedia South Pacific - Fiji
- 12) Muhammad Mohsin Akram, Webmedia South Pacific – Fiji
- 13) Asenaca Ramasima, Webmedia South Pacific - Fiji
- 14) Sridhar Karra Sridhar, Webmedia South Pacific – Fiji
- 15) Manish Mishra Manish, Webmedia South Pacific - Fiji
- 16) Ritesh Singh, Webmedia South Pacific - Fiji
- 17) Hassan Mirbahar (HM), UNDP Effective Governance Unit - Fiji
- 18) Deepak Naicker (DN), UNDP Procurement - Fiji

1. All participants were welcomed and introduced on the purpose of the meeting. The agenda of the meeting comprised of overview of the Invitation to Bid and Submission, a brief overview of Administrative Requirements, Technical Specifications, while facilitating clarification questions in the end.
2. The representatives from UNDP and the eight vendors (above) introduced themselves and provided a brief background of their companies\ organizations.
3. UNDP Procurement Staff conveyed the overview and objective of the tender document to enter into an agreement with a firm for development and implementation of a new Open Data Information Management System. The procurement Staff also provided a brief outline of the administrative requirements (eligibility\ evaluation criteria, forms to be used for submission, mode of submission etc.) and briefly provided an overview of the submission mode (e-Tendering system). It was highlighted that early registration and prior submission before deadline is important to avoid disappointment due to last minute technical glitches etc. He also highlighted that Financial Proposal and technical Proposal needs to be submitted separately with Financial Proposal password protected (password to be provided to UNDP upon request).
4. The Project (Effective Governance (EG)) representative provided a broader overview of the technical aspects of the Request for Proposal (RFP). He highlighted that the conception work on



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this project had started around a year and a half ago during the first wave of Covid-19 pandemic in Fiji when the Fiji Government was receiving a lot of Aid inflow's and there was a need for a system for better coordinating, recording and managing of the Aid inflows. Following this need, UNDP and Fiji Government has been discussing on a number of options reviewing some of the case studies where UNDP had provided similar support globally etc. Hence Fiji Government is looking to develop a web-based Aid Management Information System which can track Aid inflows both in cash and in kind. These elements and further details on input and output requirements are detailed in the Terms of Reference (ToR) in the RFP document. The project will have a pilot approach starting with few of the Ministries (Ministry of Foreign affairs etc.) and later rolled out to other Ministries. The Government is looking for a solution that is custom made to meet the requirements as highlighted in the ToR\RFP. With this the Fiji Government aims to improve aid coordination with the partners as well as agencies within the government, as well as with a strong commitment to improve the accountability and transparency within the aid responses. Currently such data is manually entered and collected using excel etc. hence the proposed system will provide web-based portal where data can be collected entered, analyzed and presented with meaningful reports to relevant stakeholders.

5. Following this during the Q&A session, representative from Wishtree Technologies LLP queried that what exactly needs to be submitted as per the requirement for Power of Attorney as stated in the RFP. The Procurement staff clarified that this will be required as applicable to the bidder in case that there is a legal authorization for a designated person to make decisions about the company on behalf of the legal authority someone has been assigned to made officials decisions etc. on behalf of the legal representative. Following this Wishtree Technologies LLP queried if there was any format, samples or type of data to be collected for the input data. To this, the EG staff responded that there was no standard format of the data currently being collected, however can only share that some of the input data will include the donor information, types of assistance (grants\ loans), commitment types. He also added that in addition to the system development, standardizing the data format etc. is something that will be worked on in parallel. Wishtree Technologies LLP further queried if there will be importing of data from other sources than the user interface (inputting data). To this, the EG representative responded that most of the data will be input through the user interface however there could be importing of data through other sources as well. Wishtree Technologies LLP further queried regarding the budget system integration. To this, the EG representative responded that this would be something to be discussed in the inception period. Wishtree Technologies LLP also queried on global indicators as highlighted in the RFP and how it is currently monitored. EG rep responded that global indicators are the sustainable development goals and nationally defined developments can be found online which is part of Fiji's National Development Strategy.
6. Wishtree Technologies LLP queried on the existing infrastructure of Fiji Government to which the EG rep responded that there is no standard practice however Fiji Government has established a Digital Fiji platform to work on the infrastructure etc. Wishtree Technologies LLP also queried on



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output data and on demand report requirements to be generated from the system to which the EG rep responded that there are a number of reporting requirements to address the broader objectives of the system to record and track as well as forecast the Aid inflows etc. which can be further discussed at inception period. Wishtree Technologies LLP further queried on the timelines as May 2023 is the current completion date of the project to which EG rep responded that there could be slight flexibility however the aim is to complete the project within the projected timeline.

7. Webmedia South Pacific queried on the input required from general public as one of the stakeholders as mentioned in the RFP to which EG rep clarified that it will be the output data which the general public will be able to view for transparency purpose etc. Webmedia South Pacific further queried if location will on is Fiji only or will there be other location, further to the decentralization of the system mentioned in the RFP. To this, the EG rep clarified that the decentralization in the RFP is meant for the system to be decentralized to various stakeholders\ ministries in Fiji.
8. Locana queried on UNDPs strategies and how does this project fit in to UNDPs strategy. To this, EG rep responded that this is linked to SDG Financing which has various elements including Aid management.
9. Synergy International Systems, Inc. queried if solutions that are not open source can be considered, to which the EG rep responded that the solutions are required to be open source.
10. Development Gateway queried if an off-the shelf option could be proposed, to which the EG rep responded that the preference is for a customized system which is fresher\ new with a more diverse approach.
11. Trigyn Technologies queried if there are language requirements for training and documentation etc., to which EG rep responded that English would be the required language which is the official language used in Fiji.
12. Wishtree Technologies LLP queried if cost of hosting could be taken care of by Govt. of Fiji so that there are no issues in transferring after 1 year (as experienced by the vendor in past), to which EG rep reaffirms requirement for the vendor to handle this for one year as highlighted in the RFP. Wishtree Technologies LLP queried if there is any existing authentication system or will this need to be built, to which EG rep responded that the system should allow admin to define the user levels which needs to be built. Wishtree Technologies LLP queried if there is any travels expected for the assignment and if so will there will be support for Visa etc. provided, to which EG rep responded that this is home based however since the Fiji borders has opened, some travel may be expected and this can be factored in the proposal. For visa etc. this will need to be arranged by the selected vendor, however an official contract will be signed for the engagement which can be used. Wishtree Technologies LLP further queried that the RFP requires around 10-12 profiles however will it be sufficient if the project could be completed by fewer people to which EG rep clarified that the RFP is self-explanatory and that should be sufficient where an individual can perform multiple functions reducing the number of personnel. Wishtree Technologies LLP also queried if the recording of the Pre-bid conference would be shared, to which the UNDP



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Procurement rep responded that the recording won't be shared, however the minutes of the conference will be shared via the advertisement portals.

13. With no further queries or clarifications, the UNDP Procurement staff thanked all the representatives for attending the Pre-bid meeting on behalf of UNDP and the meeting was closed.