

Prebid Conference Meeting Minutes – RFP 9169566 -

Capacity Assessment of Social Welfare Fund (SWF) in Yemen

Date	Monday 6 September 2021 at 12:00 till 12:36 (Sana'a Local Time)	
Invitees	<ul style="list-style-type: none"> • Thomas Byrnes / Humanitarian Outcomes • Adnan Qatinah / Afkar Consulting • Mohamed Abdullah / GGI • Arif Mahyoub / Prodigy Systems • Lauren Simcic / RM Team International • Jessica Gregson / CGA Technologies / Corus 	<ul style="list-style-type: none"> • Mahmoud Sabri / Grant Thornton Yemen • Elham Beshr / Grant Thornton Yemen • Ossama Sharafaldine / Grant Thornton Yemen • Omar Hamdallah/ UNICEF • Lyanna Harracksingh / UNICEF
Modality	Microsoft Teams Meeting	
Rapporteur	Omar Hamdallah	

Item N	Issue point / topic discussion	Response
1	The call between UNICEF PMU and interested companies is to present Request for Proposal (RFP) ref. 9169566 requirements and address any specific inquiries.	None
2	Omar Hamdallah introduced himself and asked all attendees to state their company they represent in the chat for the attendance and recording purposes.	None
3	Omar Hamdallah started to brief all attendees on the RFP submission instructions. Omar highlighted what should be included in the technical proposal as stated in the LRPS, and then briefed the attendees on the specific required qualifications as per the RFP ToR (Annex B). Moreover, Omar indicated that the technical proposals will be scored out of maximum 70 points as per the technical evaluation criteria included at the end of the RFP ToR (Annex B). Finally, Omar stressed that all interested bidders must use the RFP Price Schedule (Annex C) in submission of their financial proposals to avoid being disqualified. Mahmoud Sabri from GT inquired on the deadline as it was wrongly stated on LRPS document pg. 6. Omar advised that this is a typing mistake which was corrected on UNGM and confirmed the LRPS deadline is 19 September 2021. Lyanna Harracksingh briefed all bidders on the objectives of the required services which are: to assess SWF's operational and technical capacity to implement the UCT project with an actual capacity building plan to be included, and mapping of the social protection system in Yemen including legislation, policies, programmes across the public sector in Yemen and assessment of SWF's capacity to engage beyond UCT implementation.. Lyanna highlighted that Annex one will guide the awarded bidder on the specific areas on which SWF will be assessed for the UCT implementation.	None
4	Omar Hamdallah thanked all attendees on their attendance and opened the floor for inquires. The below inquiries were addressed during the prebid meeting: Lauren from RM Team inquired: Is it necessary to provide client reference letters for all past projects in order for them to be counted?	Lyanna confirmed that this is already included in the technical evaluation criteria, and it would also be beneficial to include samples of past sample assessment reports.

5	Thomas from Humanitarian Outcomes inquired: The RFPs Requirement states we need Official and Valid Company Registration within its country base. Is it a requirement that a local actor is the lead entity for the bid?, or can they be a subcontracted or in a Joint Venture?	Omar responded that bidders may submit their proposals as a joint venture. Omar added that it would be preferred that the lead entity have presence in Yemen. Omar advised that bidders submitting as a joint venture should review the instructions in LRPS document section 4.2 (pg. 7) for submission as a joint venture.
6	Thomas from Humanitarian Outcomes inquired: The requirement of the combined team members expertise is audit/risk mgmt. heavy – what was the reason and what are they looking for. What is the angle needing this expertise?	Lyanna advised that audit and risk management experience is critical as risk mitigation is a big part of the cash transfer planning process. Therefore, having a team that can develop a proper risk mitigation strategy is important for delivery of the capacity assessment.
7	Mohamed from GGI inquired: Is the Unconditional Cash Transfer (UCT) Project different from the ECT (emergency cash transfer) Project?	Lyanna advised that they are both the same project, yet the name is now changed and will be referred to as Unconditional Cash Transfer (UCT) Project.
8	Adnan from Afkar Consulting inquired: One of the objectives of the services is to assess the current institutional and operational capacity of SWF against its original mandate, with an update on the changes since the previous assessment in 2018. Does this mean that there was a previous assessment conducted in 2018? Will this previous assessment be shared?	Lyanna confirmed that an institutional and operational capacity assessment was done in 2018 but was not related solely to cash implementation. The service provider is expected to use the previous 2018 assessment and utilize it as a base to build on and focus on the specific areas related to cash implementation. Omar advised that this assessment will be shared after conclusion of the tender and with awarded bidder only.
9	Thomas from Humanitarian Outcomes inquired: how will the similar piece of work ongoing with SFD intersects with this project, will its findings be available for review during the undertaking of this project?	Lyanna advised if the SFD assessment is beneficial and relevant, then it could be shared with the service provider. Omar advised that this info could be shared after conclusion of the tender and with awarded bidder only.
10	Adnan from Afkar Consulting inquired: As you know, there are two government in Sana’a and Aden with difference contexts. Does this mean that UNICEF is expecting two reports (one for North Yemen and another for South Yemen) or one report with two sections for each area? Will this report be shared with stakeholders both within North and South Yemen?	Lyanna responded that this can be discussed further as the consultancy commences but UNICEF is expecting one assessment report with two sections highlighting findings in each area of Yemen and that implementation of activities such as interviews, focus groups etc. during the course of the assessment should adequately cover both northern and southern areas. Lyanna advised that the format for sharing the report is not definitive at this stage.
11	Omar Hamdallah thanked all attendees on their attendance and interest. Omar reminded all attendees that the clarification deadline is 13 th September 2021 COB (Sana’a local time) and will be posted on UNGM. Finally, Omar reminded all attendees that the deadline for submitting their proposals by email to yemenpmubids@unicef.org is by 19 th September 2021 by 14:00 (Sana’a local time).	N/A