

MINUTES OF PRE-BID MEETING

LRPS-2024-91962331

Institutional consultant to conduct pilot of institutionalization strategy for community health workers at district and village levels.

Date/Time : Thursday, 20 March 2025 @10:30 Hours, Jakarta Local Time

Venue : Microsoft Team Online

The meeting opened by a narration of the background, purpose, and scope of work of the assignment by the **health specialist** (Hiring Unit). The administrative and procedure of submission of technical and financial proposal was explained by Supply unit.

Meeting Participants:

- HEALTH (Hiring Unit)
- Supply Unit

Potential Bidders Meeting Objectives:

- Provide an overview of the program and its needs.
- Explain the scope of work
- Answer questions from potential bidders.

Meeting Summary

The pre-bid meeting for Tender LRPS-2025-9196331 was convened to discuss the institutional consultant assignment for piloting the institutionalization strategy for community health workers at the district and village levels. The meeting provided an overview of the project and its objectives.

Project Overview and Objectives

UNICEF is supporting the government in institutionalizing community health workers, including developing a national roadmap and technical guidelines at the national level. A key component of this initiative is the implementation of supportive supervision as part of the institutional framework.

The project will focus on piloting operational guidelines, including supportive supervision, in selected regions. While the primary implementation will be in NTT, stakeholders from NTB will be invited to participate in discussions and training sessions to facilitate independent implementation in their areas. A baseline assessment will be conducted to understand existing conditions, followed by continuous monitoring and an endline assessment to evaluate the impact and provide recommendations for finalizing the technical guidelines.

The timeline for this project is relatively short, running until October or November 2025, necessitating intensive monitoring to collect comprehensive data. Additionally, given that 2025 marks the final year of the UNICEF-Government of Indonesia cooperation cycle, administrative closure must be completed well in advance of December.

Proposal Requirements and Methodology

Bidders were advised to provide detailed and advanced methodologies in their proposals. While NTB stakeholders will be engaged, the primary intervention remains in NTT. The methodology should reflect how the pilot implementation will be conducted and how findings will contribute to the institutionalization strategy. UNICEF will coordinate with the selected bidder on the best mechanisms for execution.

Tender Timeline and Administrative Considerations

Bidders were reminded of the importance of adhering to the deadlines outlined in the TOR. Given the administrative closure requirements, they should be mindful of submission deadlines and ensure all necessary documents are prepared accordingly. The tender deadline falls close to the long Lebaran holiday, and bidders were encouraged to submit high-quality proposals within the given timeframe.

Q&A Session

- Dissemination and Policy Dialogue Deadline: A question was raised about the timeline for the dissemination event and policy dialogue scheduled for December 20, 2025. Given administrative closure requirements, clarification was sought on whether adjustments would be necessary. It was confirmed that while the current timeline remains as stated in the TOR, it will depend on project start dates and the funding agreement with the Government of Indonesia. Any necessary adjustments will be communicated accordingly.

- Expected Outputs and Publications: Further clarification was requested regarding UNICEF's expectations for dissemination and publication of project outputs. It was noted that the final report must align with TOR requirements and include recommendations for strategy development and scaling up. While the final report must adhere to the project timeline, knowledge products, including manuscripts for publication, can be more flexible in their completion. The selected bidder will work with UNICEF to determine the best approach for documenting and sharing findings.

Submission Process and Next Steps

Bidders were reminded that proposals must comply with TOR guidelines, ensuring a clear distinction between technical and financial components. Proposals must remain valid for 120 days post-submission to accommodate evaluation and approval processes. Additionally, bidders were advised to register on the UNGM portal, as a valid UNGM vendor number is required for contract awarding.

It was confirmed that any further clarifications could be submitted via email up to three days before the tender deadline. The meeting concluded with confirmation that the meeting minutes would be shared with all invited bidders.