

**PREBID MEETING NOTES**

**Subject:** Short Term National Institutional Consultancy, Support the Development of National Family Based Early Intervention System for Children with Disabilities

**RFP-TURA-2021-04 (LRPS-2021-9166049)**

**Date:** 6 April 2021

**Time:** 10.00 hours

**Venue:** Teams Meeting

**Meeting Minutes**

The pre-bid meeting covered 2 sessions; discussion on the ToR and tender process, which was then followed by Q&A session. It was mentioned that main purpose of the meeting was to exchange information regarding the submission of proposals process and highlight the expectations/ limitations for a smoother tender process and the evaluation process following the tender.

The meeting started with brief information on the background of the consultancy. UNICEF Child Protection Officer briefed the participants on the tasks and required expertise of the experts in specific areas. Information on the purpose, scope, methodology and coordination was also provided.

Technical and financial evaluation process were explained to the meeting participants which was detailed in the RFP document. It was reminded that all bidders must register to the UNGM site as part of the tender process. The representatives of the companies were informed that due to COVID pandemic outbreak technical and financial proposals will be received by email as detailed in the RFP document in separate emails. The bid reference number must be written in the subject of the e-mails. Considering that UNICEF's email address can take email attachments up to 15 MB maximum per mail, bidders were requested to take the email size issue into consideration while submitting their proposals electronically. Therefore, proposals can be sent in more than one e-mail. In this case, it is necessary to enumerate emails. For example, if 5 emails are sent, they must be numbered as 1/5, 2/5, 3/5... It was reminded that bidders are not advised to send their tender documents through other sharing platforms such as WeTransfer, SharePoint, Google Drive, etc. As also stated in the tender document, financial proposals shall be sent by bidders in an encrypted way (password protected) and the passwords for the financial proposals will be requested only from the technically qualified bidders when the technical evaluation is finalized. It is requested from the bidders to send their financial proposals both as signed and scanned PDF files and excel files to ease the evaluation of the financials and to check the correctness of the formula in the excels. For the official and signed documents, scanned versions are required, and you can keep the original documents for your records. Bidders that would like to submit a proposal to this tender are reminded to send all the required documents in PDF format with a clear/ sequential numbering of the documents minimum in 2 separate emails (one email for financial proposals and the other/s email/s for technical proposals). Financial proposals will be submitted both as scanned and signed pdf files as well as excel files where both files should be

password protected. The Proposals MUST be received at the following email address by latest 20 April 2021 at or before 10:00a.m.: [turkeyprocurement@unicef.org](mailto:turkeyprocurement@unicef.org)

### **Q&A Session**

#### **Q-1: Is it individual or institutional consultancy?**

A-1: This is a National Institutional Consultancy. Management and financial processes should be clearly mentioned in the technical and financial proposals.

Please note that this tender is open for institutional consultancy companies which are legally registered in Turkey or companies who have legal presence in Turkey. Please note that applications of companies which do not have legal presence in Turkey will be disqualified.

#### **Q-2: What is the purpose of this consultancy?**

A-2: The purpose of this contract is to: assess services provided to children with special needs and children with disabilities in Turkey, and to analyze the weaknesses and strengths of these services provided to children with disabilities and their families in the area of early identification and response. The assignment also aims at documenting and analyzing early intervention systems in other countries and, based on best practices and lessons learned, propose a system for Turkey, as well as at developing a plan for its pilot implementation.

#### **Q-3: What are the tasks of this consultancy?**

A-3: The following tasks are expected to be completed:

- Task-1: Conduct a desk review to analyze examples of early intervention systems in other countries to better identify and understand best international practices
- Task-2: Analyze the services available for children with special needs and children with disabilities to identify weaknesses, strengths and opportunities of the current system in Turkey
- Task-3: Propose a system model and make recommendations for the establishment of a National Family Based Early Intervention for Turkey
- Task-4: Develop a pilot implementation plan for the establishment of a National Family Based Early Intervention Programme in Turkey

#### **Q.4: What is the estimated number of working days of the contract?**

A-4: The total number of working days is 80 calendar days.

#### **Q-5: Can we only ask questions via pre-bid meeting? What if we want to ask more questions?**

A-5: You should send all your questions regarding the tender and submission, along with relevant documents, to [turkeyprocurement@unicef.org](mailto:turkeyprocurement@unicef.org) before the deadline. Supply section will be the contact for the further questions on the technical aspects of the bidding process and the programmatic questions will be responded by Child Protection section.

All requests for formal clarification or queries on this RFP must be submitted in writing to Supply Unit via e-mail (at the latest till 14 April 2021, COB): [turkeyprocurement@unicef.org](mailto:turkeyprocurement@unicef.org) Please make sure that the e-mail mentions the RFP reference number. Only written inquiries will be entertained.

