



**GOVERNMENT OF LIBERIA
MILLENNIUM CHALLENGE ACCOUNT LIBERIA**

PRE-PROPOSAL CONFERENCE MINUTES

Ref: 4A1506/ME/006

DATA QUALITY REVIEW CONSULTANT

May 26, 2020, 2:00 pm, Liberia time, Electronically via WebEx

Present:

Name	Entity	Email
Company Representatives		
1. Rohan Jadhav	CRISIL Risk and Infrastructure Solutions Limited	rohan.jadhav@crsil.com
2. Ken Collison	ICF	Kenneth.Collison@icf.com
3. Dr. Celine Vandermeersch	GOPA Consultants	Celine.Vandermeersch@gopa.de
4. M Tilman Hecker	GOPA Consultants	Tilman.Hecker@gopa.de
5. Patrick Young	GOPA Consultants	patrick.young@pfdusllc.com
6. Joel Gumisiriza	AH Consulting Ltd	jgumisiriza@ahcul.com
7. Okwarampe Millicent	AH Consulting Ltd	mokwarampe@ahcul.com
8. Sylvester Gabianu	Nimba Research & Consulting Ghana Limited	sylvester.gabianu@urbanassociates.com.gh
9. Josephine Enyonam Owusu	Nimba Research & Consulting Ghana Limited	josie.dekpor@gmail.com
10. Lela Goginashvili	ACT	l.goginashvili@act-global.com
11. Eng. Henry Orwa	PARS Research	horwa@norken.co.ke
12. Susan Kahinga	PARS Research	susan.kahinga_chege@pars.co.ke
13. Dr Komi Gligbe	Institut Soumaré of Finance	kgligbe@isoumare.org
14. Candace Miller	Mathematica	cmiller@mathematica-mpr.com
15. Daniel Adoteye	KPMG	dadoteye@kpmg.com
16. Jonathan Lutterodt	KPMG	JLutterodt@kpmg.com
17. Emmanuel Yamoah	KPMG	eyamoah@kpmg.com
18. Victor T. Roberts	CRSI	vtroberts@crsillc.com

Name	Entity	Email
MCA-Liberia and MCA-Liberia Procurement Agent		
Name	Entity	Email
1. Nicholas Dikenah	Monitoring & Evaluation Director, MCA-L	dikenahn@mca.gov.lr
2. O'George Franck Stephens	Monitoring & Evaluation Manager, MCA-L	stephenso@mca.gov.lr
3. Jorge Lynch	Manager, MCA-L PA	jorge.lynch@cardno.com
4. Mako Shoaepane	Senior Procurement Specialist, MCA-L PA	mako.shoaepane@cardno.com

A. Introduction

Mako Shoaepane, Senior Procurement Specialist, MCA-Liberia Procurement Agent, welcomed the participants and requested all present to introduce themselves. He then highlighted each of the contents of the RFP, provided an overview and structure of the meeting.

B. The Purpose, Scope and Context of the Meeting

The Purpose of the meeting was to explain the technical and procurement aspects of the Request for Proposals (RFP) for the **Data Quality Review Consultant** requirement, and to allow potential Consultants to request clarifications on what was discussed during the meeting.

C. Overview of the RFP and TOR

The Senior Procurement Specialist, Procurement Agent, took the participants through the Request for Proposals (RFP) on the procurement aspect, clearly outlining important elements which consultants are required to be familiar with to submit responsive proposals in accordance with the requirements. Then handed over, to Nicholas Dikenah, Monitoring & Evaluation Director, who went through the important aspects of the Terms of Reference (Section V of the RFP) for the consultants to get a strong understanding of the technical requirements both for the firm and the key personnel.

There were eleven (11) companies represented as indicated above.

The dates and important aspects of the RFP were emphasized for Consultants to have a detailed understanding of the requirements. Participants were then asked to send their request for clarification in writing before the deadline of **May 27, 2020** so that responses can be formally issued to all Consultants by **June 12, 2020**.

D. QUESTION & ANSWER SESSION

Participants were given an opportunity to ask questions and answers were provided. They were also informed that they will receive all the questions and responses through email.

Following are the questions asked and responses provided during the conference and other questions received will be responded to separately:

#	Consultants' Queries	MCA-Liberia's Responses
1.	Can the Power of Attorney (POA) be replaced by the authorization letter in cases where the Consultant is unable to obtain the POA?	<i>Refer to Addendum #1 to the RFP.</i>
2.	What is the currency requirement for submission of the proposal and the payments?	<i>Refer to Section II, ITC 15.1 (US Dollars is the proposal and payment currency).</i>
3.	Will the Consultant be required to be physically present in Liberia during the execution of the assignment?	<i>Refer to Addendum #1 to the RFP.</i>
4.	What will happen if by the time the Consultant is about to commence the work, COVID-19 Pandemic worsen?	<i>That assumption must be captured in the proposed COVID-19 Response Plan and must demonstrate how the Consultant will mitigate such a risk.</i>
5.	Is the Resident Project Manager still required given the COVID-19 Pandemic?	<i>The Resident Project Manager is required to ensure continued presence of the Consultant in Country. However, there can be alternates from the team in line with the proposed COVID-19 Response Plan. Consultant should submit names of alternates in line with the proposed COVID-19 Response Plan.</i>
6.	Will the assignment be extended beyond its current duration?	<i>There is no extension of the duration of the assignment envisaged at this stage.</i>
7.	What is the law governing the services?	<i>The Republic of Liberia laws.</i>

E. CLOSING REMARKS

Mako Shoaepane closed the meeting at around 3:38 pm by thanking participants and encouraging the consultants to adhere to the instructions as outlined in the RFP to submit responsive proposals.