



**GOVERNMENT OF LIBERIA
MILLENNIUM CHALLENGE ACCOUNT LIBERIA**

PRE-PROPOSAL CONFERENCE MINUTES

**UTILITY TRAINING CONSULTANT (UTC) FOR THE IMPLEMENTATION OF
TRAINING AT LIBERIA ELECTRICITY CORPORATION (LEC)**

Ref: 4A1506/EP/026

August 9, 2019, 2:15 pm, local time, at MCA-Liberia Mt. Coffee Conference Room

Present:

Name	Entity	Email
Company Representatives on WebEx		
Name	Entity	Email
1. Soumitry Dey	Tata Power	soumitrydey@tatapower.com
2. Shivadas Nair	Tata Power	shivadas.nair@tatapower.com
3. Ajay Thakare	Tata Power	ajay.thakare@tatapower.com
4. Lou	PIC	lou.rivera@picgroupinc.com
5. Robert Heuser	PIC	robert.heuser@picgroupinc.com
6. Domenic Tassoni	PIC	domenic.tassoni@picgroupinc.com
7. Eduardo Perez	Decons Energy	e.perez@deconsenergy.com
8. Ayush	Crisil	ayush.saxena@crisil.com
9. Priya	Feedback Infra	priya.garg@feedbackinfra.com
10. Ian Oliver	ISI Consultants	ijoliver@isi-consultants.com
11. Ross Ensor	ISI Consultants	rgensor@isi-consultants.com
12. Vibhor Singh		vibhor.singh@tatapower-ddl.com
13. Marcus Davies	PWC	marcus.davies@pwc.com
MCA-Liberia, Procurement Agent and LEC		
Name	Entity	Email
1. Tshaka Dennis, PE	DCEO, MCA-L	dennist@mca.gov.lr
2. Jacob N.W. Slewion, Sr	Procurement Director, MCA-L	slewionj@mca.gov.lr
3. M. Hady Sherif	Director of Energy, MCA-L	sherifh@mca.gov.lr
4. Aaron K.D. Cholopray	Procurement Manager, MCA-L	cholopraya@mca.gov.lr
5. Mako Shoaepane	Senior Procurement Specialist, MCA-L PA	mako.shoaepane@cardno.com
6. Dean E. Kulah	Procurement Specialist, MCA-L PA	dean.kulah@cardno.com
7. Dele Shobayo	Energy Project Manager, MCA-L	shobayod@mca.gov.lr

Name	Entity	Email
8. William Anderson	Training Officer, LEC	wanderson@lecliberia.com
9. Jefferson Krua	Communication Specialist, MCA-L	kruaj@mca.gov.lr

A. Introduction

Jacob N.W. Slewion, Sr., Procurement Director, MCA-Liberia, welcomed the participants. He then handed over to the Procurement Agent's Senior Procurement Specialist, who highlighted the contents of the RFP and 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 **Utility training Consultant (UTC) for the Implementation of Training at Liberia Electricity Corporation (LEC)** 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 the important elements which consultants need to be familiar with to submit responsive proposals in accordance with the requirements. Then came, M. Hady Sherif, Energy 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 key personnel.

There were seven (7) companies represented via WebEx (as indicated above).

The dates and important aspects of the RFP were emphasized for the 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 **August 9, 2019** so that responses can be formally issued to all Consultants by **August 23, 2019**.

D. QUESTION & ANSWER SESSION

Participants present, through WebEx, 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.

The following are all the questions and responses asked during the conference and other questions received will be responded to separately by August 23, 2019:

#	Consultants' Queries	MCA-Liberia's Response
1.	Will associations be considered for the assignment?	<i>Consultants may associate with other consultants to enhance their capacity to successfully carry out the assignment.</i>

#	Consultants' Queries	MCA-Liberia's Response
2.	Is there any tax to be included in the consultant's total cost for undertaking the assignment?	<p><i>Section 2.6 of the Millennium Challenge Compact ("Compact") directs that "all MCC Funding is free from the payment or imposition of any existing or future taxes, duties, levies, contributions or other similar charges." Annex II of the Program Implementation Agreement (PIA) explains that MCA-Liberia, the Project Implementation Unit at the Liberia Electricity Company (the "PIU"), and all Providers, Covered Providers, Implementing Entities, eligible contractors (prime contractors and subcontractors), eligible consultants and other eligible entities and individuals that receive MCC Funding directly or indirectly in furtherance of the Compact are (an "Exempt Entity" in the case of a legal person or an "Exempt Individual" in the case of a natural person) required eligible to benefit from the relief from taxes contemplated by Section 2.6 of the Compact.</i></p> <p><i>Only natural persons who are not citizens or permanent residents of Liberia; and legal persons that are not formed under the laws of Liberia (but excluding MCA-Liberia and any other entity formed for the sole purpose of implementing the Government's obligations hereunder) are eligible for the tax exemption under the Compact.</i></p> <p><i>Both the Compact and the PIA were signed by the United States of America and the Government of Liberia and then subsequently ratified by the National Legislature of Liberia and signed into law by President. Therefore, the tax provisions in the Compact and PIA have the force of law in Liberia.</i></p>
3.	How many participants will be trained in the program?	<p><i>A determination of the specific number of trainees can only be made after Tasks 3 (Training Needs and Skills Assessment). Notwithstanding, LEC has a numerical staff strength of 601 full time and 307 part-time employees totalling 908 staff. The Consultant may project at least 25 -30 persons for the TOT.</i></p>
4.	Will there be a gap assessment?	<p><i>See Task 3 (a) of Section V of the RFP.</i></p>

#	Consultants' Queries	MCA-Liberia's Response
5.	Any pre-decided number of participants for training?	<i>See response in question 3 above.</i>
6.	Does on the job training include classroom as well?	<i>This is primarily delivered in the workplace but may also include limited classroom/theoretical training where necessary. See Section V, (2), Project Overview of the RFP.</i>
7.	Is there a sequence for the training?	<i>In terms of proposing a sequence for the training, this depends on consultant's proposal and proposed work plan in terms of proposing a logical sequence reflecting consultant's understanding of the TOR.</i>
8.	Who is going to be responsible for catering for task 6 and 7?	<i>See facilities to be provided by Consultant's in 8.2, Section V of the RFP. The consultant is not responsible for any catering service provision.</i>

E. CLOSING REMARKS

MCA-Liberia Procurement Director closed the meeting at around 3:40 pm by thanking participants and encouraging the consultants to adhere to the instructions as outlined in the RFP to submit responsive proposals.