Please be informed that if the question is of common interest, the answer will be shared with all potential RFP bidders.

**Q-6: Who will be approving the final versions of the deliverables?**

The Ministry of Family, Labour and Social Services will be the main partner from the Government side; therefore, it is expected to work closely with the MoFLSS. The deliverables will be approved by UNICEF and MoFLSS. UNICEF will take on the facilitator role in the implementation and ensure the effective communication and coordination with the Ministry on tasks and deliverables.

**Q.7: What is the tentative work calendar of the assignment?**

A-7: The tentative work calendar of the assignment is 80 calendar days. A slight flexibility in tentative workload for deliverables is possible. The details of the workload for deliverables will be discussed with the selected consultancy company.

**Q-8: Could you elaborate the expectations under Task-4 What will be the details of the pilot implementation? Due to the multidisciplinary nature of the area, a pilot implementation requires the participation and dedication of relevant line Ministries.**

A-8: UNICEF and MoFLSS have been cooperating and working together in this area for a while. The process of working on development of a National Family Based Early Intervention System for Children with Disabilities got started with a Workshop in February 2020, just before the pandemic started. As you rightly underlined, due to the multidisciplinary nature of the area and since the system requires the involvement and coordination with the Ministries, we will be running this consultancy in close coordination with the Ministry. While UNICEF will be taking on the facilitator and technical support role, the Ministry will ensure the coordination with other partners in case of need.

Under Task-4 the consultancy team is expected to develop a pilot implementation plan for the establishment of a National Family Based Early Intervention Programme in Turkey and the piloting of the system is not part of this consultancy.

**Q-9: What is the level involvement of the Ministry of Family, Labor and Social Service to this consultancy? And how the coordination will be ensured?**

A-9: In Turkey, the Ministry of Family, Labour and Social Services is one of the key partners of UNICEF and in this area including this consultancy service UNICEF will be closely working with the Ministry and the technical team at each level of the process. UNICEF will take on the facilitator role and all communication and coordination with the Ministry will be ensured by UNICEF.

**Q-10: Can the companies submit an offer as a consortium?**

A-10: Some bidders may come together to form consortium for the tender. If the Proposer is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally, and this shall be duly evidenced by a Joint Venture Agreement among the legal entities, which shall be submitted along with the Proposal; and (ii) if they are awarded the

contract, the contract shall be entered into, by and between UNICEF and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.

After the Proposal has been submitted to UNICEF, the lead entity identified to represent the joint venture shall not be altered without the prior written consent of UNICEF. Furthermore, neither the lead entity nor the member entities of the joint venture can: a) Submit another proposal, either in its own capacity; nor b) As a lead entity or a member entity for another joint venture submitting another Proposal.

The description of the organization of the joint venture/consortium/association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the Joint Venture.

Please read all the detailed information under “Procedures and Rules About Tender Process” in the tender document.

**Q-11: Is there any expectations on gathering data from the field?**

**A-11:** There is not any specific task on data gathering and the tasks of the consultancy do not include any direct data gathering activity. However, under the Task-2, the consultancy team is expected to conduct an analysis on the services available for children with special needs and children with disabilities to identify weaknesses, strengths and opportunities of the current system in Turkey and this type of analysis requires a data analysis as well but not a data gathering. In line with our coordination with the Ministry, as per the identified need of a data, Ministry will be providing in line with the rules and regulations. The data shared, gathered and/or analysis under this consultancy is not allowed to be used in another document and/or study by the consultancy company and consultants.

**Q-12: As per the previous experience, the tendering and selection process of UN agencies can take time. Based on the workload in the consultancy do you think the mentioned number of calendar days enough to accomplish these tasks?**

**A-12:** Both UNICEF and MoFLSS intend to finalize the administrative process as soon as possible and start working on the tasks. 80 calendar days will start after having the contract with the selected consultancy company. During the consultancy, the company is expected to follow the agreed schedule and delivery dates of the tasks and in case of need, the schedule can be re-discussed in the duration of the consultancy.

**Q-13: Although tasks of this consultancy complement each other, is it possible to simultaneously work in some tasks to use time more efficiently or we should start each by completing the previous one?**

**A-13:** The consultancy team is expected to accomplish one task to move another one. However, in Task-1 and Task-2, following the agreement on the draft desk review, there can be a possibility to start Task-2 simultaneously. This is not valid for Task-3 and Task-4 since the consultancy team is expected to develop a pilot implementation plan for the establishment of a National Family Based Early Intervention Programme in Turkey following the approval of UNICEF and MoFLSS on the proposed system under Task-3.