



LESOTHO MILLENNIUM DEVELOPMENT AGENCY (LMDA)

PRE-PROPOSAL MEETING MINUTES

**Consultancy Services for Rural Land Registration Study
(Ref. No: LMDA/CD/C/01/2020)**

Skype Meeting

Date: July 23, 2020, 10:00 am local Lesotho time,
Venue: LMDA Boardroom

Present LMDA staff/representatives who attended the Pre-Proposal meeting through skype:		
	Name	Position
1	Malebohang Mou,	Procurement Head/Director
2	Mamaseko Malehlohonolo Lefothane	Procurement Specialist
3	Neo Ramokhele	Senior Legal Officer
4	Sello Sefali	Head Procurement Adjudication
5	Mantsepi Ramoseme	Land Consultant
6	Limakatso Lejone	Senior Procurement Officer
7	Senate Makhalanyane	Temporary Procurement Officer
8	Nthabiseng Moea	Temporary Procurement Officer
9	Pulane Ramakongoana	Procurement Officer
10	Mannana Phalatse	Economist
11	Limpho Maema	Gender and Social Inclusion Specialist

1. Introduction

The Head/Director of Procurement (Malebohang Mou) welcomed the participants and gave them an opportunity to introduce themselves. All participants introduced themselves and the companies they represented. However, some participants joined after the introductions were made. Therefore, it was not clear which companies they represented. The Head/Director of Procurement then highlighted the purpose of the meeting, provided an overview and structure of the meeting. In total there were forty-nine (49) participants in the meeting and thirty-eight (38) of them were Consultants who participated through skype, while the other eleven (11) participants were Lesotho Millennium Development Agency (LMDA) representatives. The attendance register is attached as **Annex 1**.

2. The Purpose, Scope and Context of the Meeting

The Procurement Director/Head indicated that the purpose of the meeting was to explain the technical and procurement aspects of the Request for Proposal (RFP) for **Rural Land Registration Consultancy Services**, and to allow prospective Consultants to request clarifications on the RFP. The Agenda was shared as follows when the meeting started:

- a) Clarification on Procurement aspects of the RFP
- b) Clarification of Technical aspects (Terms of References)
- c) Consultants to request clarification and ask Questions

3. Overview of the RFP and TOR

3.1 Presentation on Procurement aspects by Head/Director Procurement

Procurement Head/Director presented the structure of the RFP. She elaborated and explained each of the seven (7) Sections of the RFP including conditions of the contract and contract forms and their importance. She put more emphasis on some sections that are specific to the Land Registration Study in question notwithstanding the fact that the whole RFP is important and the Consultants were advised to read all sections. Qualification and evaluation criteria; submission Requirements including procedure for electronic submission were also explained in detail by the Procurement Director.

Following her presentation, she handed over to Land Specialist/Consultant (Ms Mants'epi Ramoseme) and Social and Gender Inclusion Specialist (Mrs Limpho Maema) who presented the land and gender issues respectively with regard to the scope of the Terms of Reference (TORs).

3.2 Technical Issues

3.2.1 Land Issues by Land Consultant

- LMDA's preliminary analysis revealed that the land allocation mechanism and land registration system are not functioning well in the rural areas of Lesotho

- The objective of this study is to design a sustainable and equitable approach to rural land registration in the rural areas of Lesotho
- This assignment will be undertaken under Compact II
- The rural land registration system should be compatible with the existing land registration system in Land Administration Authority (LAA).
 - This approach should also allow for efficient allocation and transfer of land, and the designed approach should have special features to protect and strengthen women's land rights, provide land rights security and the design be financially viable (should not depend on donations).
- Reporting
 - Within the TOR are Tasks with expected outcomes and deliverables clearly elaborated; in addition to reports already specified under the tasks will be bi-weekly update reports and a final report.
 - Tasks and deliverables will be based on the effective date of commencement

