



**COMITE NATIONAL POUR LA MISE EN ŒUVRE DU PROGRAMME
COMPACT DU MILLENNIUM CHALLENGE CORPORATION
(CNPC-MCC)**

REQUEST FOR PROPOSALS

REF: CNPC/Consult/QCBS/013

**Procurement of Environmental and Social Oversight Consultant
(ESOC) Services for the Skills for Employability and Productivity
Project (SKILLS)**

MINUTES OF THE PRE-PROPOSAL CONFERENCE

November 2018

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RFP REF.	CNPC/Consult/QCBS/013
Procurement	Procurement of Environmental and Social Oversight Consultant (ESOC) Services for The Skills for Employability and Productivity Project (SKILLS)
Selection Method	Quality and Cost Based Selection (QCBS)
Date	November 7 th , 2018
Location and Time	www.zoom.us at 2.00pm Abidjan Time

Were present:

CNPC/MCA-Cote d'Ivoire:

1. Lambert Kouassi, Procurement Expert
2. Dr Yao KOUASSI, Employability and Productivity Expert
3. Florent A. BOTTO, Environmental and Social Assessment Expert

CARDNO as Procurement Agent:

1. Celine Serot, Procurement Agent Manager
2. Rachida Berri, Senior Procurement Specialist

Consultants – See attendance list in Annex 1.

The agenda was as follows:

- Overview of MCA-Cote d'Ivoire Projects
- Procurement Presentation of ESOC/Skills
- Technical Presentation of ESOC/Skills;
- Questions/Answers.

I. Procurement Presentation

After thanking and welcoming the participants for their presence, the Procurement Agent Manager delivered a presentation on the contents of the ESOC/Skills RFP, MCC Procurement Principles, the ESOC/Skills method of procurement (Quality and Cost Based Selection), & salient practices in meeting MCC Program Procurement Guidelines (see attached Annex – 2).

II. Technical Presentation

The MCA-Cote d'Ivoire Environmental and Social Assessment Expert delivered a PowerPoint presentation on the overview of MCA-Cote d'Ivoire Skills Project, explaining the scope of services that are expected from the ESOC/Skills Consultant (see attached Annex – 2), and highlighting tasks planned in this assignment. This presentation is a summary as detailed information can be found in the RFP, with additional information within this report and responses to request for clarifications.

III. Questions and Answers

Upon completion of the presentations, the Consultants were invited to ask questions.

Different points were raised by the Consultants and briefly clarified by MCA-Cote d'Ivoire representatives. It was however requested, that all representatives of the Consultants to write down their questions in "Chat Section" of Zoom platform, in order that a formal written clarification may be prepared. Questions and Answers attached in Annex- 3.

All the questions shall be considered in the said clarification and sent to all registered Consultants.

Annexes:

- Annex 1: Attendance Sheet
- Annex 2: PowerPoint Procurement and Technical presentation **in a separate file**
- Annex 3: Questions and Answers (Clarification Notice N°01) **in a separate file.**

Annex 1 - Attendance Sheet

Topic	Meeting ID	Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Name (Original Name)	Join Time	Leave Time	Duration (Minutes)	Attentiveness Score
CNPC/Consult/QCBS/013 Environmental and Social Oversight Consultant (ESOC SKILLS Conference Prealable	964-597-442	11/6/2018 10:33	11/7/2018 14:52	11/7/2018 16:00	68	9	Procurement Agent - CARDNO (Celine Serot) (Host)	11/7/2018 14:52	11/7/2018 16:00	68	100.00%
	964-597-442	11/6/2018 10:33	11/7/2018 14:52	11/7/2018 16:00	68	9	EnvironQuest (Oluwabiyi)	11/7/2018 14:57	11/7/2018 15:06	9	100.00%
	964-597-442	11/6/2018 10:33	11/7/2018 14:52	11/7/2018 16:00	68	9	Afoke Bakpa	11/7/2018 15:00	11/7/2018 15:03	3	100.00%
	964-597-442	11/6/2018 10:33	11/7/2018 14:52	11/7/2018 16:00	68	9	Lambert - MCA-CI/CNPC	11/7/2018 15:03	11/7/2018 16:00	57	100.00%
	964-597-442	11/6/2018 10:33	11/7/2018 14:52	11/7/2018 16:00	68	9	ADIARRA	11/7/2018 15:08	11/7/2018 16:00	52	100.00%
	964-597-442	11/6/2018 10:33	11/7/2018 14:52	11/7/2018 16:00	68	9	Bureau Veritas (pakouassi)	11/7/2018 14:59	11/7/2018 16:00	61	100.00%
	964-597-442	11/6/2018 10:33	11/7/2018 14:52	11/7/2018 16:00	68	9	Rachida Berri - CARDNO	11/7/2018 15:06	11/7/2018 16:00	54	100.00%
	964-597-442	11/6/2018 10:33	11/7/2018 14:52	11/7/2018 16:00	68	9	Manuela Lapadat LOUIS BERGER (mlapadat)	11/7/2018 15:04	11/7/2018 16:00	57	100.00%
	964-597-442	11/6/2018 10:33	11/7/2018 14:52	11/7/2018 16:00	68	9	EnvironQuest	11/7/2018 15:06	11/7/2018 16:00	54	100.00%