

Pre- Bid Meeting Question Answer Session

Request for Proposal, Ref: UNDP-RFP-2018-072

Subject: Organization for delivery of awareness, training and mentoring services to 8,000 youth on entrepreneurship

Date of meeting: 5th Sept 2018

Venue: UNDP Country Office Islamabad

The Pre-bid Meeting was organized by UNDP for the RFP# **UNDP-RFP-2018-072** for the **Organization for delivery of awareness, training and mentoring services to 8,000 youth on entrepreneurship**, the members present in the Pre-Bid Meeting are as follows:

1. **Ms. Seemab Rashid** Sr. Procurement Associate, UNDP Country Office Pakistan.
2. **Mr. Akbar Khan Durrani** Employment and Private Sector Development Specialist CPRU
3. **Israr Ahmed** Admin and Finance Assistant

Questions asked by the bidders along with the responses by UNDP are mentioned below.

1. What is the ratio for gender?

Answer: All efforts should be made to ensure 50% male and 50% female participation.

2. Is it for existing micro entrepreneurs or fresh starters i.e. grassroot entrepreneurs?

Answer: This training is applicable to both; existing micro entrepreneurs who require support to build their enterprise and youth who have a business idea/motivation but need support to get it started. It should be with respect to developing basic business knowledge of trainees.

3. Do you want to focus on developing new entrepreneurs or expand existing? As the training content for both will be entirely different.

Answer: Please see answer to question no.2.

4. Is it for university students and what should be ideal age bracket?

Answer: University students are one of the key target groups, but it is not limited to them. Target age bracket would be from 18-30, although slightly older candidates could be considered if they are very motivated to join and the partner determines that their participation would be beneficial.

5. Can you share existing literature/ data on this subject so that firms can build on that for the proposal?

Answer: UNDP has highlighted the challenge of youth unemployment and the potential that youth entrepreneurship has for job creation in its National Human Development Report launched earlier this year entitled "Unleashing the Potential of a Young Pakistan" The report, as well as other resources can be found here:

<http://www.pk.undp.org/content/pakistan/en/home/library/human-development-reports/PKNHDR.html>

The content of the business management training for microentrepreneurs should include basics of business including topics like how to start a business, what is financial management, basics of marketing a product or a service, quality assurance, human resource, accessing credit and its sources, productivity etc. The topics should not be limited to this but should cover all necessary topics for a microentrepreneur to start and expand his/her business.

6. What are your expectations from this exercise? Please elaborate the outcomes that you would like to achieve.

Answer: 8,000 youth have the skills and resources to increase their income through entrepreneurship.

7. What kind of content should be developed? Videos, Pictures in graphics, Games, interactive videos? and what should be the preferred language?

Answer: Video content on basic entrepreneurship and supporting digital materials will be developed by another partner together with UNDP. The role of the partner in this request for proposal would be to test out the given content on a small group of target audience and to provide feedback for improvement. The partner may also wish to develop training materials to accompany the video/mobile application content to help trainees better understand/follow the content. Any content developed should be available in Urdu, English for review by UNDP although content may also be translated into local language to facilitate understanding of trainees.

8. What should be the selection criteria for trainees?

Answer: The criteria of selection of trainees should be proposed by the firms in their technical proposals and will be agreed upon with UNDP at a later stage.

9. Who will select the trainees? UNDP or consulting firm?

Answer: Final selection criteria will be proposed by the firm and approved by UNDP. Based on the approved criteria, the firm will shortlist the trainees in batches and submit details to UNDP for approval.

10. Where the trainings should be delivered?

Answer: The firm should arrange for appropriate training venue and facilities based on the final list of geographic areas agreed with UNDP.

11. What is the success criteria for training? Who will do the assessment of the outcome? UNDP or Consulting firm?

Answer: The success of the training will be measured based on the following factors:

- Successful completion of the course by trainees (based on attendance records that the firm should keep for all training sessions)
- Level of satisfaction of trainees following the completion of the course (based on evaluation forms which UNDP will make available online. The firm will be asked to share the form directly with trainees and share the completed forms with UNDP for those unable to do the evaluation online)

- Successful completion of the mentoring sessions for each trainee (based on attendance records that the firm should keep for all mentoring sessions)
- Level of satisfaction of the trainees with the mentoring sessions (based on evaluation forms which UNDP will make available online. The firm will be asked to share the form directly with trainees and share the completed forms with UNDP for those unable to do the evaluation online)
- Increase in income reported by the trainee's post-completion of the training (Firm should track after 1 month, 3 months and 6 months. For the final batch, UNDP will continue the monitoring of this following the finalization of the contract based on the contact details shared by the firm).

