

Issued on: September 8, 2022

Reference: BMZ No.: 2020 67 973; KfW Procurement No. 507345

Date of issue of Proposal Documents: August 8, 2022

**Minutes of Pre –Proposals Meeting held virtually for Consulting Services for the Implementation Management Consultant (IMC) under Meghalaya Basin Management Agency (MBMA)**

**Place:** MBMA, Shillong, the pre-proposal meeting was conducted virtually using Zoom Platform with firms who have shown their interest and requested for the link (as mentioned in the bid document)

**Date:** September 1, 2022

**Time:** 3:00 PM (IST) & 11:30 AM (CET)

**Participants from MBMA and other agencies:**

- Dieter Bohnet, Tender Agent, KfW
- Sushant Pal, Project Coordinator, MBMA
- Bantiplang Ryngksai, Procurement Consultant, MBMA
- Damaphi Ryngkhun, Assistant Manager, Procurement, MBMA
- Steffen, Project Manager, GITEC, Germany
- Heike Junger Sharma, Economist, GITEC, Germany
- Fikir, Member of GITEC, NABCONS
- Soumaya Kalia, Member of GITEC, NABCONS
- Jueregn Rambow, Head of Department for Water & Agriculture, AHT, Germany
- Sam Cheriyan, Deloitte, India
- Johannes Geisen, Project Manager, AFC
- Udo, Senior Consultant, AFC
- Friederike Lambrecht, Project Manager/Consultant, GOPA Consultant.



Queries submitted in written and raised by the firms during the pre-proposal meeting held on **1st September, 2022** and clarifications with regard to RFP for Consulting Services for the Implementation Management Consultant (IMC) under Meghalaya Basin Management Agency (MBMA) are as follows:

Sl. No.	RFP Clause	Page No.	Queries	MBMA Response
1	Section II. Data Sheet, ITC Clause Reference No. 1.1	24	Quote: „All correspondence related to the present RfP shall be done via the tender agent and copied to the Employer and KfW.“ Please confirm whether KfW need to be copied. If so, please provide an email address.	All correspondence related to the present RfP shall be done via the tender agent on which it will be shared to the Employer & KfW(if necessary)
2	Section IV. – Financial Proposal – Standard Forms, Form FIN-2,	54	a. Are the amounts provided for equipment, workshops and training (summing up to EUR 100,000) indicative or shall these amounts be used in respective budget lines of the Financial Proposal (i.e., all bidders use the same amounts for these specific cost items)? b. In case the amounts provided for equipment, workshops and training in the Form FIN-2 template shall be used as shown, are these the amounts for one individual phase (i.e., EUR 100,000 for Phase 1 + EUR 100,000 for Phase 2 summing up to EUR 200,000) or does the total allocation for equipment, workshops and training for both phases combined sum up to EUR 100,000?	a. These amounts must be used in the financial proposal. b. The amounts are for both phases.
3	Section IV. – Financial Proposal – Standard Forms, General Remarks,	58	Quote: „Auxiliary support staff (driver, secretary etc.) must be included in the office operation cost.“ However, in the TOR, on page 78, it is stated that „Transportation and office equipment/operation will be borne from the Project as and when required.“ Can you please clarify?	The Consultant’s proper staff must be included in the financial proposal. Otherwise, the TOR prevail.



Sl. No.	RFP Clause	Page No.	Queries	MBMA Response
4	Section VII. Terms of Reference	67-68	<p>Quote: „Within MBMA, a designated Project Management Unit (PMU) will exclusively facilitate project implementation at State, District, Block and village levels (operational management, selection and appraisal of individual projects, definition of support modalities and incentives for farm families, disbursement to channel partners, transition aid for registered farmers and implementation of the Environmental and Social Mgt. System/ ESMS).“ Procurement and financial management are not mentioned as PMU's responsibilities.</p> <p>a. Will the PMU also handle project related procurements and financial management?</p> <p>b. Will the PMU have staff assigned to handle project related procurements and financial management?</p>	<p>a &amp; b. The <u>support responsibilities</u> of the IMC towards the PMU and the PEA will include but are not limited to the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Activity planning and review of results</li> <li><input type="checkbox"/> Procurements</li> <li><input type="checkbox"/> Annual budget planning and follow-up</li> <li><input type="checkbox"/> Financial management</li> <li><input type="checkbox"/> Reporting</li> <li><input type="checkbox"/> Disbursement management.</li> </ul> <p>Based on the requirements, the PMU will assign staff handling procurements and financial management.</p>
5	Section VII. Terms of Reference	73	<p>For activation of the IMC team, we presume that a combination of on-site as well as remote working is allowable? Please confirm.</p>	<p>The above key experts are intermittent positions. The experts will be stationed in Shillong, Meghalaya but will undertake field visits in the intervention areas of the Project.</p> <p>Some part of their work may be done from their home office if possible.</p>
6	Section VII. Terms of Reference	76	<p>General professional experience of Backstopping Experts ... „working experience in the solar sector“: Can you please clarify?</p>	<p>This is an error. 12 years working experience in the concerned sector.</p>



