



MILLENNIUM CHALLENGE ACCOUNT, TIMOR-LESTE (MCA-TL)

MINUTES OF PRE-PROPOSAL CONFERENCE

Type of Meeting		Pre-Proposal Conference: Training and Institutional Support Contract TALENT Project Ref: TTP/2023/Cons/CS/0013	
Date of Meeting	March 27, 2023	Time started:	10h00 (Dili, Timor-Leste Time-(GMT+9))
		Time ended:	10h45(Dili, Timor-Leste Time-(GMT+9))
		Duration:	45 Minutes
Meeting Facilitator:	Procurement Agent Manager,	Location:	Online: Microsoft Teams Meeting
1. PHYSICAL ATTENDANCE: in MCA-TL Boardroom			
Name		Role and Organization	
a)	David Hill	Procurement Agent Manager (Charles Kendall-MCA-TL Procurement Agent)	
b)	Malebohang Veronica Mou	Senior Procurement Specialist (Charles Kendall-MCA-TL Procurement Agent)	
c)	Ruben Salgado	Senior Procurement Specialist (Charles Kendall-MCA-TL Procurement Agent)	
d)	David Vegas	Jounier Procurement Specialist (Charles Kendall-MCA-TL Procurement Agent)	
e)	Rita Sarmento	Administrative Assistant Charles Kendall and Partners (Charles Kendall-MCA-TL Procurement Agent)	
f)	Mariano Carmo	Interim Procurement Director (MCA-TL)	
g)	Ismenio Martins Da Silva	MCA-TL Managing Director TALENT Project	
h)	Dionisio Sarmento	MCA-TL Senior Specialist for Education	
2. VIRTUAL ATTENDANCE			
a)	Winter Preston	MCC Procurement Director	
b)	Sarah Edith Jones	Director, Human and Community Development (MCC)	
PROSPECTIVE BIDDERS/CONULTANTS		Refer to screenshot and attendance Register attached	
3. APOLOGIES: None			

4. AGENDA	
Agenda Topics	Presenter
a. Welcoming Remarks and Introduction	David Hill (<i>Procurement Agent Manager</i>) and Mariano Carmo (<i>Interim Procurement Director</i>)
b. Clarify some important aspects of the RFP	David Hill (<i>Procurement Agent Manager</i>)
c. Discuss procurement process including aspects of the Consultants Data Sheet and Evaluation and Qualification criteria	David Hill (<i>Procurement Agent Manager</i>)
d. Provide background of the assignment and explain Technical aspects (Terms of References)	Ismenio Martins Da Silva MCA-TL Managing Director TALENT Project
5. PRESENTATIONS	
a) <u>Opening and Welcome Remarks</u> David Hill, the Procurement Agent Manager (PAM) of MCA-TL opened the conference meeting by introducing himself and welcomed all who were present (physical and virtually). He indicated that the meeting will be recorded, while the questions should be submitted through chat box. He handed over to Mariano Carmo (The Interim Procurement Director) to introduce himself and thanked everyone for participating in the conference. Mariano further welcomed all participants and indicated that this meeting is important since it contributes towards achievement of the project. Following this he handed back to PAM, who introduced Procurement Agent, MCA-TL and MCC teams. The introduction also included relevant Timor-Leste Implementing entities and Authorities related to the Compact including those that were not necessarily part of the meeting.	
b) <u>Meeting Proceedings</u> After the introductions, on behalf the MCA-TL, the PAM (David Hill) provided a structure of the meeting and thereafter handed over to the MCA-TL Managing Director TALENT Project (Ismenio Martins Da Silva) to provide a brief overview of the project. Ismenio Martins Da Silva provided a background of the assignment and explanation on the Terms of References. He then handed back to David Hill, who indicated Consultants should submit their request for clarifications in writing, in a Chat Box and those will be discussed at a later stage of the conference. The PAM further discussed and explained the procurement process and key requirements in the Request for Offers (RFO) including the following information: <p style="margin-left: 40px;"> Section I: Instructions to Consultants: Section II. Proposal Data Sheet Section III: Qualification and Evaluation Criteria Section IVA: Technical Proposal Forms Section IV B: Financial Proposal Forms Section Section V: Terms of Reference Section VI: Contract Agreement and Annexes (General Conditions of a Contract and Specific Conditions of a Contract) </p>	
i. Request for clarifications to be provided in writing by email (patimoreleste@charleskendall.com) on or before 4 April 2024 (GMT+9hrs)	

- ii. **Clarification responses** to be issued to the Consultants not later than **8 April 2024(GMT+9hrs)**
- iii. Procurement Agent will be coordinating the Evaluation process,
- iv. Independent Technical Evaluation Panel Members will evaluate Proposals,
- v. The **deadline** for submission of Proposals/Offer: **18th April 2024 at 10.00hrs (GMT+9hrs)**
- vi. Although there are other personnel required, only Key Personnel indicated in Section III. (Qualification and Evaluation Criteria) will be evaluated. Consultants are encouraged to also include any other key personnel in their proposals for successful implementation of the project
- vii. Proposal Validity: **100 days**
- viii. Anticipated **commencement date** of the assignment: **June 2024**
- ix. NO financial capacity required in this assignment, but MCA-TL has the right to request this information during the evaluation.
- x. Consultants to ensure no financial data in the Technical Proposals
- xi. Consultants Can Make Suggestions and Comments on the terms of references

