

Minutes of Pre-bidding conference for Call for Proposals from NGOs

232-2022-CFP-UNDP-GFATM

Improve case finding of TB and DR-TB cases in communities and treatment adherence support to patients using people centered innovative approaches

Title	Pre-bidding ZOOM meeting session for case 112-2022-CFP-UNDP-GFATM “Improve case finding of TB and DR-TB cases in communities and treatment adherence support to patients using people centered innovative approaches”
Objectives	<ol style="list-style-type: none"> 1. Introduction of contest objectives 2. Presentation of the UNDP tender procedures 3. Answers and Questions
Participants	<p>UNDP Staff: Administrative and Finance Analyst- Nazira Nazarova Monitoring and Evaluation Specialist – Shahnoza Okhunjonova</p> <p>Representatives of NGOs: Nargis Saidova, NGO “Gender and Development” Pulod Jamolov, PO “Spin Plus” Elena Hasanova, PO “Spin Plus” Shaboz Nuralibekov PO “Nur”</p>
Venue	Zoom session https://undp.zoom.us/j/87458378913
Date	07 October 2022 at 10.00

Pre-bidding Zoom meeting session commenced at 11:00 hours via Zoom link:

<https://undp.zoom.us/j/86477198668>

Monitoring and Evaluation Specialist Shahnoza Okhunjonova has opened the meeting and informed that this tender is launched for the provision of services within the “Improve case finding of TB and DR-TB cases in communities and treatment adherence support to patients using people-centered innovative approaches”.

The tender is aimed at selection of local community-based organization and/or non-government organization(s) for implementing community TB activities to support active case finding and treatment adherence support of patients receiving DR-TB treatment including new treatment regimens in GBAO and Khatlon oblast.

The main goal of this meeting is to provide response to possible questions of potential bidders upon carefully study and understanding of the solicitation documents, inclusive the Terms of Reference, Evaluation methodology and General Conditions.

All information was presented regarding the available thresholds for two lots, composition of administrative expenses, admin threshold, qualification and eligibility criteria, evaluation criteria and methodology was also provided to participants. The emphasis in preparing of budget was directed to the point that overhead costs should not exceed 15%. The proposals should be submitted within allocated funds for the call for proposals (max and min thresholds).

The information on the programmatic part of the Terms of Reference including geography and indicators was also presented to the participants as well the requirements according to RFI and eligibility criteria. It was highlighted that all questions in RFI alongside of answers, should be provided with the supportive documents and evidence. It was stated that a detailed Workplan and a plan of monitoring visits and CV of main program staff should also be provided along with a technical proposal.

Nazira Nazarova finance and administrative Analyst in detail explained how the financial proposal should be submitted, moreover, she highlighted that during the calculation of the budget the percentage of involvement of each employee should be considered and calculated correctly. Furthermore, she has underlined that there were changes in the taxes and taxes should be calculated according to the new rates.

The composition of the Bid Documents was summarized and highlighted important: the need to complete and submit the required documentation as per the instructions within the procedures for tendering before the deadline indicated by UNDP in CfP.

Participants asked the following questions:

Q1. Can we count in indicators the TB patients that are already enrolled in treatment and know their status?

A1. For Indicator 1. "Covered by TB screening" these people can not be counted as they are already diagnosed with TB and know their status. However, their contacts should be contacted and screened for TB and calculated in Indicator 1. These people should be calculated in Indicator 5. "% of people under DOT adhered to treatment".

Q2. Can migrants who have TB and receive the treatment in Russian Federation be beneficiaries of the projects?

A2. If this people receive TB treatment in Russian Federation and are already adherent to treatment and not registered in TB centers in Tajikistan and plan to leave Tajikistan, they are not considered as beneficiaries of our project. However, their contacts should be contacted and screened for TB and calculated in Indicator 1.

Q3. Should we provide CV of all social workers that will be involved in the project?

A3. According to the RFI bidders have to provide CV of Project coordinator, Accountant, and 2 or 3 social workers. If the organization will involve in the project the social workers who have solid experience in similar projects, it will strengthen the submitted technical proposal. As well in the technical proposal the detail information about the main staff of the project should be indicated.

Q4. Can we involve to the project Lawyer as well?

A4. If the technical proposal provided by the organization is within the dedicated budget and it allows to involve all requested by RFI staff and the additional staff like a lawyer, the proposal can be considered.

Q5. Can the organization budget the rent of the car for program activities?

A5. Yes. The organization can budget the rent of car with or without the driver. It is recommended to use the official document "Government decree on reimbursement of tariffs" for the calculation of DSA for the business trips of the staff involved in the project.

In conclusion, Monitoring Specialist thanked the participants for their participation in the discussion of all issues related to ToR and tendering process. Participants were advised to send additional questions, if arise in the course of preparation of the project proposal only by e-mail to procurement.tj@undp.org.

Finance and Administrative Analyst- Nazira Nazarova

Monitoring and Evaluation specialist – Shahnoza Okhunjonova

DocuSigned by:

Nazira Nazarova

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Shahnoza Okhunjonova

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