

Minutes of the Pre-bid meeting held on August 07, 2019
RFP for Hiring a firm for conducting baseline survey of SWAPNO 3rd cycle-SWAPNO

Date: August 8, 2019

Members attended the meeting:

Name	Designation
Shamsun Nahar Airin	Procurement Associate, UNDP
Kajal Chatterjee	National Project Manager, SWAPNO UNDP
Farzana Ahmed	Monitoring and Evaluation Officer, SWAPNO UNDP
Durani Md Abul Hasan	MIS Associate, SWAPNO UNDP

With reference to the subject RFP issued on July 31, 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?	Submission deadline has been extended up to 25 August 2019 (within 4:30 pm, BD Local time) .
2	Is it mandatory to fulfil the minimum eligibility criteria?	Yes.
3	Detail about training: <ul style="list-style-type: none"> - How many sessions? - Who will bear the cost of training/workshop? - Who will prepare instrument? 	At least 5 training sessions for the enumerators. overseen by SWAPNO M&E. Winning firm will take lead in developing data collection tools and training with guidance from SWAPNO M&E. Winning firm will bear all expenses of training/workshop.
4	Detail on Sample size and geographical coverage pg. 20 of RFP document.	Sample size for treatment group will be fixed at 440 and sample size for control group will be fixed at 440. All 11 Upazilas of 3 Districts must be covered. For each Upazila, 2/5 of its respective unions must be covered. Thus, Lalmonirhat- 15 Unions; Gaibandha- 7 Unions and; Jamalpur- 18 Unions. In total, 40 Unions of 11 Upazilas. To account for non-response values, select 12 treatment and 12 control samples from each union (instead of 11).
5	Detail for data triangulation and assessing local government participation.	At least 25 KIIs targeting Union level leaders and community leaders. At least 8 FGDs
6	Is it possible to share detail for two evidence of previous research studies conducted by firm (mentioned in RFP preliminary criteria for firm)?	Please provide the following as evidence for each of the two studies:

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		<ul style="list-style-type: none"> - Title of study - Firm that requested study, including contact information of contact person in the firm (email ID and phone number) - Total budget, sample size and geographical coverage - Any online links of published reports
7	Is it possible to dissemination Workshop budget and venue suggestions?	<p>The expense for dissemination workshop will be borne by bidder, hence budgeted for.</p> <p>Maximum 50 participants, whereby SWAPNO will share participants list.</p> <p>List of suggested venues include, BIAM, IDB (3rd Floor), LGED auditorium and DPHE auditorium (from UN security cleared list)</p>
8	Is it possible to share Project Log Frame and key indicators?	This will only be shared with the winning bidder, in assisting to develop data collection and analysis instruments
9	The page limit for CVs is restricted to 5 pages, as specified on Page 7 of RFP. Could you please confirm if we could give introductions to the team in 5 pages and attach detailed CVs as annexures?	Kindly follow the instruction as per RFP.
10	Under minimum eligibility criteria there is a note which says, 'necessary documentation must be submitted to substantiate the eligibility criteria'. Could you please confirm which documentation is required?	Each minimum eligibility criteria must be followed by documents.
11	Under the eligibility criteria specified on Page 7, there is a requirement for a statistician asking for master's degree in Mathematics, Statistics or Survey Methodology. Could you please confirm if any other relevant discipline would be applicable?	Kindly follow the instruction as per RFP.
12	On Page 3, it is mentioned that 20 enumerators would be required, whereas, on page 7 it is mentioned that the firm must propose the number of enumerators that are needed to conduct the survey. Could you please clarify if the number is fixed at 20 enumerators or the number of enumerators have to be suggested by the bidder firm?	Number of enumerators is fixed at 20. It is advised to ensure gender balance.

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13	Development of an android web-based application has been suggested on Page 3. Would it be essential to develop an application from scratch or could existing survey platforms/applications be used by the bidder? This is significant for the scope of work, as development of an application would require significant additional effort and would impact the budget.	TOR only suggested as an option and did not make compulsory on bidder to develop data collection app. Use of existing app is also optional as clearly stated in TOR.
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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.