

Pre-Proposal Minutes of the Meeting
Among: UNDP and Service Providers



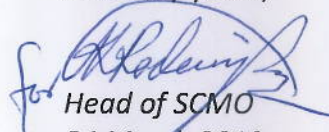
United Nations Development Programme (UNDP)		
Subject: UNDP/AFG/RFP/2019/0000003475 - Field Monitoring and Spot-check (FMSC) for Livelihood and Resilience Projects		
Venue:	Parliament of Afghanistan	
Date: 19 March 2019	From: 10:00 AM	To: 11:30 PM

The detailed information and instructions were shared with vendor regarding the Proposals data sheet, TOR, e-tendering submission procedure, proposals submission requirement, UNDP rules and regulations, etc.

The following queries were raised by the participating representatives from the prospective bidders, and the following respective responses were provided:

	Queries	Responses
1	Audited Financial Statement – RFP page 49	Recommended to submit, but not mandatory. If later UNDP deems necessary, UNDP may ask Audited Financial statement or other legal/certified financial document to verify provided financial information by the proposers. The bidders must be able to provide such document if requested.
2	Technical Evaluation Criteria – RFP page 25: 3.2 b. Data Analyst 3.2 c. Field Monitors	Shall be read as: 3.2b. Senior Expert (Audit Team Leader) 3.2 c. Junior Experts (2 CVs required) The Evaluation criteria updated.
3	Financial Proposal format has been revised	Attached below.
4	How would the contractor for LTA be selected while there will be multiple LTAs?	The LTA is long-term agreement, but contracts will be based on needs basis. Until a contract is not placed, there is no liability on either side. During the evaluation, UNDP may select Primary, Secondary or Tertiary companies. Upon need, UNDP will always ask Primary company to deliver services. However, if Primary is not available or Primary's performance isn't up to the mark, UNDP will move to the secondary and tertiary companies.

Sincerely yours,


Head of SCMO
24 March 2019

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	300
2.	Proposed Methodology, Approach and Implementation Plan	400
3.	Management Structure and Key Personnel	300
	Total	1000

Section 1. Bidder's qualification, capacity and experience			Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing		30
1.2	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted		90
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country		110
	Specialized knowledge	20	
	Experience on similar programme / project	15	
	Experience on projects in the remote insecure areas	15	
	Experience with Agriculture and rural development programmes/projects	10	
	Experience with monitoring, surveys and data analysis	40	
	Work for UNDP / major multilateral / bilateral programmes	10	
1.4	Quality assurance procedures, quality assurance methods proposed, warranty		40
1.5	Organizational Commitment to Sustainability (mandatory weight) -Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 20 points -Organization is a member of the UN Global Compact -5 points -Organization demonstrates significant commitment to sustainability through some other means- 5 points, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues		30
Total Section 1			300

Section 2. Proposed Methodology, Approach and Implementation Plan			Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?		60
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference		80
2.3	Is the scope of task well defined and does it correspond to the TOR?		50
2.4	Description of available performance monitoring, evaluation mechanisms, reporting mechanism and tools; how they shall be adopted and used for a specific requirement		50
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic		70
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract		50
27	Extent to which any work would be distributed within the Joint Venture organs (Joint Venture carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills.)		40
Total Section 2			400

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?		60
3.2	Qualifications of key personnel proposed		
3.2 a	Team Leader		120
	Education (Postgraduate in governance or related social sciences)	15	
	Experience in relevant sector	30	
	Training in project management and M&E	25	
	Professional experience in monitoring	25	
	Knowledge of the region/country	15	
	Language Qualifications	10	
3.2 b	Senior Expert		80
	Education (Postgraduate in governance or related social sciences)	10	
	Experience in relevant sector	40	
	Training in project management and M&E	20	
	Professional experience in monitoring	10	

3.2 c	Junior Experts (2 CVs; 1 for Audit Assistant and 1 for Field Monitoring Expert)		40
	- General Experience	5	
	- Specific Experience relevant to the assignment	15	
	- Training in data collection	10	
	- Language Qualifications	10	
Total Section 3			300

Form G: Financial Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification. The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Currency of the proposal: [Insert Currency]

A. Professional Fee

[illegible]

B. Other Costs

Other Costs	# of Provinces	Cost per province	Total Costs	
Travel to Provinces	11			
Travel Within Provinces	11			
Communication	11			
Miscellaneous	11			
Total				
Average Per Province Costs				

C. Per project Cost of one Spot Check Exercise

Projects	Personnel Costs	Other Costs	Total	
CBARD-W				
CBARD-E				
CDRRP				
SL				
ASERD				
LITACA2				
Total				

D. Total Spot Check Budget

Projects	Costs of 1 Spot-Check	# of Exercise per year	# of Years	Total
CBARD-W		4	3	
CBARD-E		4	3	
CDRRP		4	3	
SL		4	3	
ASERD		4	3	
LITACA2		4	3	
Total				

E. Unit Rate per district per province for one exercise (1 quarterly/final report is based on one exercise)

Districts	Provinces							
	Nangarhar	Badghis	Farah	Badakshan	Kunduz	Takhar	Balkh	Jawzjan
1								
2								
3								
4								
5								
6								
Subtotal	0	0	0	0	0	0	0	0
Grand total for 1 exercise	0							
Grand total for 1 Year	0							
Grand total for 3 Years	0							

Note 1: Yellow cells show the total number of districts planned per province

Note 2: Subtotal is calculated as the maximum number of TPM possible for each province under each project for each year

Note 3: The breakdown above is for evaluation purposes while the actual contract will be based on the unit rates. The Unit rates should be calculated from the above breakdown.

Note 4: the unit breakdown per province per district of each exercise allows for easy assignments. For example, if assignment/contract is to conduct two exercises (two reports) in Nangarhar (3 districts) and Farah (2 districts). The amount will be allocated for unit price of 3 districts in Nangarhar + unit price of 2 districts in Farah multiplied by 2.

But if the same is for four exercises, the same will be multiplied by 4.