12. What would be duration of the contract 18 months or 1 year?

Answer: The duration of the project is 1 year.

13. What should be the duration of each training session? Please elaborate w.r.t. mentoring period?

Answer: UNDP foresees a three-step process. An initial training session of 2 days to gauge interest/motivation/suitability of shortlisted candidates. This session will cover the basics of what a micro-enterprise is, how it works, what are the challenges, what are the advantages, how can you earn money, what skills are needed, how to grow a micro-enterprise, what that requires in terms of investment and time etc. This will be most useful for new-comers, but also for those who have a micro-enterprise but haven't really thought of it as a business. Once trainees go through this process, if they are interested in moving forward (the role of the firm in assessing suitability for moving forward will be essential here), then they will be invited back to a 3-day session where more concrete modules of business plan, marketing, finance, staffing etc. will be given. There should be at least a week between these two sessions. If possible, trainees should now be grouped based on their business idea and ideally geographic proximity to enhance cross-fertilization, networking and potential collaboration in future endeavors.

Following successful completion of the 3-day training, the firm will carry out the mentoring sessions. The group mentoring sessions should try to maintain the same group structure of the 3-day training so that the trainees can continue to share/network. These sessions can be of 3 or 4 hours duration and should be at least 2 weeks apart, but ideally one month apart. In between this time, the firm should arrange for a qualified employee to visit the place of business of each trainee at least twice for an individual mentoring session, once shortly after the training and once towards the end of the mentoring support to assess final progress. These visits should last between 1-2 hours. The third individual mentoring visit can be done at a central location, perhaps following one of the group mentoring sessions. This could last from 30mins to 90 mins depending on the needs of the trainee.

14. Is job placement to be linked is part of the scope of work?

Answer: No, linking to job placement is not required under this contract. Although the firm is expected to help the trainee explore potential ways to develop their skills to improve performance of the micro-enterprise, particularly during the mentoring session. Suggestion/facilitation of an apprenticeship with a similar successful micro-enterprise or business may form part of that mentorship support.

15. Is FATA, now merged with Khyber Pakhtunkhwa, should be considered or only settled areas?
Answer: The whole Province of KP can be explored, although it may be easier to start with Districts that were part of KP prior to the merger. UNDP will explore suggested Districts together with the selected partner before final geographic focus is determined. UNDP has existing projects in Peshawar, Bannu, DI Khan and Swat and therefore has an interest in serving these districts.
16. What is web application mentioned in the TORs and how it will be used in the current contract context?
Answer: Please see the answer to question 7 above.
17. Who will manage the database of App and provide IT support?
Answer: UNDP's partner – the app developers will manage the database of App and provide IT support. However, basic IT expertise are expected from the successful contractor of this contract as well as they will be expected to facilitate use of the app content by trainees.
18. Who will have access to the App? Will the consulting firm have tutor rights? Who will upload the training and supplementary content on the app?
Answer: The successful contractor of this RFP will be given access to the app and will be able to manage the mentorship sessions through the web application.
19. Should bidders include smart phone cost in budget?
Answer: No.
20. Can bidder submit two financial proposal with two technical proposals? (please check with Zeeshan sb)
Answer: One firm can submit only one technical and financial proposals. Submission of two different proposals is not allowed. Financial proposal template is attached. kindly use it for preparation of financial proposal. Financial proposal format other than attached will not be considered for evaluation.

Questions received by email

1. In Background (Page 28) it is mentioned to carry out a total of 5 day training sessions with 8000 selected youth (split into 2 sessions per person of 2 and 3 days respectively)? In scope of work (Page 29) it is mentioned that provide mentorship services to the trained youth (at least 3 group mentoring sessions and 3 individual sessions per person trained)? In our opinion, we know the training duration is of five days continuously with different sessions to a group of 20-25 youth. Secondly for mentoring we assume there are 3 group mentoring session (3 days needed) and further 3 individual sessions (3 days needed) to complete this cycle. is this correct?
Answer: Please see the answer to question no. 13.
2. Is this tender open only to National Firms (registered in Pakistan Only)?
Answer: Both national and international firms can apply
3. The Assignment period is stated to be 18 Months but the timeframe for deliverables covers only 12 months, please clarify.
Answer: Deliverables should be completed within 12 months.

4. The TOR specifies a 5 day training programme, do you have a specific methodology which needs to be followed?

Answer: Please see the answer to question no.13. Content for the training is being developed by another partner and will be shared with the firm ahead of commencement for comments/suggestions/modifications and preparation of any additional material to accompany it.

