

**FINANCIAL MANAGEMENT AND GOVERNANCE CAPACITY  
BUILDING SERVICES OF PAPUA NEW GUINEA'S PROTECTED AREA  
NETWORK (Re-advertise)**

Reference: RE-RFP-PNG-006-2022

Venue: ZOOM Platform

15:30 PM, PNG TIME on 06 & 08 September 2022

**Members attended the meeting:**

<b>Name</b>	<b>Designation</b>
<b>Andrew Rylance</b>	Chief Technical Adviser
<b>Ted Mamu</b>	National Project Manager
<b>Mr. Ehsanul K Chowdhury</b>	Head of Procurement, UNDP
<b>Lynette Migile</b>	Procurement and Travel Associate, UNDP
<b>Mr. Clifford Rodrigues</b>	Procurement on SURGE Support, UNDP
<b>Bidders</b>	CUFA, Tok Stret Consulting, KPMG, CEFI

Mr. Ehsanul Karim Chowdhury from the UNDP Country Office's Procurement Unit welcomed all the participants, and briefly discussed some of the procurement related requirements, and also provided an outline of the Technical and Financial proposal submission process.. Mr. Andrew Rylance then explained the technical requirements of the TOR. Afterwards, Mr. Clifford Rodrigues then highlighted the process and compliances for bid submission.

The following clarifications/corrections were made on the meeting on the 08 September 2022 by the UNDP procurement team:

Please refer to Section 4: Evaluation Criteria on Page 28-29 of the RFP. Scoring guideline for individual evaluation criteria has been modified as follows (Highlighted in yellow background):

<b>Section 1: Expertise of the Firm/Organization</b>		<b>Points obtainable</b>
1.1	Proven track record of working with non-governmental organisations and community-based organisations delivering financial or organisational management training, with preferential experience in the conservation sector (5-6 years - 84 points, 7-8 years - 108 points and more than 8 years - 120 points)	120
1.2	Demonstrable experience of the legal requirements to establish and operate non-governmental and community-based organisations in Papua New Guinea (up to 60 points)	60
1.3	Experience delivering training in the Asia Pacific region is required and proven experience in Papua New Guinea would be desirable (1 relevant contract – 49 points, 2 – 63 points, 3 and more – 70 points)	70
<b>Total Section 1</b>		<b>250</b>

**Section 2. Proposed Methodology, Approach, and Implementation Plan – reminds unchanged**

Section 3. Management Structure and Key Personnel				Points obtainable
3.1	Team Leader and Team Members - Description of the project team and their qualifications (Refer to TOR)			300
	Team Members:		Sub-Score	
	3.1.1. Designated Leader		120	
	<ul style="list-style-type: none"><li>The team leader should hold a Bachelor’s degree in the field of financial management, biodiversity conservation, natural resources management, business development, or a related field (Bachelor’s degree -14 points, Master’s – 18 points and PhD – 20 points)</li></ul>	20		
	<ul style="list-style-type: none"><li>S/he should have at least 5 years of experience working with non-governmental organisations and community-based organisations delivering financial or organisational management training, with preferential experience in the conservation sector (5-6 years - 28 points, 7-8 years - 36 points and more than 8 years - 40 points)</li></ul>	40		
	<ul style="list-style-type: none"><li>Experience of managing programmes and projects (1-2 years - 28 points, 3-4 years - 36 points and more than 4 years - 40 points)</li></ul>	40		
	<ul style="list-style-type: none"><li>Fluent English</li></ul>	20		
	3.1.2 Training Assistant		Sub-Score	
	<ul style="list-style-type: none"><li>The training assistant should hold a Bachelor’s degree in the field of administration, business management or a related field (Bachelor’s degree -10 points, Master’s – 20 points)</li></ul>	20	100	
	<ul style="list-style-type: none"><li>S/he should have at least 5 years of delivering training with non-governmental organisations and community-based organisations delivering financial or organisational management training, with demonstratable experience in Papua New Guinea (5-6 years - 42 points, 7-8 years - 54 points and more than 8 years - 60 points)</li></ul>	60		
	<ul style="list-style-type: none"><li>Fluent English – 10 points, fluent Tok Pisin – 10 points</li></ul>	20		

