

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



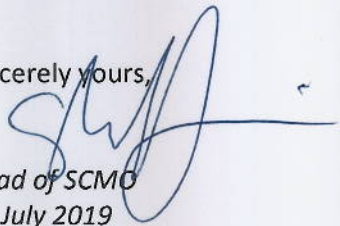
United Nations Development Programme (UNDP)		
Subject: UNDP/AFG/RFP/2019/0000003997 - Provision of Analytical Study on Socioeconomic Mapping and Territorial Organization in Afghanistan		
Venue:	UNDP Conference Room	
Date: 15 July 2019	From: 10:00 AM	To: 11:00 AM

The following queries were raised by the participating representatives and the following respective responses were provided:

	Queries	Responses
1	What does UNDP envision for field work? Reading the Terms of Reference (TOR) it seems like it is going to be a desk review... primary data collection, or secondary. Is the data to be collected from people on identity?	The data collection is secondary, but it can include collection of proxy data as well as secondary data from various sources including MoUD, CSO, Arazi and so on, and some field work also needs to be conducted to collect real data from the field and may require trips to provinces, districts and municipalities.
2	For data collection, is there any specific standard method?	There is no standard method for data collection, the company should propose one.
3	Is proxy data already gathered, or does the Contractor need to collect?	There is already some data available with the ministries, such as data on boundaries, population, election, etc. The company should take stock of and compile the data available.
4	Are there any specific standards, expectations, specific software that we need to use?	No specific standards; software preferably ArcGIS and ArcGIS compatible. The company may collect existing data, the mapping done by concerned ministries, and for developing samples it can be in hard and soft form and it should have compatibility with current GIS maps.
5	Regarding the site visits, do we need to cover provincial level?	Visits to sample province(s)/districts need to be conducted, which is to be decided at the kick off meeting with the selected contractor.
6	Micro-identities - what does this refer to?	It refers to different tribes and groups of people.
7	"Study international experiences vis-à-vis determination of boundaries" - What do you exactly mean? Any specific country?	The expert within the team should have decentralization experience in some other country and there is no specific preference.
8	What does business plan in the ToR stand for?	It stands for the methodology to be proposed.

6	Evaluation of eligibility and technical proposals	UNDP will evaluate documents received as per eligibility and technical requirements criteria mentioned in Section 4 of the RFP. UNDP may ask the bidders to submit historical data if not found available in the submission. However, for non-historical data, i.e. technical/financial proposal, team composition, proposed key staff names and CVs, etc., if these are not submitted in the original submission, this may lead to rejection (non-passing marks) during the evaluation process.
7	Possibility of extending the deadline of submission	At this time, there is no plan for UNDP to extend the bid submission deadline.

Sincerely yours,


Head of SCMO
19 July 2019