**Minutes of Pre-biding conference for** **Call for Proposals from NGOs**

**300-2020-CFP-UNDP-GF-HIV/AIDS**

**“****Provision of improved access to HIV prevention services for sex workers (SW) and men having sex with men (MSM) in Dushanbe, DRS, Kulyab and Bokhtar regions of Khatlon oblast and Sogd oblasts**

**”**

|  |  |
| --- | --- |
| **Title** | **Pre-bidding ZOOM meeting session for case 300-2020-CFP-UNDP-GF-HIV/AIDS “Provision of improved access to HIV prevention services for sex workers (SW) and men having sex with men (MSM) in Dushanbe, DRS, Kulyab and Bokhtar regions of Khatlon oblast and Sogd oblasts"** |
| Objectives | 1. Introduction of contest objectives 2. Presentation of the UNDP e-tender procedures 3. Answers and Questions |
| Participants | **UNDP Staff:**  Procurement Associate CO  Administrative & Procurement Associate  Administrative and Finance Analyst  Prevention and scale up HIV Programme specialist  Finance associate  **Representatives of NGOs:**  Farishtamoh Gulova, NGO Equal Opportunities  Nuraliev Akmal, Finance specialist, NGO Equal Opportunities  Nasim Fayzov, Director, NGO Svon Plus  Salomat Qurbonova, NGO “Young generation of Tajikistan”, Khudjand  Egamberdieva Dilorom, Director, NGO Buzurg  Mastona Ergasheva, NGO Jovidon  Aripov Orifkhoja, NGO Solimi |
| Venue | **Zoom session** <https://undp.zoom.us/j/87591458280> |
| Date | **16 December 2020 at 11.00** |

Pre-bidding Zoom meeting session commenced at 11:00 hours via Zoom link [https://undp.zoom.us/j/87591458280](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fundp.zoom.us%2Fj%2F87591458280&data=04%7C01%7Cnargiza.saparova%40undp.org%7C350c22ae669143ea3b9108d89d39940e%7Cb3e5db5e2944483799f57488ace54319%7C0%7C0%7C637432217908202622%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=E1To8pULJstcJrbFaVv3tu3pZ8Nr0bm5SYGxZG6Arno%3D&reserved=0).

Administrative and Finance Analyst has opened the meeting and informed that this e- tender is launched for provision of services within the “**Provision of improved access to HIV prevention services for sex workers (SW) and men having sex with men (MSM) in Dushanbe, DRS, Kulyab and Bokhtar regions of Khatlon oblast and Sogd oblasts**”.

The tender consists of 4 lots:

1. Lot 1: Dushanbe and DRS
2. Lot 2: Sogd Oblast
3. Lot 3: Kulyab region of Khatlon oblast
4. Lot 4: Bokhtar region of Khatlon oblast

The main aim 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 related to call of proposals was presented by Administrative and Finance Analyst regarding the available thresholds for each lot based on indicators and composition of administrative expenses, admin threshold, qualification and eligibility criteria, evaluation criteria and methodology, including NGO Eligibility and qualifications, Proposed Methodology, Approach and Implementation Plan, Management Structure and Key Personnel. Finance associate has made presentation on detailed budget, with main attention of bidders on correct development of the budgets, with emphasis on level of involvement of project personnel, cost per unit, currency to be used for budgets, division of budget per quarters, provision of expenses per budget lines in additional excel sheet, more detailed information for activities. Special attention was paid to the list of eligibility criteria’s of applicants, no coalition proposals are eligible for tender, Global Fund requirement on having the certificate on “Fishing” which is available on the GF site on iLearn platform as well as certificates of finance specialist on 1C and financial management.

Clarifications on budgeting and information on required timeframes for all activities were provided by Administrative and Finance Analyst. 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 per each Lot (max and min thresholds). Special attention should be given to correct formulas used for budgeting excel sheet.

Procurement associate has informed all participants on recent updates of the UNDP e-tendering platform and requested bidders, who is facing challenges on entering into the system, to provide UID, registration login and email to [procurement.tj@undp.org](mailto:procurement.tj@undp.org) to reset the profile data.

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 e-tendering before the deadline indicated by UNDP in the e-Tendering system.

Participants asked the following questions:

**Q1:** Could you please give information on calculation of salary related to resignation from the project?

**A1:** You can apply with request for final payment for staff in case of resignation if the savings are available within the project during the implementation, if the contract is granted to your organization

**Q2:** Is it possible to decrease the indicators for MSM in Bokhtar and Kulyab regions as according to the latest data received from appropriate AIDS centers the number of MSM is gradually decreased?

**A2:** The Call for current proposal aligned with the Funding request to Global Fund is based on recent IBBS conducted in Tajikistan in 2018 and estimated national indicators (13,400 MSM). The indicators could be changed based on national surveys, if the reduction in MSM is proved, the related changes at the current stage would be made.

**Q3:** Can organization apply with merged proposals and budgets for lots?

**A3:** No, separate proposals should be submitted to each lots, no merging of lots’ budgets is permitted.

**Q4:** There is pressing from law enforcement agencies to organizations working with the MSM in regions on provision the confidential information of clients. How to deal in cases of pressure?

**A4:** There is an evaluation criteria «relevance of Experience working with MOH Tajikistan and National and/or Oblast AIDS Centre” in the call for proposal, thus to confirm working experience, the organization should have agreements/memorandums with the relevant organizations, providing services to key population groups in respective regions. there is possibility to contact the Human rights center to receive legal support.

**Q5:** Please provide information on planned PrEP activities as this is not mentioned in the proposal.

**A5:** Activities for PrEP are available in the funding request only for MSM groups of population, no other groups are planned for PreP. The expansion of these services within the allocated budget could be submitted as innovation approach.

**Q5:** We have faced problems during the process of uploading documents into the system, especially reports and surveys. How to manage challenges during the submission process?

**A5:** All tender related documents should be uploaded up to 50 MB each. Due to unstable internet connection there is interruption of network connectivity. Its recommended to divide big sized documents into small documents, to avoid corruption of documents.

**A6:** What kind of documents should be submitted for the current call?

**Q6**: You should submit all required documentation listed in call of proposal document (audit reports, your proposal with methodology, budget and etc).

Detailed presentation was made on newly introduced e-tendering system covering following topics:

* registration process, activation of account,
* search for tenders and download tender documents with or without a registered user account;
* preparation the package of documents for bidding,
* process of submission the bids, saving of working steps, view the bid status,
* confirmation of posted bids, editing and cancellation the submitted documents, final date and time of submission.

Several questions related to bidding process were asked by participants. Special attention by Procurement associate was given on proper submission of package of documents within the system. Every file should be uploaded into the system before pushing the submission button. Bidding documents are acceptable for uploading in word, jpeg, excel, zip and .pdf formats.

In conclusion, Procurement Associate and Administrative and Finance Analyst 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](mailto:procurement.tj@undp.org).

Nazira Nazarova, Administrative and Finance Analyst, UNDP

Farrukh Khamzaev, Procurement Associate CO

Marat Fayruzov, Administrative & Procurement Associate, UNDP

Nargiza Saparova, Prevention and scale up HIV and AIDS Program Specialist, UNDP