



# Millennium Development Authority (MiDA)

**MINUTES OF PRE-PROPOSAL MEETING FOR IDIQ CONTRACT FOR  
RESETTLEMENT AND COMMUNITY ENGAGEMENT CONSULTANT  
(REF 5140900/RFP/QCBS/08 /17) HELD AT ALISA HOTEL, ACCRA ON  
29 AUGUST 2017 AT 10:00 HOURS**

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## **1.0 PRESENT**

### **MILLENNIUM DEVELOPMENT AUTHORITY (MiDA)**

- Fuseini Abu Chairman/Procurement Director
- Ben Opoku Environmental & Social Performance Director
- Cherub Antwi-Nsiah Social and Gender Inclusion Director
- Ophelia Aryeh Environmental and Social Performance Coordinator,
- Frank Boadi Communications Officer / Moderator

### **PROCUREMENT AGENT / CHARLES KENDALL & PARTNERS**

- Ian Stewart Procurement Agent Manager
- Kwasi Ansu-Tutu Senior Procurement Specialist

### **CONSULTANTS' REPRESENTATIVES**

A copy of the list of Participants in its original form is attached as Annex 1.

## **2.0 OPENING**

The Moderator opened the meeting at 10.15 am with the introduction of MiDA Staff and briefly introduced the Pre-Proposal Meeting for IDIQ Contract for Resettlement and Community Engagement Consultant.

## **3.0 INTRODUCTION OF PARTICIPANTS**

No introduction was done.

## **4.0 TOPICS PRESENTED**

### **4.1 The Second MiDA Compact (Power Compact)**

The Chairman making the presentation on behalf of the Chief Executive Officer who was engaged on an equally very important activity, gave a brief Overview of the second MiDA Compact.

He gave the amounts and timelines as follows:

## A. Funding

MCC funding to the Government of Ghana (the “**Government**”), in an amount not to exceed Four Hundred and Ninety-Eight Million, Two Hundred Thousand United States Dollars (US\$ 498,200,000) (“**MCC Funding**”) and

Government committed contribution of an amount equal to no less than seven and one-half percent (7.5%) of the amount of funding provided by MCC in the Compact (the “**Government Contributions**”).

## B. Timelines

Date of Compact Effectiveness	: 6 <sup>th</sup> September 2015
Duration	: Five (5) Years
End of Compact	: 6 <sup>th</sup> September 2021

The goal of the Compact program is to reduce poverty through economic growth in Ghana. The objectives of the Compact program are to

- (a) Increase private sector investment and productivity and profitability of micro, small, medium and large scale businesses;
- (b) Increase employment opportunities for men and women; and
- (c) Raise earning potential from self employment and improved outcomes for men and women.

The Program consists of six (6) projects: (i) the ECG Financial and Operational Turnaround Project; (ii) the NEDCo Financial and Operational Turnaround Project; (iii) the Regulatory Strengthening and Capacity Building Project; (iv) the Access Project; (v) the Power Generation Sector Improvement project; and (vi) the Energy Efficiency and Demand Side Management Project.

The six (6) projects revolve around three (3) crosscutting themes namely Monitoring and Evaluation, Environment and Gender & Social Inclusion. This Consultancy Services for IDIQ Contract for Resettlement & Community Engagement Consultant is one of the crosscutting thematic assignments of importance to MCC.

This Procurement is governed by MCC Program Procurement Guidelines.

More details on the Compact can be found on the MiDA website at [www.mida.gov.gh](http://www.mida.gov.gh).

## 4.2 The Activity Being Procured

The Environmental and Social Performance Coordinator then provided an overview of the Resettlement and Community Engagement assignment.

The full presentation of the Environmental and Social Performance Coordinator is attached to the Minutes.

In supporting the presentation by the Environmental and Social Performance Coordinator, the Environmental and Social Performance Director asked Consultants to note the allocation of points in the evaluation criteria in favour of the Consultant’s ability to perform rather than staffing. The reason being that Consultants may be

required to work in several areas and locations at the same time and multi-tasking ability of the Consultant is desired.

