

Minutes of meeting of pre-bid meeting

RFP-YEM-0058/2018

Consultancy firm to conduct Project Impact Evaluation for livelihood

- Q1) English Communication: should all data (including raw data) be in English? (this will impact on the financial offers due to the translation costs)?
 - Answer: Yes, they should be in English? We need to see the raw data. Cost should not be the issue.
- Q2) Distribution of beneficiaries: can UNDP provide the beneficiaries presences/sites? (cost added for transportation): We can provide the name of the sites but the estimation has to be given by supplier.
 - Answer; As we said, 25% sample will be tested. They can give estimate for per visit. Please also note that, we will also sample treatment area (non-ERRY within the same sites) to understand the differences of our support and those without our support.
- Q3) Types of business: can UNDP mention the types of business? (this will help in questionnaire designing and sampling).
 - Answer; There are 175 types of businesses and in the ToR it is written clearly that, 5-6 sectors will be prioritized in consultation with UNDP, designing questionnaire will be part of inception report where UNDP will provide the guidance.
- Q3) Video and voice documentation: is it must to conduct video and voice documentation for KII? (It is difficult to make it as interviewees might refuse due to security and gender cultural issues):
 - Answer; This is where it is applicable but we would like to have some samples so that we can understand what beneficiaries are saying. Suppose if this is not possible in North, we will not insist suppliers but in the south it is very much possible.
- Q4) Duration: is it 15th Nov. still the deadline of the consultancy? (2 months and half since contract signing means the deadline should be probably in Dec.)
 - Answer; Possible and this depend when we sign the contract.
- Q5) Uploading the 3*6 approach brochure : can UNDP share the brochure in the tendering website? (it will help the firms in having greater understanding of the project assessment):
 - Answer; Sure, attached.
- Q6) Market assessments: can UNDP share the implemented market assessments through the tendering website? (it will help the firms in having greater understanding of the project assessment).
 - Answer; Attached

- Q7) Thinking/mentality change: Fuad, UNDP Deputy Team Leader, suggested including the variable of thinking change to be gauged (the project impact on the thinking change) .
- Answer; **Agreed**