



Minutes
From the Informative Pre-Application Meeting on RfP 42/2010
on
Engagement of Non-Governmental Organization/Consultancy Company to
“Develop and implement enhanced multi-level psychosocial training
programme

Date: 03 August 2010, 14:00hrs
Venue: UNDP Country Office, Conference Room

Attendees:

- Macedonian Centre for women rights – Shelter Centre
- Organization of women from Sveti Nikole
- Woman of 21st Century
- “Doverba” Kumanovo
- National Council of Women of Macedonia - “SOZM”

Purpose of the meeting: Presentation of the Terms of Reference for Engagement of Non-Governmental Organization/Consultancy Company to “Develop and implement enhanced multi-level psychosocial training programme, 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 42/2010 – “Engagement of Non-Governmental Organization/Consultancy Company to “Develop and implement enhanced multi-level psychosocial training programme”

“Do not open before 13:00, 10 August 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 not contain the budget.

Q4: What is the evaluation method used?

A4: 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.

Q5: What should be the composition of the team?

A5: The team shall be consisted of 1 Team Leader – expert in providing psychosocial support with at least 5 years of professional experience and 2 – experts in providing psychosocial support with at least 3 years of professional experience.

Q6: Should I have additional questions, where to address them?

A6: All questions shall be submitted to procurement.mk@undp.org and response will be given accordingly. There are no other ways to acquire information with respect to the application procedure.

Q7: What is the deadline for submitting the applications?

A7: The deadline for submitting the application is 10 August 2010, 13:00.