In contributing to the presentation, the Gender and Social Inclusion Director advised Consultants to be aware of the critical gender issues associated with the assignment. The need to engage (in focal group discussions or any other form) with men, women, children, persons with disability, persons living with HIV Aids and the venerable in society in an inclusive language was emphasised.

#### **4.3 The Request for Proposal (RFP) Document**

The Procurement Agent Manager briefed the Meeting on the various Sections of the MCC RFP document which had been prepared using the generic IDA/World Bank Standard Documents as a base and adapted to suit MCC Conditionalities. As such Consultants were to take careful note of the departures from the Standard and the insertions that incorporate Compact conditionalities.

Consultants were asked to note that this is untied aid and competition is open worldwide and as such there is no geographical or national preference.

Consultants were asked to note the following peculiarities of the RFP for Indefinite Delivery Indefinite Quantity (IDIQ) that;

- MiDA anticipates awarding approximately four IDIQ Head Contracts in response to this RFP, although that number may be adjusted during the proposal.
- The IDIQ Head Contract awards for Resettlement and Community Engagement (RAP) Consultancy Services will be for a term of three (3) years. The Head Contracts will have a zero value.
- Each IDIQ RAP Head Contract holder is assured of and will be given the initial Task Order free of competition as the “consideration” for the IDIQ Head Contract, and thereafter each specific activity will be subject to competition.
- The RAP Consultants awarded IDIQ Head Contracts pursuant to the RFP will be expected, on receipt of a Request for Task Order Proposal (“RFTOP”), to submit Technical and Financial Proposals for Task Order (TO) in order to be considered for award of Task Order.
- However, when competition is not feasible or in MiDA’s best interest (such as when only one consultant has available capacity), Task Orders will not be awarded on competition but to an IDIQ Contract holder in good standing.
- When awarded in competition, Task Orders will be awarded under a Quality and Cost Based Selection (“QCBS”) method, or depending on the nature of the assignment, other selection methods such as Quality Based Selection (“QBS”), at MiDA’s discretion.

### **PART 1 PROPOSAL AND SELECTION PROCEDURES**

**Section 1** – The Instructions to Consultants must be read carefully; particularly Clause 17 in relation to the marking of proposal envelopes / packages.

**Section 2** – The Proposal Data Sheet on **pages 31-38** supersedes the related clauses from the Instructions to Consultants. Please also note that Proposals must be submitted no later than **15:00 hours Ghana time on 29<sup>th</sup> September, 2017**.

**Section 3** – The Qualification and Evaluation Criteria on **pages 39-43** shows the marks to be awarded for each category and you are required to obtain a total of 80 marks if you are to pass and enable your Financial Proposal to be opened and evaluated.

**Section 4A** – The Technical Proposal Forms (**from page 44**)– Consultants will need to respond to each section and to assist the evaluation process if Consultants use separators to divide your responses to each of the **TECH-1 to TECH-11** forms.

Consultants were asked to note that they should NOT respond to TECH/FIN Forms in Part 3 of the RFP. They are meant for demonstration of what to expect when a Consultant is awarded a Head Contract and Requests for Task Order Proposals are issued.

Consultants were asked to remember that if they are submitting Proposals in Association or Joint Ventures then, in addition to their own documentations, the same information must be provided by each Association or Joint Venture Partner.

**Section 4B** – The Financial Proposal Forms (**from page 61**) - Consultants will need to respond to each section and to assist the evaluation process if Consultants use separators to divide your responses to each of the **FIN-1, FIN-2 and FIN-4** forms; noting that there is no FIN-3.

**Section 5 (from page 66)** – Terms of Reference – Consultants should read these carefully as it provides, among others, details of the scope of work required under this assignment, the level of effort, and the Key and any non-Key Personnel requirements.