•	3.1.3 Stakeholder Engagement Assistant		Sub-Score	
•	<ul style="list-style-type: none"><li>The Administrative assistant will be responsible for organising the training events, communicating with stakeholders, and liaising with UNDP on the travel arrangements of participants.</li></ul>	30	80	
•	<ul style="list-style-type: none"><li>S/he should have at least 3 years of organising training events focused on non-governmental organisations and community-based organisations in Papua New Guinea.</li></ul>	30		
•	<ul style="list-style-type: none"><li>S/he should be able to communicate in English and Tok Pisin.</li></ul>	20		
Total Section 3				300

Please refer to Section 5 Terms of Reference of the RFP. The following clarifications have been made:

Text in the RFP	Clarification
<p>The header section on Page 31</p> <p><b>Duration of Initial Contract:</b></p> <p>Approximately 175 working days (as a total for all consultants) over the period of 20 months (including intermittent pauses) from the date of contract signing</p>	<p>This is correct. The contract duration shall be according to this statement starting from the date of the signing of the contract with the awarded bidder.</p>
<p>Section 4 on Page 34:</p> <p>Key deliverables table shows a timeline which is for less than 20 months</p>	<p>Bidders are requested to submit a Schedule of Implementation showing a timeline with 175 working days over the period of 20 months. When a bidder is awarded the contract, the final timeline shall be adjusted for 20 months from the date of the signature.</p>

The participants were then allowed to ask questions for further clarification about the assignment and bid submission process. Following were the questions asked in the meeting or received through PNG Procurement email, and the responses provided by UNDP.

No	Queries	Responses
1	Is the expectation that one bidder will cover training in all five locations or is it appropriate that a tender can be specific to one province - ie - more than one tender could win distinct programs	<p>The training is expected to be conducted in all five locations. It may not be proposed to only be in one location. However, the bidder can propose each of the five locations.</p> <p>All five locations are for the single tender.</p>
2	The bidding document mentioned about reports for GEF Project. Is it possible to share these documents with the bidders?	<p>These documents are publicly available and referenced to Section 5 – TOR, 1. Project Background of the RFP e-tender document, page 32 with the links.</p>

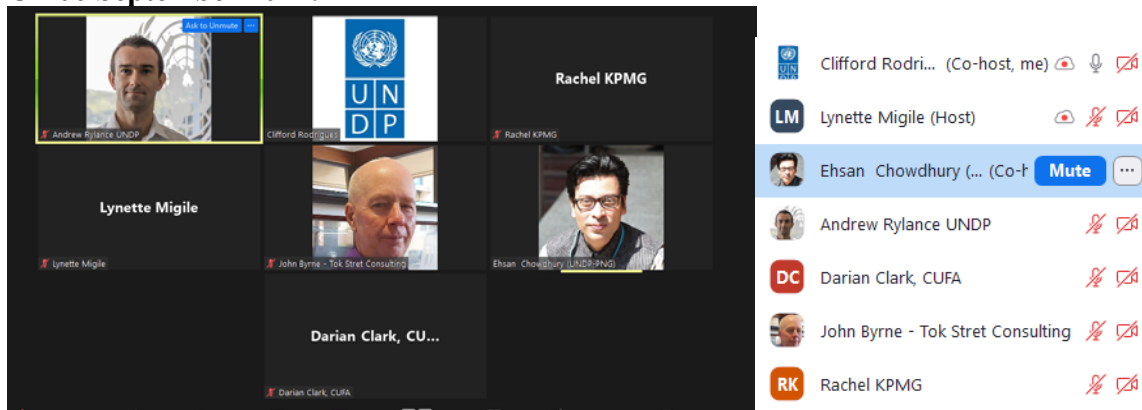
**Note: Above Clarifications in response to queries raised during the pre-proposal meeting and amendments (if any) shall be an integral part of the ITB document and supersede all provisions as applicable.**

**Annexs:**

- 1. Screenshot of the attendees in the pre-bid meeting**

## Annex 1: Screenshot of the attendees in the pre-bid meeting

On 06 September 2022:



On 08 September 2022

