



## **Minutes**

### **From the Informative Pre-Application Meeting on RfQ 22/2010**

**on**

### **Engagement of NGO/Consultancy Company to implement the Domestic Violence model of coordination between the local institutions**

**Date:** 07 June 2010, 14:00hrs (as announced in the advertisement)

**Venue:** UNDP Country Office, Conference Room

#### **Attendees:**

- Organization of Women from Sv. Nikole
- Sirma
- Woman of 21<sup>st</sup> Century
- Kumanovka
- Macedonian Women Lobby
- EASP – Skopje
- Association for protection and education of Roma children and youth Progress
- Momenti
- MDC-Ti.Net
- Macedonian Centre for women rights – Shelter Centre

**Purpose of the meeting:** Presentation of the Terms of Reference for Engagement of NGO/Consultancy Company to implement the Domestic Violence model of coordination between the local institutions, and clarify any uncertainties of the potential applicants in relation to the evaluation procedure and expected deliverables.

#### **Questions and answers:**

**Q1:** In which language should the application be submitted?

**A1:** In English.

**Q2:** How should the application (methodology and budget) be submitted?

**A2:** The methodology for implementation of the activities (technical part) and the budget (financial part) shall be submitted in two separate envelopes, sealed/signed/stamped by the applicant, each clearly marked “technical proposal” for the methodology and “financial proposal” for the budget. Both inner envelopes will then be submitted in one sealed envelope marked:

## **UNDP**

Attn. Procurement Unit

**RFP 22/2010 – “Engagement of NGO/Consultancy Company to implement the Domestic Violence model of coordination between the local institutions”**

**“Do not open before 1:00, 14 June 2010”**

8ma Udarna Brigada 2  
1000, Skopje

**Q3:** How many copies of the methodology shall be included?

**A3:** The “package” shall include: 3 hard copies of the methodology and 1 CD containing exactly the same information as the hard copy. The CD shall be included in the same envelope together with the budget.

**Q4:** Is this a Grant and what is its value?

**A4:** This is not Grant and the value must not be shared. This is Request for Proposals where applicants submit their applications with their own methodologies for implementation. This is the reason why both NGO sector and Consultancy companies are invited to apply.

**Q5:** What is the evaluation method used?

**A5:** the evaluation method used for evaluation of applications is two-stage process. All applications that will pass the technical evaluation will further be evaluated against their financial offers. Financial offers of technically not-qualified applications will not be opened at all and will be returned back to the applicants.

**Q6:** Can NGO/Consultancy company include partner organization and apply in partnership?

**A6:** Yes. An NGO may apply in partnership with clear statement which entity represents the applicant and takes legal responsibility for the project implementation. There must be a signed Memorandum of Agreement between partner organizations in advance of submission of the Application.

**Q7:** Does the applicant submit the graphical design and the media campaign at this stage?

**A7:** At this stage only a proposal/idea for the media campaign can be submitted. The media campaign doesn't necessarily mean that national broadcasters can be engaged

since it might have financial implications. Media campaign means awareness rising which can be achieved in many different ways.

**Q8:** Are there going to be more than one NGO/Consultancy company working in 5 different pilot municipalities?

**A8:** There will be only one entity (NGO/Consultancy Company) that will be responsible for the contract and for UNDP, the number of NGO/companies that could be invited to join is unlimited as far as they have memorandum of Agreement with leading NGO/Consultancy company .All 5 municipalities should be covered with activities.

**Q9:** Is the requirement of having 3 successfully implemented projects in the area of DV/Social Inclusion valid for all partners within one application or each NGO / Consultancy company have to have 3 previously implemented projects?

**A9:** Leading NGO / Consultancy Company have to have at least 3 successfully implemented projects in the area of DV/Social Inclusion and not total 3 for all partners in the application.

**Q10:** Is the level of previously implemented projects (national or local) required?

**A10:** It is not highlighted that the previously implemented projects have to be nationally or locally implemented. There is only one requirement of such nature and it relates to projects implemented in multi-ethnic communities, under Qualifications and Skills, point 4 which requires list of such projects with specified implementation site/multi-ethnic community).

**Q11:** What shall the part with the previously implemented projects include?

**A11:** There shall be a brief explanatory note about the projects implemented in the past, donor that has supported the project (source of funds) , including information about their objective, achieved results and budget.

**Q12:** Should I have additional questions, where to address them?

**A12:** All questions shall be submitted to [procurement.mk@undp.org](mailto:procurement.mk@undp.org) and response will be given accordingly. There are no other ways to acquire information with respect to the application procedure.