**Illustrative Assignment appended to TOR:** Consultants were informed to that the Description of Approach, Methodology and Work Plan for Performing the Illustrative Assignment shall be described by Consultant in Forms TECH-6, TECH-8, TECH-9, and TECH-10.

The Illustrative Assignment is designed to enable all interested Consultants to:

- a) Evidence that they have the requisite experience and ability to respond to a Request for Task Order Proposals; and
- b) Show creativity and thinking outside the box with respect to the assignment, team composition and tasks assigned, staffing, work and deliverables schedule.

Consultants were advised by the Procurement Director that they cannot afford to be selective when completing the Proposals Forms (TECH –1 to TECH-11) and Financial Forms Fin-1, FIN-2 and FIN-4, as all must be completed.

## **PART 2 CONDITIONS OF CONTRACT AND CONTRACT FORMS (from page 104)**

This is the basic form of Contract that you will be required to sign so please read the terms and conditions carefully. If you are in any doubt about any of the terms of Contract it is advisable to ask for clarification at this stage.

### **PART 3 TASK ORDER PROCESS**

The Consultants were informed to note that Part 3 is to demonstrate to Consultants the process to expect after the award of IDIQ Head Contracts.

**The form of Request for Task Order Proposal (RFTOP) (see Section VIII)** will be issued to all IDIQ Consultants with a Head Contract for each of the RAP “packages” available for competition. The responses to the RFTOP will be evaluated and the winner awarded a Task Order (TO).

**The form of Task Order:** This is the form of Task Order (TO) that Consultants will be required to sign should they be awarded one of the mini-competitions. The conditions of the Task Order are generally governed by, and are supplementary to, the Conditions of Contract in Part 2 with minor modifications to suit the Task Order (TO). A sample copy of the Task Order (TO) is displayed in **Annex H of the RFP**, and Consultants were advised to read carefully.

The full presentation by the Procurement Agent Manager is attached to the Minutes.

#### **4.4 General Discussions, Clarifications & Decisions**

The Procurement Agent Manager stressed that all clarification questions should be in writing in accordance with ITC 8.1 and the Proposal Data Sheet, and that since responses to clarifications were required to be sent to all potential bidders, any issues raised and discussed at the Pre-Proposal Meeting, which require a formal response must be sent no later than 8<sup>th</sup> September, 2017 to the PA - Charles Kendall & Partners (CKP) and MiDA with e-mail addresses shown in the RFP to elicit a formal response.

The email address is [paghana@charleskendall.com](mailto:paghana@charleskendall.com) with a copy to [procurement@mida.gov.gh](mailto:procurement@mida.gov.gh).

Also if any Consultant had not requested the RFP prior to the pre-Proposal Meeting then, in accordance with the SPN, they must request it from the Procurement Agent on the [paghana@charleskendall.com](mailto:paghana@charleskendall.com) email address.

The Minutes of the Pre-Proposal Meeting, along with the clarification questions and responses, and power point presentations would be circulated no later than 17:00 hours on 8<sup>th</sup> September, 2017 to all who have requested and received the RFP.

#### **4.5 MiDA's Responses to written Comments and Queries Raised by Prospective Consultants**

The Procurement Agent Manager advised that written responses to clarification questions will be issued to all those who have requested the RFP, no later than 17:00 hours on Friday 1<sup>st</sup> September, 2017, or earlier if possible.

The following questions were asked during the Meeting:

No	QUESTIONS
1	I am interested in how we will have to handle people undertaking illegally activities or illegally occupying land in the project corridors.

2	Who will pay for the resettlement or life restoration? Is it the Government or the Program?
3	I want this verification. If we have a second Firm with twinning agreement, should the second Firm have to provide all the information that we provide about our firm?

**The responses to the Clarification Questions received are attached at Annex 2.**

## **5.0 CLOSING**

The meeting came to a close at 12:00 noon.