3.2.2 Gender Issues by Social and Gender Inclusion Specialist

- There are gender and social considerations to take into account in the land registration system assignment. This is based on a strong requirement for social and gender inclusion by MCC Gender Policy that these issues be integrated in all proposed Compact activities. This is to ensure that there is clear understanding of systems that disadvantage women and other marginalized groups in order to address them in the design of interventions.
- Similarly in this intervention it is important to undertake a gender and social analysis to understand how gender and social dynamics interact with tenure issues and how the different target groups are enabled or constrained by these factors in ownership, access, control and use of land as an economic resource. By so doing interventions will be responsive and unlock economic potential of women and marginalized groups so that they can equally participate and benefit in proposed activities in a sustainable and impactful way.
- During the constraint analysis phase of the Compact, a social and gender analysis was undertaken and it was found that during implementation of the 2010 Land Reforms there are system and process as well as legislative issues found that still present challenges which lead to the need for land tenure system to be strengthened and reforms to further strengthen and protect women's land rights.

Following the presentations, participants were allowed to ask questions but were informed that they should send the same and any additional questions in writing by midnight the next day (July 24, 2020) in order to receive a formal consolidated response by **July 31, 2020 midnight**. The Procurement Director further indicated that for transparency purposes, clarifications from LMDA will be sent to all Consultants.

4. QUESTION & ANSWERS

The questions and responses listed below were addressed by the Head Procurement, Procurement Specialist and the Social and Gender Inclusion Specialist as follows:

#	Consultants' Queries	LMDA's Response
1	What is the relationship between Lesotho Millennium Development Agency (LMDA) and Land Administration Authority (LAA) with regard to systems and studies?	LAA was established under Compact I. Currently, it is an independent organization governed by Ministry of Local Government. There is no direct link between it and LMDA.
2	Is it possible to get the submission forms in word format?	Yes, the RFP will be sent to all Consultants in word format and Consultants should note that in cases where there is a discrepancy between the word version and the signed pdf version sent to them already, the signed pdf version shall prevail.
3	The time is too tight. Is there a possibility of an extension with at least two weeks? NB: In the chat messages there were other Consultants seconding this request?	Yes, there is a possibility of an extension since you as Consultants are the ones requesting it. LMDA will consider this request in consultation with Millennium Challenge Cooperation (MCC) and revert back to consultants in writing through an Addendum to extend the submission date.
4	Please confirm that the outcome of assignment is a study with recommendations only rather than implementation of the land administration?	Yes, the study is only for the design of the land registration system, institutional arrangements and other supporting activities such as training, outreach and awareness and legislative reforms. There is no requirement for implementation of the activities proposed in the design.
5	If this is a design study only, will the preferred Consultant be precluded in the next phase of implementation?	The response will be provided in writing together with responses to clarifications to be issued by July 31, 2020.
6	What is the date and source of the exchange rate?	The date for the exchange rate as per the Proposal Data sheet, ITB 24.8, page 35 is July 13, 2020 and the source is the Central Bank of Lesotho. <i>NB:</i> However, as per ITC 15.1 page 34, the currency for proposals and payments is United States Dollars only. Therefore, the exchange rate will not be applicable for evaluation purposes. This will be corrected in Addendum No. 1.

#	Consultants' Queries	LMDA's Response
7	If we are told that we can send any questions day after the meeting, what is the closing time? Do we stick to close of business in Lesotho Local Time? What is the deadline for the requests for clarifications?	Since ITC 8.1 of Proposal Data Sheet, page 33 of the RFP has only stipulated the date (July 24, 2020) and not the time, Consultants can send their questions to emails provided in the RFP at any time on the date stipulated in the RFP, by July 24, 2020 (mid-night) local Lesotho time. This means that even 23h59 in Lesotho is still acceptable as long as it is July 24, 2020 in Lesotho
8	What is the submission time?	<p>Consultants should note that Proposals must be submitted no later than 12.00 noon Lesotho Time on August 10, 2020.</p> <p>Proposal Data Sheet ITC 18.1 on page 35 will be amended through Addendum to modify submission date.</p>
9	Are you going to avail Consultants with recording of this skype Pre-bid meeting?	Yes. The minutes of the Pre-Proposal meeting will be prepared and circulated to all participants.
10	<p>I had difficulties with my connection, and once I was connected, had difficulties with the audio.</p> <p>May I please get a copy of the audio as recorded by procurement?</p>	<p>The Consultants were promised the audio.</p> <p><i>NB: However, the recording of the Pre-Proposal meeting is unclear. Hence LMDA has decided to provide only these minutes to Consultants. Those who still insist on having the audio recording of the pre-bid meeting nevertheless, must submit a request through Skype by July 31, 2020 using this Skype ID: procurement lmda, stating their name and that of the company.</i></p>

At the end of questions and answers session, Procurement Head/Director thanked all the participants for attending the meeting and the meeting was adjourned at 11h00 am (Lesotho Time).