5. Do you have an indicative budget for the proposal around which activities can be shaped?

Answer: This is a public procurement hence we can not disclose the budget.

6. Does the UNDP already has focal points in the 3 states mentioned?

Answer: Yes, UNDP has offices in KP (Peshawar), Sindh (Karachi) and Balochistan (Quetta) and has relationships with relevant government and civil society partners in these Provinces.

7. The TOR Mentioned e-mentoring and smart phone application, does the UNDP has a specific youth profile that needs to be targeted?

Answer: UNDP is looking to target low-education/income youth who are looking to start/expand their own businesses. We are devising a smart phone application with this target audience in mind.

8. Is the Security bond mandatory before submission of proposal?

Answer: Bid/proposal security is mandatory requirement before the submission deadline of the proposal. However, Performance security will be requested from the winning bidder only at the time of award of the contract.

9. Will the bid security of PKR 300,000 be returned to the successful bidder?

Answer: Bid securities will be returned to unsuccessful bidders as soon as the evaluation is completed, and contract is awarded. However, for successful bidder the bid security will be released after the performance security is submitted. .

10. Does the performance bond of 10% need to be submitted along with the proposal or it is only upon contract signature that it will be required?

Answer: See answer to question 8 above.

11. What other performance options can be envisaged in the current RFP?

Answer: Please review the RFP document in detail.

12. Do the trainings need to be gender segregated or common rooms can be used within acceptable restrictions?

Answer: This will depend on the local culture/customs and should be addressed by the firm as part of the training needs assessment. In some areas, mixed classrooms will be acceptable, in others gender segregated classes should be offered to enhance the comfort and learning of the trainees.

13. Do we need to submit copies of our training materials which is propriety of UNCTAD / Empretec Programmes or an online link will be enough?

Answer: Links to the content would be enough for the evaluation of proposals, although propriety issues must be resolved before the contract can be issued.

14. Do you foresee provision of tools and equipment as startup grant to be included in the project?
Answer: No, we do not intend to provide any equipment/grant at this stage. We are looking at establishing partnerships with telecoms companies to provide smart phones to selected trainees and we are also exploring partnerships with micro-finance institutions to provide credit. The firm will be expected to facilitate these eventual partnerships, but do not need to budget equipment/grants at this stage.
15. In Section 4, Evaluation Criteria, page # 24, financial standing: The minimum average turnover of last 2 years of the firm / joint venture is required 60 million PKR. If the firm or JV does not meet this criterion then its proposal will be considered for evaluation or not?
Answer: If the firm or JV does not meet this criterion, the company will not be considered for evaluation.
16. Also the turnover of joint venture will be evaluated or only the lead firm?
(For JV/Consortium/Association, all Parties cumulatively should meet requirement) i.e. if the aggregate turnover of the JV is 60 Million PKR then it will be considered for evaluation.

Important Note:

In order to allow the companies enough time to develop the proposals, proposal submission deadline has been extended till **Monday 24th Sept 2018 12:30 PM**

UNDP Representative



Mr. Akbar Durrani

Employment and Private Sector Specialist



Ms. Seemab Rashid

Sr. Procurement Associate

Budget Template for RFP2018-072 Entrepreneurship training delivery

Description	Unit Description	Quantity	Unit. Cost	PKR	Comments
Activity cost					
Cost per trainer/mentor	Cost for one session of 5 days Training and Mentoring	400			Identification of potential candidates and Conducting the TNA, Content development including the slides to be uploaded on the website and Conducting training and mentoring sessions.
Venue cost for training/ Mentoring sessions	Cost for one session of 5 days Training and Mentoring	400			Partnerships with existing training venues should be sought to reduce costs. It should be inclusive of refreshments and Standard stationery.
Travel cost for trainers/supervisors	Lumpsum				Trainers/Supervisors should be from the local area in order to reduce costs
Training Materials cost per trainee	Cost per trainee	8000			This should include cost for printing and distribution of materials and development of final report for a batch of 2000 trainees
Project Management Costs					
Project Manager	Cost of 1 project manager for 12 months	12			Salary of key project staff who will work 100% on this project. If otherwise, please indicate % of time allocated to project.
Finance Coordinator	Cost of 1 finance coordinator for 12 months	12			
Operational costs	Lumpsum				Please detail all operational costs related to project management including office costs etc.
Total PKR					

Important Notes

Batch size for each training and mentoring sessions		40
NO. of training sessions for 8000 Trainees	8000/40	200
NO. of Mentoring sessions for 8000 Trainees	8000/40	200
Total Sessions to be conducted (Training+ Mentoring)	200+200	400
Please quote cost per trainee here		