

Meeting Minutes

Pre-bid Meeting on Management of the Incubation Support for the National Youth Social Innovation Challenge Proposals selected for further development (RFP/INNO/2019/01)

8th January 2019 at UNDP Conference room from 10.00am – 11.00am

Participants

1. Sripalee Desilva – Operations assistant, Procurement
2. Kulunu Thamara Jayamanne – Coordination and Partnerships Associate, Engagement and Partnerships
3. Kithmini Nissanka – Knowledge Management and Reporting Associate, Engagement and Partnerships
4. 19 bidders

Introduction to the bidding process and Terms of Reference

Ms. De Silva started the meeting with explaining the solicitation document to all the bidders for the pre-bid meeting and explained the guidelines for the bidding process where none of the bidders raised questions on clarifications.

Introduction to Terms of Reference

After the explanation of the solicitation document Mr. Jayamanne welcomed all the participants and thanked them for their participation at the pre-bid meeting. Starting from the background to the National Youth Social Innovation Challenge, Mr. Jayamanne explained the requirements in the [Terms of Reference](#) (ToR) including the scope of work, expected outputs, institutional arrangement, duration of work, technical evaluation criteria and all other sections mentioned in the ToR.

Clarifications on the incubation phase

Following the explanation of the ToR the participants were given the opportunity to raise any clarifications and Mr. Hudah from EML asked for further clarification on the changes which have been made to the new ToR compared to the previous ToR where Mr Jayamanne mentioned that the number of teams to be incubated has been changed from 09 to 14 and the major difference is that now UNDP is able to share the information about the selected teams where the information on the solutions have already been shared.

Further to that question Mr. Gunasekara from StartupX Foundry also raised a question that how to go about tackling the drop-out situations if there's any. Answering this question Mr. Jayamanne mentioned that the situations will have to be addressed based on the case by case situation.

Another clarification was required by Ms. Sadhani De Silva from Earnst and Young that when do the Memorandum of Understandings (MoUs) to be signed with the teams and was answered by Mr. Jayamanne that the MoU is the bilateral agreement between the service provider and the teams where both of these parties have to decide it after having the initial discussions.

Further, Mr Hudah from EML again raised a question that whether any situation of teams dropping out will be affect the service provider where Mr. Jayamanne responded that there won't be any impact on the service provider, but the seed funding component of the contract will get affected where the seed funding component of the teams dropped out will be reduced from the contract.

Moreover, Mr Hudah asked for the locations of the selected teams to be shared, and it was agreed by the UNDP team to upload the locations.

Finally, Mr. Gunasekara inquired that what will be the situation when the teams decide to pivot the idea from the originally selected solution where it was mentioned by Mr. Jayamanne that this will again have to be considered on the case by case situation where the justification and social impact will be highly considered.

Guidelines on the submission of proposals

Following the clarifications Ms. De Silva further explained the process of submitting the technical and financial proposals and the relevant rules and guidelines.

Locations of the selected teams (as per the request of bidders)

Team Name	District	Status
Backslash	Colombo	Selected - Open
Bite Code	Kandy	Selected - Open
Api Wenuwen Api	Kurunegala	Selected - Open
dev/null	Ratnapura	Selected - Open
Reach Out	Kandy	Selected - Open
Breakthrough	Nuwara Eliya	Selected - Open
Single use plastics sucks	Colombo	Selected - Open
Idea Factory	Jaffna	Selected - Open
Black Coders	Batticaloa	Selected - Open
Yaal Tech	Jaffna	Selected - Open
Space Makers	Jaffna	Selected - Open
Code Fun	Anuradhapura	Selected - Open
Team Ace	Kurunegala	Selected - Open
Team V>Mess	Vavuniya	Selected - Open
Dire Alpha	Anuradhapura	Waitlist - Open
Loggers	Colombo	Waitlist - Open
Team Mora	Colombo	Waitlist - Open
Ideal Six	Ratnapura	Waitlist - Open
Hack O' Holics	Colombo	Selected - Thematic
Tech Ruhuna	Matara	Selected - Thematic