



BIDDER'S CONFERENCE – MINUTES OF MEETING, and Q&A
RFP/UNDP/RESTORE/147626/026/2021

Assignment Name:

Trainings for MSMEs in COVID 19 Business Adaptation and Inclusive Green Economy

Date and Time:

16th of July 2021, 09.00 AM (Jakarta Local Time, GMT+7) in Zoom virtual meeting platform.

Recording available at:

https://undp.zoom.us/rec/share/drcuF355PI_XjdGOrJDSdExMyqYGprbUJGI_NyzmC7cYDRGiDsPOW4G7Keas7959.bCYPIfbUL-eq2V-L

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TO ALL INTERESTED BIDDERS

No.	Introduction and Guidance
Information	<p>Pre-Bid Conference was opened with following agenda:</p> <ol style="list-style-type: none">1. Attendance List2. UNDP team introduction3. Explanation of Annex I - Description of requirements4. Explanation of Annex II – Submission Form5. Q&A for Annex I and II6. Explanation of Annex III – Terms of Reference7. Q&A for Annex III <p><i>*Bidders were encouraged to carefully read the RFP document before preparing the offer and to check regularly UNDP E-tendering & UNDP website for any update/amendment to this tender document</i></p>
Q&A session is incorporated into the below minutes	
TECHNICAL ASPECT	

1.	Q	Are we expected to find new incubators/accelerators or will you provide us with a list of parties that you worked with before?
	A	UNDP will not provide a list of incubators or list of companies. Bidder is expected to propose incubators in their proposal.
2.	Q	What is the role of KADIN in this project?
	A	UNDP put KADIN as one of example of collaboration which might exist during the implementation of this project. It is not necessary to have the collaboration with this institution.
3.	Q	Are there already Japanese companies and organizations involved or do we need to bring them onboard?
	A	Yes, there are already Japanese companies that being approach and organizations involved and bidder may propose company or organization from Japan that relate to this project.
4.	Q	Inconsistency target areas: in one part there are 3 areas, however in another part of document there are 6 areas including Riau, NTB, Central Sulawesi. Please clarify.
	A	UNDP mentioned that the 1200 MSMEs will come from 3 areas, however for the training purpose, local incubators can be engaged from 6 areas. The first proposed activity must be the capacity building in 3 areas, however, to improve the capacity building of local incubators participants of this training preferable be from 6 areas including people with disability. In the other hand, participants of MSMEs training should come from 3 areas. In the event of no people with disability participate in the capacity building of local incubators, this vulnerable group can be included in the MSMEs training. UNDP expect that after this training, people with disability can be part of local incubator as well.
5.	Q	We understand that the three (3) FGDs to be conducted will include both male and female participants (total of 12 participants per FGD). Do we have the flexibility to split the number of FGDs, and separate them for male and female participants?
	A	UNDP did not recommend the separation between both gender because each FGDs should have a gender balance and representative of people with disability between the participants. Bidder should ensure the arrangement of all parties to have the opportunities to express their aspiration/idea.
6.	Q	What is the definition of inclusive and green/circular economy or recovery?
	A	The inclusivity that UNDP want to accommodate is a module that cover all process including things that important for vulnerable group (women, youth, people with disabilities). They must be reflected in the module, process, FGD, etc. There should be a section in the proposal which describe the strategic plan to accommodate this vulnerable group. There is no fixed definition in relation to green/circular economy. UNDP refer the circular economy definition based on Ellen MacArthur foundation, not all part stated in this definition can be applied to MSMEs. Because of this, UNDP expect that bidder can proposed a definition and what is best to be applied to MSMEs through assessment. This can show how far bidder understand the MSMEs. Bidder can propose a methodology and level of training so participants will have the capacity, knowledge and understanding on how to achieve it.

