

MINUTES OF THE PRE-BID MEETING

Procurement case **RFP-2022-042**
Development and application of the prototyping methodology on future skills and economic growth for “Knowledge Week: embracing the change” initiative.

Venue: Zoom platform

Date and time: September 09, 2022, 11:00 (Nur-Sultan time)

Project: Post-Crisis Support to the Government’s Reform Initiatives, 00130312

Before the start of the "Questions and Answers" session, the UNDP Head of Solutions Mapping Aizhan Kapysheva informed in detail about the goals, objectives and stages of work on the announced competition, described the general requirements of the Terms of Reference, which is publicly available, commented on the expected results. Explanations to the questions asked by potential applicants are given below:

#	The meeting participant/potential Bidder questions	UNDP answers
1.	Did we understand correctly that we, as organizers, must find 3 specialists in three sectors of the economy: construction, agriculture and the creative sector. And the expert of each sector should conduct his foresight session with the involvement of other experts as part of the event that we need to organize according to this TOR to determine the strategic direction for the development of each sector. Each of the experts holds their own foresight session, highlights potential technological breakthroughs, draws direct parallels with the processes currently taking place inside these economies, whether these processes are going in the right direction or not, what steps could be taken to turn these processes in the right direction . We collect information and prepare 3 reports on these 3 sectors of the economy.	First of all, a methodology should be developed describing how experts will be selected, what programs and applications will be used in the process, what results are expected, etc.
2.	Does UNDP plan to finance local organizations, communities wishing to use the developed methodology in their activities in the future?	When we implement something, we always think about sustainability. UNDP will be more interested if the product is useful to our national partners and local communities. But it all depends on the quality, how it will be implemented, etc. But in general, then, if we see the potential, we are always open and ready to support new ideas, new technologies, etc.
3.	So the company has developed a methodology and then needs to organize sessions using that methodology. What	The final event will most likely be held in the city of Nur-Sultan. All this should be described in the methodology and included in the budget

	should these sessions be like - will they be nationwide, will they be held in the regions, or are they planned to be held in Nur-Sultan?	
4.	What costs should be included in the financial proposal?	Payment terms are specified in the TOR. UNDP provides premises, coffee breaks, equipment for the event. And the company must calculate and include in the financial proposal travel expenses (daily allowance, tickets, hotel, etc.) for the trips of invited specialists.
5.	What is the total duration of the project?	2 months
6.	What template should be used to confirm the readiness of the expert to perform work as per this TOR? And if the tender is delayed, but there is no expert (hired by another organization) to perform work on the TOR?	There is no special form to confirm availability. It must be prepared in writing, for example, "I, First Name, Last Name confirm readiness to work on this TOR, etc." If, as a result of the assessment, the company is recommended for the contract, and the expert who initially confirmed readiness is not available to work under this TOR, at this stage the company and the project may conduct additional negotiations to replace the expert with another one, but the new expert must also meet all the requirements and criteria specified in this Terms of Reference.

The UNDP Procurement Specialist asked participants to pay attention to the following requirements:

- **The Annex 2b (Financial Proposal) must be password protected.**
Bidders should independently set a password for the Financial Proposal and send Annex 2b in a separate file together with the tender documents for participation in the tender. The password to the financial offer is not disclosed until the official request from UNDP.
- the application for the competition must be submitted in Russian or English language and be valid for at least 90 days.
- the deadline for submitting proposals for the competition is September 20, 2022, until 15:00, Nur-Sultan time.
- the currency of the offer must be indicated in table A (Breakdown of expenses based on the results of the work) and table B (Breakdown of expenses by component components).
- If you have any questions during the preparation of the tender offer, please send them to the procurement specialist Gulnara Karpisheva by e-mail Gyulnara.karpisheva@undp.org