After all presentations were made, Malebohang Veronica Mou read the questions from the chat box and some of the questions were requested verbally by the Consultants. Details of questions and the responses discussed during the meeting are found in **Annex I** of the minutes.

c) Closing Remarks:

At the conclusion of all requests for clarification and responses, David Hill thanked everyone for their participation for the meeting and asked Consultants to seek clarifying questions in writing and responses will also be provided in writing. The meeting adjourned at 10h45(Dili, Timor-Leste Time-(GMT+9)).

6. ACTION ITEMS/ TO BE CARRIED FORWARD

Action	Responsible Office	Due Date
(a) To send Minutes to the Consultants	Procurement Agent-MCA-TL	on or before 4 April 2024 (GMT+9hrs)
(b) Consultants to request Clarifications to the following email address: patimorleste@charlesskendall.com	Consultants	on or before 4 April 2024 (GMT+9hrs)
(c) Send Responses to Request for clarifications (Questions and Answers) to consultants	Procurement Agent-MCA-TL	not later than 8 April 2024(GMT+9hrs)

Attachments to the Minutes:

- a) **Annex I: Request for Clarifications and Responses discussed during the Pre-Proposal Conference**
- b) **Annex II: Attendance Register and Attendance Report**
- c) **Annex III: Screenshot of Participants of the Pre-Proposal meeting**
- d) **Annex IV: Audio Record**

Annex I
Request for Clarifications and Responses discussed during the Pre-Proposal Conference

March 27, 2024

	Reference	Question/Clarification Request	Millennium Challenge Account, Timor-Leste's Response
1.		Can you please confirm that the project duration is 5,6 years? It is not explicitly written in the ToR, but there is an indirect indication in the deliverable table (total number of weeks = 295).	Confirmed.
2.		Does MCA intend to respond to further questions on a rolling basis or wait until after all questions have been received on the deadline?	All request for Clarifications will be consolidated and responded to in writing to all Consultants by the deadline of responses
3.		Can you kindly confirm the language of instruction for the teacher training delivery program? Should we consider Tetum or Portuguese?	Material will have to be submitted in English for review
4.		With reference to option years. Does this ToR include option years? (edited for clarity for reference later.)	This question will be responded to in writing by 8 April 2024 (Deadline for responding to request for clarifications)
5.		Teacher and school leaders training will take place in Dili alone or will it be delivered throughout the country?	throughout the country.
6.		Can you please let us know what financial capacity do you consider appropriate from the candidate? Even if not requested in the form. Considering the budget of the project, what do you consider appropriate as financial capacity for the awarding candidate?	This question will be responded to in writing by 8 April 2024
7.		Is there a minimum or maximum length of the CVs?	This question will be responded to in writing by 8 April 2024

	Reference	Question/Clarification Request	Millennium Challenge Account, Timor-Leste's Response
8.		<p>Could MCA please clarify whether this contract is about technical assistance, support and training of trainers for the CoE or about directly providing training delivery? Our reading of the ToR is that the intent is the former (TA/support) but there are some aspects that are unclear.</p> <ul style="list-style-type: none"> • For example, the contract deliverables and payment structures put the onus of the Consultant to complete trainings. Is delivering the training to teachers the responsibility of the CoE or the Consultant? • We understand that all Consultant staff travel expenses should be a part of our budget and price. Will the CoE, GoTL, MCA or another entity provide financing for the venue, travel, and other costs related to direct delivery of training to teachers? 	This question will be responded to in writing by 8 April 2024
9.		<p>On page 6 of the ToR, under the description of the “Teacher Training/Professional Development Specialist” it says: The Team Leader must demonstrate a specializing in secondary education, teacher and school leader professional development, and/or other technical areas related to the Terms of Reference. Please note it says Team leader, and not Teacher Specialist. Is it a typo mistake?</p>	This question will be responded to in writing by 8 April 2024
10.		<p>Regarding component 4 - Sub-activity 4.3: Creating Language and ICT Supports – can you please confirm if the Consultant is only responsible for “training recommendations” and “training design”, but not actual Portuguese and ICT training delivery?</p>	This question will be responded to in writing by 8 April 2024

Annex II

Attendance Register and Attendance Report

<https://www.dropbox.com/scl/fo/seicqfif93l7y179ka40q/h?rlkey=748375z9a9wg4bqnrmlhvrzy0&dl=0>

Annex III

Screenshot of Participants of the Pre-Proposal meeting

<https://www.dropbox.com/scl/fo/seicqfif93l7y179ka40q/h?rlkey=748375z9a9wg4bqnrmlhvrzy0&dl=0>

Annex IV
Audio Record

Pre-Proposal Conference for Training and Institutional Support Contract TALENT Project-20240327 100427-Meeting Recording.mp4