

## **Minutes of Pre-Bid Meeting**

**Tender Ref. No. RFP/2023/49755**

### **Public Awareness Campaign on Energy Transition on Multimedia Channels in Vietnam**

Date and Time : 20 December 2023, 2.00 - 3.00 PM (GMT+7)

Location : Online via Google Meet

UNOPS Representatives : 1. Thuy Ngoc Nguyen, Programme Management Officer, UNOPS  
2. Toan Manh Do, Country Program Coordinator, UNOPS  
3. Praewpan Intapanya, Program Management Senior Officer, UNOPS  
4. Xiaoyu Liu, Programme Management Intern, UNOPS  
5. Nadiyah, Procurement Specialist, UNOPS  
6. Thanaphone Thongmanivong, Procurement Officer, UNOPS

Suppliers Representative: Bidder 1  
Bidder 2  
Bidder 3  
Bidder 4  
Bidder 5  
Bidder 6  
Bidder 7  
Bidder 8

#### **Pre-Bid Minutes:**

##### **1. Opening Remarks**

Thanaphone started the pre-bid meeting by welcoming all participants and opened the pre-bid meeting.

##### **2. Tender Presentation**

- Thuy presented a brief project background and requirements.
- Thanaphone explained the evaluation criteria, estimated procurement timeline and the returnable bidding forms for this tender.

##### **3. Q&A Session**

During the meeting, several questions were raised and UNOPS provided answers as follows:

No	Question	Answer
1	Has UNOPS obtained a project licence from the Ministry of Information and Communications yet?	<p>Initially, UNOPS discussed this project with the Ministry of Information and Communications. However, this ministry referred to and advised UNOPS to work directly with the Ministry of Planning and Investment which is the national focal agency of green growth and also in charge of organising national public campaigns for all of the areas related to green growth.</p> <p>As such, UNOPS has received an official request from the Ministry of Planning and Investment. Therefore, the consultant does not need to apply for approval from the government. However, throughout the project, the consultant is required to coordinate with the Ministry of Planning and Investment, particularly the <b>Industrial Economy and Service Department</b> which is the focal point for this project.</p>
2	Who will be in charge of submitting the Inception Report and Work Plan, and obtaining approval on that from the government?	<p>The Inception Report and Work Plan are mainly for UNOPS to understand the consultant's work plan and progress.</p> <p>The consultant shall submit the mentioned documents and all deliverables to UNOPS first. Upon review and approval, UNOPS will forward the products to the Industrial Economy and Service Department, Ministry of Planning and Investment.</p>
3	Is there a preferred format for the proposal?	<p>Yes, please refer to <b>Section III: Returnable Bidding Forms (Technical and Financial Envelope)</b> accessible via the following link: <a href="https://www.ungm.org/Public/Notice/222339">https://www.ungm.org/Public/Notice/222339</a></p>
4	In page 7 of the TOR, it is stated that there will be 4 workshops including the inception workshop. However, the deliverable list only mentioned 3 workshops. Kindly clarify if the inception workshop is still a requirement.	<p>The consultant is required to organise a total of 3 workshops (two consultation workshops and one final workshop). The inception workshop is NOT required for this project.</p> <p>Please refer to the revised TOR accessible via the following link: <a href="https://www.ungm.org/Public/Notice/222339">https://www.ungm.org/Public/Notice/222339</a></p>

5	What is the expected budget of the project?	Based on UNOPS procurement policy, unfortunately, we are not allowed to disclose the estimated budget. The bidders are welcomed to propose their financial proposal based on the Terms of Reference set by UNOPS.
6	Who will be in charge of inviting the participants to the workshops?	The consultant will be fully in charge of all aspects regarding organising the workshops, including extending invitations to different stakeholders such as government officers, industrial practitioners, businesses, academia, development partners, provincial leaders and media representatives.
7	Kindly confirm that one of the desired outcomes is 50 coverage (50 long-form articles, each to be published on 10 top media). Would this include press releases and editorials/ interviews?	There will be no press releases or editorials or interviews for the 50 long-form articles. Each article will be around 800 words with 6-7 photos, in both English and Vietnamese, and will cover a wide range of topics of energy transition. The topics will be determined in the planning phase.
8	Do you have a template for the monthly and final reports?	<p>Yes, UNOPS is finalising the template for the monthly reports, and will share it with the awarded consultant at a later stage. The reports are mandatory and are part of the contract monitoring activities.</p> <p>The monthly reports should be very simple. The consultant is required to track the work progress against the Gantt chart that is included in the proposal and inception report, and then report back on any risks and identify mitigation measures throughout the implementation. The consultant is also expected to report the results quarterly based on the result-based monitoring framework which will be provided by the M&amp;E Specialist.</p> <p>Regarding other reports, including the post-workshop reports, inception report, and grand final report, the specific components have been described in the TOR.</p>

9	With regard to the <i>detailed communication plan</i> on page 7 of the TOR, are 5 social media posts required per workshop? And through which social media channels?	<p>Yes, the consultant is expected to liaise with ETP and publish 5 social media posts per workshop.</p> <p>In terms of social media platforms, the contents must be posted on the ETP page and other platforms of your choice.</p>
10	Are there any KPIs for all media products requested in this TOR?	<p>Yes, there is a set of indicators and targets for the media coverage. Please refer to <b>Section VII. Results-Based Monitoring Framework and Risks</b> of the TOR for more details.</p>
11	For the coverage, do we develop and have a fixed grand media list (top tier media, etc.) for the whole project? OR will we develop it separately based on the seasonal/topics that ETP possesses at the moment?	<p>To maximise the reach and in consideration of the requests by the Industrial Economy and Service Department, all media products should be published on top media channels in Vietnam.</p> <p>For example, the articles should be published in the top 10 newspapers (based on viewership) in Vietnam. The broadcasts should be disseminated in 3 major TV channels (based on viewership).</p> <p>Please review the TOR, particularly <b>pages 10 and 11</b> for more details.</p>

#### 4. Closing Remarks

Thanaphone closed the pre-bid meeting and thanked the bidder's representative for attending the meeting.