

RECORD OF MINUTES OF PRE-BID MEETING

Procurement Reference Number			
PD Entity Code	Works/Srves/Supplies?	Budget Year	Sequence Number
OPM	SRVCS	07/08	00002
			ITB Number
			Contract Number

Subject of Procurement: INDEPENDENT EVALUATION OF UGANDA'S PEAP

Location of Pre-Bid Meeting: OFFICE OF PRIME MINISTER,
UGANDA

Date and Time of Meeting: 15 OCTOBER, 2007. 11:00AM

PART 1: Record of Pre-Bid Meeting	
QUESTIONS ASKED	RESPONSES GIVEN
<p>1. Inputs to be provided by the client. Regarding the pre-evaluation studies to be conducted by the client (the evaluation framework and the inventory):</p> <ul style="list-style-type: none"> a) Can the TOR for these two pieces of work be made available to the bidding firms? b) Who is conducting these studies? c) Will they be completed in time for the evaluation? d) Is there a potential duplication between the evaluation framework consultancy and the design phase of the evaluation to be conducted by the evaluation firm(s)? 	<ul style="list-style-type: none"> 1a) The TOR for the two pre-evaluation studies will be provided to the bidding firms on request. However, these should not strictly be a necessary input in developing the evaluations proposals. The RFP document contains all the necessary information. 1b) The studies will be conducted by independent national singleton consultants 1c) The studies are scheduled to be completed by the end of calendar year 2007 so will be available for the start of the evaluation 1d) The evaluation framework study will map the objectives and indicators (and associated data systems) over the lifetime of the PEAP and its revisions to clarify the basis for the evaluation. This will be an input to the evaluation from the perspective of the client. The evaluators will be free to build on or reconstruct the information generated in this study.
<p>2. Can the same consultants hired to conduct either of the pre-evaluation studies be included in any of the bids?</p>	<p>2. No. There would be a conflict of interest if any of the consultants used in the pre-evaluation studies were involved in the evaluation.</p>

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<p>3. Please clarify the footnote on p.6 of the RFP document regarding the definition of conflict of interest.</p>	<p>3. Avoidance of conflict of interest refers to the extent to which circumstances are avoided that may impair the objectivity and integrity of the evaluator. No person who has had extensive engagement on the design or implementation of PEAP relevant Ugandan policies or large government programmes should be involved in the evaluation. Individuals who have contributed through minor inputs to said policies or programmes will be eligible. Individuals who have conducted evaluations of said policies and programmes are also eligible.</p>
<p>4. Scope of the evaluation, and the implications for the approach. (issue raised by Chair).</p>	<p>4. The five themes outlined in the TOR represent the conceptual framework designed by the Government of Uganda. The firms, through their proposals, are free to use the TOR as a point of departure, as long as the objectives and the questions posed are addressed. The timeline for delivery of the final evaluation report is also non-negotiable.</p>
<p>5. What is the purpose of the review proposed on 20th April 2008, and who will be involved? NB. It was noted that April 20th is a Sunday, so this date will need to be reviewed.</p>	<p>5. The evaluation will be overseen by a reference group (RG) composed of national stakeholders and experts from across government, civil society and in Uganda (under the auspices of the national M&E working group) and a peer group of international evaluation professionals drawn from the African Evaluation Association, the OECD DAC network on evaluation, the UN Evaluation Group and the Evaluation Coordination Group of the IFIs. The RG TOR will be to review the products of the evaluation to ensure that (a) it is moving forwards in accordance with the TOR, (b) that international evaluation standards are being adhered to¹, (c) errors and omissions in draft reports are identified and highlighted to the consultant. Reviews will be carried out of the inception report (mid-end February) thematic reports (on or around 20 April) and of the draft evaluation report (on or around 5 June).</p>

¹ While it was not discussed at the pre-bid meeting, the African Evaluation Association Evaluation Guidelines (2002) will be drawn upon to guide the PEAP evaluation. These will be made available to bidding firms on request.