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7	Section VII. Terms of Reference	78	<p>a. We understand that PEA (either from own or project resources) will provide to the IMC all necessary transportation in the project area, office space, office operations and equipment? Is our understanding correct?</p> <p>b. Does the PEA also provide internet access and cover the cost of required courier services (e.g., when original documents need to be submitted by PEA to KfW)?</p>	<p>a. That is correct.</p> <p>b. Such Services in the office premises will be included in office space and operation provided by MBMA.</p>
8	Section VII. Terms of Reference ;Annexe 1: Results Matrix/ Log-frame for Grant Component (Preparatory Phase)  Results Matrix	83	Outcome indicator 4: Processing and marketing capacities/ structures established for at least 2 "Mission" commodities – Assumptions: 2 blocks out of the 11 pilot blocks to be selected from the area of operations of 2 missions: Have these blocks already been selected? If yes, can you please provide more information about these two blocks?	The "Missions" are ongoing. The IMC will be required to choose the commodities (at least 2). The blocks have not been selected. Such selection will be done by IMC.
9	Section VII. Terms of Reference	70	Please clarify the exact meaning of the following statement: „The Consultants should prepare an alternate plan/ fall back mechanism in order to be able to facilitate the work even during the unforeseen situation.“	In every project there are plans to mitigate the risk for unhindered project implementation. Depending on the same the IMC is expected to mitigate risk and prepare plans A or B and take the work even in unforeseen situation.
10	General Query		<p>If for any reason, there is a delay between the end of Phase I and the start of Phase II:</p> <p>a. What is to be the expected role of the IMC/PMU during such a period?</p> <p>b. Is there any 'unallocated' financial resources to cover for such an event?</p>	<p>It is unlikely that there will be delay, in case there are delays then:</p> <p>(a) Employer and PEA will inform the IMC of such a situation and course of action. IMC might have to hold/wait for the interim period.</p> <p>(b) No resources as of now</p>



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11	<b>Section VII. Terms of Reference</b> ; „specific professional experience of key experts,	73-75	In several cases, work done by key experts is required „to be attached“. Can you please explain what is meant ... how to attach related work?	An expert's work done must be clearly specified in Form TECH 6 (Expert's "specific professional experience" for the project according to the staff qualifications requested in the TOR) and justified in his CV. Further proof if there is any agreement signed for the respective work done with other firms or organizations.
12	<b>Section VII. Terms of Reference</b> ; expert input table,	77	The National Project Management Expert (Position 2.1) is referred to as „team leader“ (Phase 1) and „deputy team leader“ (Phase 2). The CTO (Position 1.1) is also referred to as „team leader“ (Phase 2 and overall – see p. 72. Can you please clarify?	The International Chief Technical Officer (CTO) is the team leader. The national Project Management Expert is the deputy team leader.
13	<b>Section VII. Terms of Reference</b> ; Annex 1,	80-89	We understand the costs of activities identified in Phase I (e.g. the baseline and KAP surveys, PoP, capacity building, etc.) are to be covered from funds allocated to the Project (Grant Component) and to be accessed by PEA through simplified reimbursement procedures. Is our understanding correct?	This is part of the cost that is to be paid to the IMC.
14	General Query		We understand that all sub-contracts initiated by the PEA with other already named government or NGO bodies will be resourced from funds allocated to the Project (Grant Component) and to be accessed by PEA through simplified reimbursement procedures. Is our understanding correct?	That is correct.



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15	General Query		A Pre-Proposal Conference will be held on September 1, 2022, at 3:00 PM IST or 11:30 AM CET. Here in Germany, we currently have CEST (Central European Summer Time), i.e., 3:00 PM IST is not the same time as 11:30 AM CET. Kindly re-confirm the exact time of the pre-proposal conference.	The Pre-Proposal Conference was held on September 1, 2022, at 11:30 CEST.
16	General Query		<ul style="list-style-type: none"> <li>a. Requested for a site visit.</li> <li>b. Will the firm be able to meet with the PEA?</li> <li>c. Can we contact with other Stakeholders?</li> <li>d. in the feasibility study, it is learnt that there re other Programs. How things are going on the ground.</li> </ul>	<ul style="list-style-type: none"> <li>a. It has not been foreseen in the tender procedure and there will be no support from MBMA at this stage. Can do the site visit at their own cost.</li> <li>b. There will be no meeting with the agency for further information as it will not be fair for the other firms.</li> <li>c. Officially Government has not yet announced this programme, there will not be enough information about the programme . Stakeholders don't know much about the programme. Discussion can be done anonymously for a fact check with the guidance of only the feasibility study.</li> <li>d. As per c.</li> </ul> <p>Any other firms planning for a field visit has to inform to the PEA &amp; the Tender agent, prior to undertaking the visit.</p>
17	General Query		Input of the International experts for both the phases but particularly for the CTO Phase-II has the input of 20% of the time for Phase-II period which is of 60 months. The Input of the CTO is 12 months. However, as per the task & the responsibilities, it is abit out of Proportions. How the CTO manage with the limited input?	<p>In Phase II, the Chief Technical Officer (CTO) is expected to play a main role in providing leadership, technical expertise , supervision &amp; quality assurance . Daily project management tasks should be shared with the deputy team leader.</p> <p>If a Consultant considers the suggested man-months for</p>