7.	Q	Is the proportion of group (youth, women, disabled) similar for each target local incubators and each target area?
	A	Yes, the percentage is already stated in the tender document. However, it is acceptable if the FGD did not have this proportion. Nevertheless, UNDP expect that participants can be consist of this vulnerable group. It is up to bidder to propose it. So even if currently there is no vulnerable group involve in the incubator, UNDP expect that after this training there will be more vulnerable group participate in the incubator.
8.	Q	We understand that you propose to recruit 1200 MSMEs and asses their needs before selecting 10 local incubators. Is there a particular reason for this order and would selecting 10 incubators first, then secondly jointly recruiting 1200 MSMEs also be possible?
	A	Bidder can propose their own strategy. Bidder can select the incubator first however, considering the time constraint, do the selection in parallel for both incubators and MSMEs would be the best option. Please note that the 10 incubators might not come from the same location as MSMEs because some of them are only for incubators and are not reflecting the MSMEs.
9.	Q	What is the reason for only selecting 200 out of 1200 MSMEs to receive government support?
	A	UNDP is trying to be realistic and 200 is a minimum reasonable number that bidder should select to be connected with the government, business plan, circular economy, etc. It would be much better if bidder can select more than 200 MSMEs.
10.	Q	Do we understand correctly that we need to connect 200 MSMEs to government support programs, and that the same 200 MSMEs need to be part of the “200 Green MSMEs Catalogue”?
	A	Bidder may select 200 MSMEs for the connection with the government, and 200 for Green MSMEs Catalog however in the end, UNDP expect that minimum 200 MSMEs are ready to implement the green MSMEs. Bidder may propose more than 200 however UNDP cannot cover all 1200 for the next support. UNDP will take out a follow up intervention for the next step based on this result.
11.	Q	“Following the selection of local incubators, the selected firm/organization will hold online training of trainers to 50 facilitators to ensure that trainers from both the selected firm/organization network as well as from 10 selected incubators have a full understanding on the modules developed by the selected firm/organization.” Does this imply that the 1200 MSMEs not necessarily have to be trained by the 10 selected incubators?
	A	Yes, it is the idea that the 50 facilitators will couch a small group. The facilitator will be from the incubator and the participants will be able to replicate the training in their own place and recruit MSMEs. So if previously there is no owner or worker with disabilities involve in the local incubator, after joining this training they can form the incubator in their place.
12.	Q	Should incubators mentioned in here be registered in AIBI? Because currently there are lots of incubators owned by companies or individual and developed/formed small group of MSMEs and we did not know whether they have registered in AIBI.

	A	The incubators are not necessarily be registered in AIBI. UNDP will accept them as long as they are legal organization and have good track records.
13.	Q	Who will pay the 50 facilitators from the local incubators to train the 1200 MSMEs? Will UNDP cover their costs or does that need to be included in the proposal?
	A	Budget for 50 facilitators from the local incubators to train the 1200 MSMEs should be include in the proposal. In Annex 2 - FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL point E. Cost Breakdown by Cost Component - there are line of budget that indicate 50 people. As it is only an example, bidder may add line of budget if necessary.
BID SUBMISSION ASPECT		
14.	Q	Is this opportunity open for international organizations? It is open for consortium?
	A	This tender is open for local and international organization as well as open for consortium. However, if the bidder would like to submit as a consortium, please ensure to also submit consortium agreement and letter of agreement to select a consortium leader which signed by all consortium members.
15.	Q	Should all the deliverables (including the questionnaires, FGDs and guides, modules, training materials, ToT, and reports have two versions – one in Bahasa Indonesia and one in English?
	A	Yes, all deliverables including the questionnaires, FGDs and guides, modules, training materials, ToT and report must be in two version - Bahasa Indonesia and English. However, documents that will be distributed to participants should be in Bahasa Indonesia.
16.	Q	Should the proposal cover 3 cities as stated in the TOR or can be only from one of the city?
	A	Participants should be from all 3 cities as stated in the TOR. The bidder can mention the reason if it's only cover less than that in their proposal.
17.	Q	Is there any budget cap for the proposal? Also, is there a limit on number of pages for technical proposal?
	A	We have the budget estimation however it is confidential. Bidder can submit their budget based on activities in the technical proposal. There is not limitation of number of pages however the maximum size of a document which can be uploaded in ATLAS e-Tendering is 47 MB. Bidder may split the document if the size is bigger than this.

END

July 22nd, 2021.