**Minutes of the Pre-bid meeting held on February 03, 2019**
**RFP for Hiring a Firm for conducting a Situation Assessment for Establishing a National Social Protection Management Information System in Bangladesh-SPPS**

Date: February 4, 2019

**Members attended the meeting:**

| Name | Designation |
|---|---|
| Asma Nargis Sultana | Programme Support Office, UNDP |
| Bidders | |

With reference to the subject RFP issued on February 27, 2019, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

| SL | Queries | Answers |
|---|---|---|
| 1 | Is it possible to increase the proposal submission deadline? | No |
| 2 | Is it mandatory to fulfil the minimum eligibility criteria? | Yes. |
| 3 | Is there any existing Team in the Project Level working on MIS? | No, but the SSPS project team can connect the winning vendor to the National Project Director of the SPMBU MIS initiative who also sits on the M&E committee that is coordinated by SSPS.

SSPS can also connect the winning vendor to a relevant focal point of the Bangladesh Bureau of Statistics who can provide detailed input on the BBS Household Database, and the BBS National Population Registry that is in concept stage. |
| 4 | The Frim will work with how many ministries? If yes, then What are those? | The winning vendor needs to discuss the initiatives laid out in the Scope of Work, which will include discussing with focal points at: Ministry of Finance, BBS, Ministry of Health, and the GED. |
| 5 | Is there any existing MIS related Document? If yeas, is it possible to share within the submission period? | No |
| 6 | Considering the complexity of the requirement is it possible to increase the duration of the delivery time line? | No |
| 7 | Is there any estimated staff man months required for this assignment? | No. Bidders can consider meeting focal points with the aforementioned Ministries, reviewing the operational manual of the equivalent MIS or the concept proposal, viewing the actual MIS dashboard where operational, and then mapping out all these against each other. |
| 8 | This assignment is primarily focused on the issues related to social protection data and system. However, the ToR given also talks about review of the policies | The assignment is related to the NSSS objective of establishing a "Single Registry system that connects independent Line Ministry MISs to a central location, |

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|  | and institutions. We presume this review is related to data management, system development and MIS's rather than to the policies of the Govt. on social protection. Kindly confirm. | which includes the Household Database and the NID". Now, that idea has evolved to be a National Social Protection MIS that connects all of those, plus additional data systems. Therefore, the winning vendor should complete the Scope of Work with the objective being for the policy-makers to be able to make a decision on what and how a National Social Protection MIS should proceed with the NSSS mandate and evolved vision in mind.<br><br>The assignment is not about social protection policies. |
| 9 | Page-22 "It is mentioned in the ToR that currently 8 individual program MISs are integrated with the SPBMU MIS. However, there could be a possibility that other MISs could also be integrated later on. From a costing perspective we are not clear at this moment as to how many individual program MISs we need to study as part of the scoping exercise. Request you to please provide ballpark estimate of the number of program MISs we need to assess" | Under the Scope of Work, the situation assessment does not include any individual Line Ministry MISs. Therefore, 0. |
| 10 | Does the client have preferred number of days for the consultants to be in country or shall that be determined by suppliers in line with the scope of work set out on the TORs? | No preferred number of days. A minimum of 14 days is to be expected. |
| 11 | In terms of scope, Ibas++ is listed down as one of the national initiatives to be assessed. Will the review consider detailed functionality of the entire financial management system or is this limited to only the payment gateway functions? | The assessment should be limited to the payment gateway function and how it connects with the SPBMU MIS (Application Programming Interface [API]). |

**Note: Above Clarifications in response to queries raised during the Pre-bid meeting and amendments shall be an integral part of the RFP document and supersede the all provisions as applicable.**