**MINUTES OF BIDDERS CONFERENCE**

**INVITATION TO BID**

**for Sociological Research Company or Consortium of Research Companies to conduct the 2nd wave of**

**the Gender and Generation Survey (GGS) in the Republic of Moldova**

1. **Background**

The United Nations Population Fund (UNFPA), an international development agency, is seeking qualified Bids for the provision of services: conduct the 2nd wave of the Gender and Generation Survey (GGS) in the Republic of Moldova.

1. **Objective**

## The purpose of the Pre-Bid Conference is to provide instruction to interested bidders about the requirement, how to prepare a responsive bid and to answer clarifications and concerns the bidders may have in relation to the request for proposal, the scope of work and other details.

1. **Date and Venue**

**Date:** 05 January 2024 at 14:00 (Moldova local time)

**Venue:** UNFPA office on 131, 31 August 1989 street, Chisinau, Republic of Moldova

**IV. Presentation**

To make this pre-proposal conference more beneficial to all interested bidders, a slide presentation has been prepared ([attached](https://drive.google.com/drive/folders/12dcZYSYlHAKc5cpnOrBc8EmXnqgrqr27)) and presented to potential bidders which covered the following contents:

1. **Invitation to Bid Document**

* Instruction to Bidders
* Criteria for the Award and Evaluation of Bid
* Required Documents for Submission
* Potential Payment Terms
* Detailed description of the assignment
* Activities and deliverables.

1. **Questions & Answers**

To begin the presentation, the Programme Manager on Admin Data and GGS welcomed and thanked all participants who attended this pre-bid conference, and explained about the purpose of the conference. He also encouraged all participants to openly ask for clarification if they are not sure in any part of this presentation.

Subsequent, the Programme Manager went through each slide, presented and explained all the contents of the Invitation to Bid document. After that, there was a general presentation about the specific aspects of the assignment, including the methodology, list of activities to be performed, potential timelines etc.

At the same time, the Procurement Analyst of UNFPA came with additional details and relevant information *vis-à-vis* the potential applications from the sociological companies, who specified several aspects about the currency regarding the application as well as the potential conversion rates.

At the same time, on several aspects of the potential applications, the Program Analyst of the PD Portfolio intervened with suggestions and clarifications, including revealing the experience gained and obtained within the first wave of the GGS in Moldova.

The bid meeting ended at 15:20 (Moldova local time).

For any request for clarifications, bidders are required to send the queries in writing to **Cristina Cristian, UNFPA Finance and Administrative Coordinator** at email:[**cristian@unfpa.org**](mailto:cristian@unfpa.org)**.**

1. **Queries Raised by Bidders and Answers**

At the end of this presentation, there were several questions from participates and these were clarified as bellow:

1. **In what currency should the offers be submitted?**

*Answer: They can be in both USD and MDL. The evaluation will be done in MDL at the UN exchange rate of the last day of submission of the offers.*

1. **In the requirements, the company should have experience in conducting similar studies. What does “similar studies” mean?**

*Answer: Similar studies are studies in the social and demographic fields and large studies with a sample of at least 2000 respondents.*

1. **Can the price of the submitted offer be changed or modified?**

*Answer: The price can’t be changed.*

1. **What are the Payment terms?**

*Answer: The payment terms are presented in the RFP (ToR section), but could be negotiated post factum with the winning Sociological company.*

1. **Will the payment be made per successfully completed questionnaire? How about the questionnaires that have not been completed, even if necessary visits were done by the field operators? How will this effort be financially covered/paid?**

*Answer : Yes, the payment will be made per successfully completed questionnaire, but the company can include other related costs if necessary (transportation or the teams that will work with refusals).*

1. **If the sociological company will need additional tablets, can UNFPA provide them?**

*Answer : Yes, if additional tablets are needed, the tablets will be offered free of charge.*

1. **If the average duration of the questionnaire is higher than the estimated duration in the ToR, can the company increase the cost of the questionnaire?**