**ANNEX 1 – LIST OF PARTICIPANTS**





**Millennium Development Authority (MiDA)**

**PRE-PROPOSAL MEETING – IDIQ CONTRACT FOR RESETTLEMENT AND COMMUNITY ENGAGEMENT CONSULTANTS**

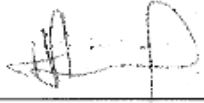
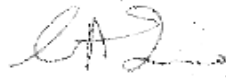

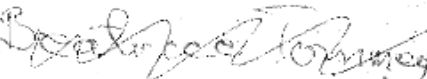
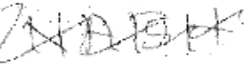


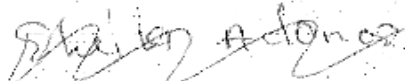


PROPOSAL REF: 5140900/RFP/QCBS/08/17

**REGISTER OF CONSULTANT REPRESENTATIVES**

VENUE: ALISA HOTEL  
DATE: 29<sup>TH</sup> AUGUST, 2016  
TIME: 10.00 HOURS


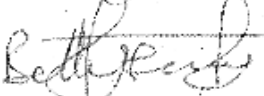

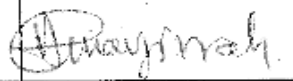

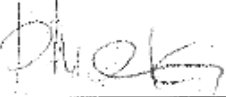

NO.	NAME OF REPRESENTATIVE	FIRM/ORGANIZATION	SIGNATURE	TELEPHONE/EMAIL
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### REGISTER OF CONSULTANT REPRESENTATIVES

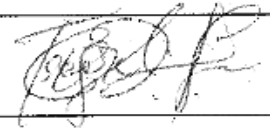



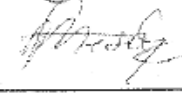


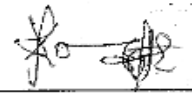
NO.	NAME OF REPRESENTATIVE	FIRM/ORGANIZATION	SIGNATURE	TELEPHONE/eMAIL
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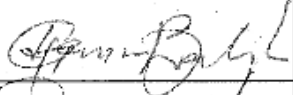
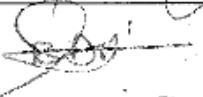





## REGISTER OF CONSULTANT REPRESENTATIVES

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### REGISTER OF CONSULTANT REPRESENTATIVES

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## REGISTER OF CONSULTANT REPRESENTATIVES

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32				

**ANNEX 2**

**CLARIFICATIONS FOR THE IDIQ CONTRACT FOR RESETTLEMENT AND COMMUNITY ENGAGEMENT CONSULTANT  
(PROPOSAL REFERENCE: 5140900/RFP/QCBS/08 /17)**

SI	Ref	Question	Answer
1	TECH-2	<p>I was at Alisa Hotel and after discussion with my team, the 3 years financial statement is our problem since the company commenced this year 2017,</p> <p>Please can you confirm the minimum statement required as we can provide 3 months statement for our proposal in access project and safety, environment social project.</p>	<p>The Form TECH-2 requires three (3) years audited or certified financial statements. Any firm not able to comply should provide whatever evidence they can with respect to their own finances. It is also suggested that they look to associate with other firms with the required experience who would be able to not only enhance the Proposal from a technical perspective but also provide sufficient evidence that they have the required financial capacity to mobilize and sustain the services throughout the course of any resulting Contract.</p>
2	TOR and Form TECH-11	<p>In the RFP the key personnel qualifications have been specified with other specification such as related discipline or other relevant fields accredited from university or a related field from accredited university.</p> <p>What I want clarification is:</p> <p>If a key personnel's qualification falls under such related discipline or other relevant fields accredited from university or a related field from accredited university does it require for the courses content of the qualification be attached? The reason being that most universities have now establish tailor-made course that deal with environment, social safeguards, poverty-reduction, venerability, livelihood etc. and without the course content what criteria will the evaluation panel use to measure as qualification being related discipline or relevant fields?</p>	<p>If the Bidder has the course content available and feels that adding such details would enhance the Proposal and make it clear to the Technical Evaluation Panel that the Key Personnel proposed has/have the relevant qualifications then the Bidder should include the same in their Proposal.</p>