

**Minutes of the Pre-bid meeting held on October 30, 2019**  
**RFP for Hiring firm for Govt. to Person (G2P) payment model development, testing and evaluation-SWAPNO**

Date: November 03, 2019

**Members attended the meeting:**

Name	Designation
Shamsun Nahar Airin	Procurement Associate, UNDP
Durani Md Abul Ahsan	MIS Associate, SWAPNO
Jyotish Talukdar	National Consultant - Private Sector Partnership, SWAPNO
Debashis Roy	National Consultant - Corporate Funding, SWAPNO

With reference to the subject RFP issued on October 30, 2019, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

SL	Queries	Answers																															
1	Is it mandatory to fulfil the minimum eligibility criteria?	Yes.																															
2	Amendment: Payment terms in page no. 6 of RFP Document.	<p>The Payment terms mentioned in page no. 6 in RFP document will be read as follows:</p> <ul style="list-style-type: none"><li>• <b>1<sup>st</sup> Payment:</b> 20% of total contract value will be paid upon submission of inception report including agreed methodology and detailed work plan for the assignment.</li><li>• <b>2<sup>nd</sup> Payment:</b> 50% of total contract value will be paid on completion of the feasibility study.</li><li>• <b>Final Payment:</b> 30% of the total contract value will be paid on completion and satisfactory delivery of all services and acceptance of the final report and product delivery by UNDP Bangladesh Country Office.</li></ul>																															
3	Kindly share the number of project beneficiaries and associated upazilas.	<table><tr><th>District</th><th>Upazilas covered</th><th>No. of Unions</th><th>No. of Beneficiaries</th></tr><tr><td rowspan="4">Lalmonirhat</td><td>Hatibandha</td><td>12</td><td>432</td></tr><tr><td>Patgram</td><td>8</td><td>288</td></tr><tr><td>Kaligonj</td><td>8</td><td>288</td></tr><tr><td>Lalmonirhat Sadar</td><td>9</td><td>324</td></tr><tr><td rowspan="2">Gaibandha</td><td>Fulchhari</td><td>7</td><td>252</td></tr><tr><td>Saghata</td><td>10</td><td>360</td></tr><tr><td rowspan="2">Jamalpur</td><td>Bakshigonj</td><td>7</td><td>252</td></tr><tr><td>Dewangonj</td><td>8</td><td>288</td></tr></table>	District	Upazilas covered	No. of Unions	No. of Beneficiaries	Lalmonirhat	Hatibandha	12	432	Patgram	8	288	Kaligonj	8	288	Lalmonirhat Sadar	9	324	Gaibandha	Fulchhari	7	252	Saghata	10	360	Jamalpur	Bakshigonj	7	252	Dewangonj	8	288
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			Islampur	12	432
			Mathargonj	7	252
			Melandah	11	396
			<b>Total:</b>	<b>45</b>	<b>1620</b>
		<b>Total</b>		<b>99</b>	<b>6156</b>
<b>4</b>	Amendment: Period of the assignment.	Kindly consider the duration of the assignment is <b>44 weeks</b> instead of 3 months.			
<b>5</b>	Major Deliverables/Outputs	<b>Major Deliverables/Outputs</b>	<b>Week after contract signing (weeks)</b>		
		Workplan for entire process	01 <sup>st</sup>		
		Stakeholder consultations and workshops to analyze opportunities and challenges for best practice G2P models	04 <sup>th</sup>		
		Final report on best practice G2P models and present tentative G2P model	05 <sup>th</sup>		
		Workplan, methodology and timeline for feasibility study of the G2P model in SWAPNO implementation areas	07 <sup>th</sup>		
		Data collection tools, questionnaires, KIIs, FGDs for feasibility study	08 <sup>th</sup>		
		Field data collection	10 <sup>th</sup>		
		Based on feasibility study present final design of G2P model and implementation strategy	12 <sup>th</sup>		
		Workplan, methodology and timeline for impact evaluation	38 <sup>th</sup>		
		Data collection tools, questionnaires, KIIs, FGDs for impact evaluation	39 <sup>th</sup>		
		Field data collection	41 <sup>st</sup>		
		Impact evaluation and lessons learnt report	42 <sup>nd</sup>		
		Dissemination workshop to share major findings and recommendations	44 <sup>th</sup>		

**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.**