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				the CTO and his deputy is inappropriate for the tasks, he should state this in his offer and propose an alternative.
18	General Query		<p>a. The RfP foresees 8 man-months for the social safeguard position in the implementation phase. This seems to be a bit high as compared to the other positions. Can this input be reduced or adjusted for some other positions?</p> <p>b. In the result matrix, there are some dates that requires to be analysed by the end of 2022, we assume if this can be adjusted.</p>	<p>a. The TOR prevails in terms of the RFP. At the implementation phase IMC may discuss such allocation with PEA and KfW at a later date depending on the emerging need.</p> <p>b). Yes, we can consider such suggestion once the IMC is onboarded.</p>
19	General Query		Reference on the time frame in the result matrix, if perhaps we can get clarifications on the proposed start time of the Phase-I. As due to the State level elections, if the tender is affected at all by that. If the PEA is considering an appropriate start time to that fact.	This Programme will not be affected by the election as the bureaucracy & politics leaderships are two separate functions of the State.
20	General Query		Some staff requirements are a strong mixture of expertise like social safeguards which normally is a separate professional. If we see that there is very different professional input required, can we split the key experts accordingly if foresee that there is a need to do.	There are key experts and expert's pool. Key experts are fixed. If there is requirement for additional expertise and can be added in the expert pool only.



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21	Section VII. Terms of Reference; Programme Objective and Results	68	On the Programme Objectives, to minimize climate change means to minimize risk from climate change or does it minimize climate change from risk?	To minimize the risks of climate change.
22	Section VII. Terms of Reference	74 to 76	<p>a. Are we correct to understand that the terms IMC and ISC are used interchangeably, both meaning the contractor to be hired through this tender procedure, or is there a difference between the IMC and possible ISCs, the latter being service providers to be hired for additional services to be provided to the client during Phase I or Phase II.</p> <p>b. On pages 74 to 76, the profiles of the key experts request for certain experience "work done to be attached". We would like to request clarification on what is meant by this. Is the completed Form TECH-6 template sufficient, or is further prove requested and if yes, in which form?</p>	<p>a. The terms IMC and ISC are used interchangeably. For this tender, it's Implementation Management Consultant. Hence, no additional services to be provided to the client during Phase I or Phase II.</p> <p>b. As per response for Sl. No. 11.</p>



**Shri. Shivansh Awasthi, IAS**  
**Additional Project Director**  
**Sustainable Land Management Meghalaya**



**Pre –Proposals Meeting held virtually for Consulting Services for the Implementation Management Consultant (IMC) under Meghalaya Basin Management Agency (MBMA)**

**VENUE: Via Zoom Platform**

**DATE: 1.09.2022**

**TIME :- 3:00 PM (IST) & 11:30 AM (CET)**

**ATTENDANCE SHEET**

Sl.No	NAMES	DESIGNATION	ORGANIZATION	PHONE NO	EMAIL ID	SIGNATURE
1	Dieter Bohnet	Tender Agent	KfW	+49 6762 960275	<a href="mailto:tender.agent@bohnet-consulting.de">tender.agent@bohnet-consulting.de</a>	Attended Virtually
2	Sushant Pal	Project Coordinator	MBMA		skp9us@gmail.com	Attended Virtually
3	Bantiplang Ryngksai	Procurement Consultant	MBMA		bantip.lr@gmail.com	Attended Virtually
4	Damaphi Ryngkhun	Assistant Manager, Procurement	MBMA		<a href="mailto:mbmaprourement@gmail.com">mbmaprourement@gmail.com</a>	Attended Virtually
5	Steffen	Project Manager	GITEC, Germany			Attended Virtually
6	Heike Junger Sharma	Economist	GITEC, Germany			Attended Virtually
7	Fikir	Member of GITEC, NABCONS	GITEC, Germany			Attended Virtually



8	Soumaya Kalia	Member of GITEC, NABCONS	GITEC, NABCONS			Attended Virtually
9	Jueregn Rambow	Head of Department for Water & Agriculture	AHT, Germany			Attended Virtually
10	Sam Cheriyan		Deloitte, India			Attended Virtually
11	Johannes Geisen	Project Manager	AFC			Attended Virtually
12	Udo	Sr. Consultant	AFC			Attended Virtually
13	Friederike Lambrecht	Project Manager/Consultant	GOPA Consultant			Attended Virtually