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<p>6. Who will bear the cost of the stakeholder workshop proposed on 5 June 2008?</p>	<p>6. The client will bear the cost of all activities regarding the external quality assurance of the evaluation (stakeholder workshops, reference group meetings and the like). The bidding firms should only budget for the cost of key evaluators attending such reviews (flight and per diem).</p>
<p>7. The RFP states that the Government of Uganda will provide office space (p.23, data sheet). What does this include?</p>	<p>7. The Government of Uganda will provide a physical space for the evaluators to conduct specific aspects of the evaluation, such as organizing and conducting interviews (where they are not able to utilize the space of the interviewee). The GoU cannot provide office equipment, hence it is expected that the consultant has sufficient facilities to operate effectively during the evaluation.</p>
<p>8. The RFP states that the data of exchange rate is the date and time of proposal submission deadline (p.26, data sheet). Does this give time for the bidding firms to submit their proposals?</p>	<p>8. The date and time of the exchange rate to be used will be for the client, not for the bidding firms. It is clearly advantageous for the bidding firms to ensure that their budgets reflect the exchange rates as close to this date as possible, to avoid any possible deviation based on exchange rate shifts. Bidding firms may submit their budget in any convertible currency. This will be converted by the client into the currency of the evaluation budget.</p>
<p>9. Can individual consultants appear on more than one bid?</p>	<p>9. No. Exclusivity of the individual consultants to a particular bid is required, and the client expects individuals to sign to this effect on each of the proposals.</p>
<p>10. Are researcher required? Are there CVs/ resumes to be included in the proposal?</p>	<p>10. It is up to the firms to decide whether or not researchers are to be included in the bid. The TOR suggests the need for researchers, however, the proposal will be evaluated based on the resources brought to bear in each of the thematic areas – not the individuals. If researchers are included, then full documentation of their skill set and experience should be included in the proposal.</p>

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11. Is the number of professional staff-months of 20 proposed in the RFP negotiable?

11. No. The client has set 20 staff-months as the maximum available to conduct the evaluation. The composition or distribution of these months between personnel in the bidding firm is up to the firm to determine. The 20 months was based on a calculation by the client of 4 months for the team leader, 3.5 months for each of 4 thematic specialists, and 1 month for 2 researchers. However, this should be seen only as a guide to the bidding firms, who should decide themselves what the evaluation requires in terms of the spread of resource.


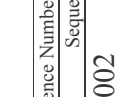






Certification of Minutes as a true record of the proceedings of the meeting:

Signature: [Signature] Name: SEANTONIO PETER Position: Assistant Com. for Govd. & Municipalities / OPM Date: 15-Oct-2007

Part 1: Record of Pre-Bid Meeting to be sent to all bidders who purchased or were issued with the bidding document / OPM

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PART 2: Record of Attendance					
To be signed by all staff and potential bidders present at Pre-Bid Meeting					
No	Name	Position	Company or Department	Signature	
1.	Ssentongo M. Peter	Assistant Comm. for Tax Division & Ministry	OPM		
2.	Dand K de Jm H.	Admin, OPM/USOS	OPM/USOS		
3.	Augustine Wambere	NAE Specialist	NAE		
4.	Tomlin C. Ogeda	Representing Mokoro	Mokoro		
5.	Maria A. Fowler	Representing OPM (Confid Policy Mgmt)	Confid Policy Mgmt		
6.	Ssali Joseph Mary	Member - Contracts Committee	OPM		
7.	BAZUMIA KUNICE	Representing AH Consult	AH Consult		
8.	DIANE RUKUNDO	MFE, CTC	AH Consult		

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No	Name	Position	Company or Department	Signature		
9	OKWARE E. C.	P.O	OPM	<i>[Signature]</i>		
10	Zuber N. Sseubi	S.T.S	OPM	<i>[Signature]</i>		
11	Rachael Kondamen	consultant	Danish Management	<i>[Signature]</i>		
12	Happy Daen B.	Consultant		<i>[Signature]</i>		
13	Mike Felton	Director/Consultant	ITAD Ltd.	<i>[Signature]</i>		
14	Cliff Bamwera	Consultant	ITAD Ltd	<i>[Signature]</i>		
15	Fredrick Mugisha	Senior Research Fellow	OPRC	<i>[Signature]</i>		