*Answer: The average duration of the questionnaire is 30 minutes and the price per questionnaire indicated in the initial Financial Offer cannot be modified.*

1. **Can we offer incentives to increase the participation rate?**

*Answer: Yes, each company will apply its own data collection strategies and can apply incentive strategies.*

1. **What software is used for data collection?**

*Answer: The data is collected with 2 softwares: ODK and BLAISE.*

*Both softwares are available and free of charge. The data can be collected in online or offline format. In the second option, the data will be uploaded once internet connection is available?*

1. **Does the sociological company have access to the collected data or audio recordings?**

*Answer: No, audio recordings are not allowed. The sociological company has access only to personal data in ODK software.*

1. **How do we identify households that do not have the address?**

*Answer : For households without an address, UNFPA will provide GPS codes.*

1. **What are the characteristics of the study sample?**

*Answer : The study sample is represented in the* [*GGS final report*](https://moldova.unfpa.org/sites/default/files/pub-pdf/raportul_studiului_generatii_si_gen_realizat_de_unfpa.pdf)*, Chapter 1.2.2 The structure of the sample. The distribution per rayons can be accessed in the Collectica platform* [*here*](https://ggp.colectica.org/data/int.ggp/76c9f079-c4cb-4707-a3b1-808bf82a81ab/int.ggp/8c4c9ec4-34a7-47c4-8390-cf9ab9b168e2/int.ggp/79648954-4551-436b-ae11-1a060e7c4afe)*.*

**13) What is the minimum expected number of completed questionnaires?**

*Answer : To ensure the longitudinal character of the study, the sociological company will apply all possible measures to collect a maximum number of questionnaires.*

**14)** **If a respondent is missing, can he/she be replaced by another person? if he/she died for an example**

*Answer : No, the GGS is a longitudinal survey that means the respondents from the 1st wave should be interviewed. More details can be found in the Technical Guidelines attached.*

**15) How many people have a phone number, what happens if half of them don't have a phone number?**

*Answer : 8,761 respondents out of a total of 10,044 provided a landline (2531) or cell phone number (6230). They were contacted and informed during the year 2023 about the second wave of the study. The contact information was successfully checked for 3153 households, but there are also hard refuse (438 cases), soft refuse (196 cases), no answer (2521 cases), out of service/the number doesn’t exist (1927 cases).*

*ODK includes contact information about the respondents and households, including respondents’ name/surname, contact information of a family member.*

**16) Are the questionnaires different at 2nd wave of GGS?**

*Answer : The basic questions have been adjusted according to changes over time.*

*The questionnaire is attached. A list of additional questions to be added to the questionnaire are also attached.*

**17) How are the information letters sent?**

*Answer : The advance letters will be sent by regular mail*. For households without addresses, the letters should be delivered by the field operator based on the GPS data provided.

**18) Is the project exempt from VAT?**

*Answer : Yes.*

**Annex:**

Annex 1. [Final GGS Report (Romanian version)](https://moldova.unfpa.org/sites/default/files/pub-pdf/raportul_studiului_generatii_si_gen_realizat_de_unfpa.pdf)

Annex 2. [Technical guidelines (Romanian version)](https://docs.google.com/document/d/1EOc4YMl6fZRtCiDcLPTPeol14qRfIgR0/edit)

Annex 3. [Preliminary version of the questionnaire wave II](https://drive.google.com/file/d/1GUkT2-qzii1EsBO7TpmXWuehmc5i9au5/view?usp=sharing)

Annex 4. [Additional questions on AAI and Disability statistics](https://docs.google.com/document/d/18S2WFHXvMYNyshTjXBpFJZiKuqa64kK9/edit#heading=h.gjdgxs)

In the event that a sufficient number of companies did not apply for this call for the process to be validated, it was agreed to extend the application deadline with the deadline of January 25 (especially since such a suggestion also came from the Bidder participants conference of January 5, 2024). Respectively, for the potential questions related to this call for proposals, it was agreed to extend the deadline for granting them, namely on January 21, 2024.