Attachments:

Annex 1 - Attendance Register for consultants who attended the meeting through skype

Annex 1 - Attendance Register for Consultants who attended the Meeting through Skype

Consultants who attended the Pre-Proposal meeting through Skype (Record taken from Skype) –			
#	Consultant's Representatives	Company/Firm/Organisation	Email address
1	Representatives name not provided	Serati Property Consultants	Colin@npmgeomatics.co.za & seratiproperty777@gmail.com
2	Relebohile Lebeta	Not provided	relebohile.lebeta@gmail.com
3	Martin Ntsihlele	Licensed Surveyor	martinsurveyor@gmail.com
4	Sancha Van Heerden	Enterprises University of Pretoria (Pty) Ltd.	sancha@enterprises.up.ac.za
5	Masekautu Komanyane	Com-Stat Consultancy firm	Komanyane@comstat.co.ls & infocomstat@gmail.com
6	Chris Chukwuemeka	Kenmaris Services Limited	Chris_Chukwuemeka@kenmaris.com
7	Felicity Buckle	DAI	Felicity_Buckle@dai.com
8	Van Gend	Not provided	Not provided
9	Brian Muroyiwa	Serati Property Consultants	bmuroyiwa@gmail.com
10	Haleokoe Jopo	Com-stat Consultancy firm	Not provided
11	Keketso Sefeane	KESI Business Solutions (Pty) Ltd	kesibusiness.solutions@gmail.com
12	Sandra Munnik	Mariswe (Pty) Ltd	sandram@mariswe.com
13	Robert Taolana	Taolana Enterprise (Pty) Ltd	taolanakr@gmail.com
14	Khasoane Ramolefe	Not provided	kramolefe@gmail.com
15	Colin Davies	NPM Geomatics	Colin@npmgeomatics.co.za
16	Moroesi Tau-Thabane	Not provided	mgthabane@gmail.com
17	Kate Rickersey	Land Equity International	krickersey@landequity.com.au
18	Janine Bender	Kadaster International	Janine.Bender@kadaster.nl
19	Marjie Louwsma	Not provided	
20	Palesa	Not provided	
21	Erick Mulaudzi	Mariswe (Pty) Ltd	erickm@mariswe.com
22	Paul Motsamai Ramokele.	Pegasys	paul@pegasys.co.za
24	Ovill Stast	Tremple	
26	Khatija Anwary	Anwaryrite Value	anwary.info@gmail.com
27	Hein Barnard	Enterprises University of Pretoria (Pty) Ltd	hein.barnard@enterprises.up.ac.za
28	Rethabile Leanya	LL Consultancy	rethabileleanya@gmail.com
29	Andrew Ogaga	Marix Associates, LLC	andrew.ogaga@marixllc.com

30	Brandy Delgado	Landesa	BrandyD@landesa.org
31	Bill Feast	Natural Resources, Land Administration Solutions	bill_feast@trimble.com
32	Tina Lungu	SMEC	Tina.Lungu@smec.com
33	Cynthia Berning	Globallandalliance.org	cberning@landallianceinc.org
34	David Sakwa Abwalaba	Regional Centre for Mapping of Resources for Development (RCMRD)	dabwalaba@rcmr.org
35	Mutama Mark	Kantar	mark.mutuma@kantar.com
36	Makabi Kabi	MD MJK Consultants	jeankabi@yahoo.co.uk
37	Sadok Hidri- Hellmann	Amadosa	hidri@amadosa.com
38	Carol Mutesi	AH Consulting Limited	cmutesi@ahcul.com