

Minutes of the Pre-bid meeting held on November 05, 2019
RFP for Hiring firm to conduct Baseline survey-SID CHT

Date: November 07, 2019

Members attended the meeting:

Name	Designation
Shamsun Nahar Airin	Procurement Associate, UNDP
Shareful Hassan	Team Leader, Planning, Monitoring and Reporting (PMR) unit, SID-CHT, UNDP
Linda D. Costa	Programme Associate, Planning, Monitoring and Reporting (PMR) unit, SID-CHT, UNDP

With reference to the subject RFP issued on October 29, 2019, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

SL	Queries	Answers																
1	Is this possible to extend bid submission deadline?	Proposal Submission deadline has been extended upto 14 November 2019 (4:30 pm, BD Local time) .																
2	Is it possible to provide list of UPs?	<p>List of UPs as follows:</p> <table><tr><th>Requirement</th><th>Location</th><th></th><th></th></tr><tr><td rowspan="5">Baseline study of SID-CHT Project</td><td>District</td><td>Upazila</td><td>Project</td></tr><tr><td>Rangamati</td><td rowspan="3">26 (all unions)</td><td rowspan="3">AFSP III, CCRP, CHT-WCA, Host Community, CIDA</td></tr><tr><td>Bandarban</td></tr><tr><td>Khagrachari</td></tr><tr><td>Cox's Bazar</td><td>Teknaf, Ukhiya and Ramu (all unions)</td><td>Host Community</td></tr></table>	Requirement	Location			Baseline study of SID-CHT Project	District	Upazila	Project	Rangamati	26 (all unions)	AFSP III, CCRP, CHT-WCA, Host Community, CIDA	Bandarban	Khagrachari	Cox's Bazar	Teknaf, Ukhiya and Ramu (all unions)	Host Community
Requirement	Location																	
Baseline study of SID-CHT Project	District	Upazila	Project															
	Rangamati	26 (all unions)	AFSP III, CCRP, CHT-WCA, Host Community, CIDA															
	Bandarban																	
	Khagrachari																	
	Cox's Bazar	Teknaf, Ukhiya and Ramu (all unions)	Host Community															
3	Is it possible to increase duration of the requirement?	<p>Expected duration of the work, page no. 6, RFP document: Consider 4 months instead of <u>60 working days in of 3 months</u>.</p> <p>Page 29, serial no G: kindly consider the following deliverables as final.</p> <p>Duration of the work:</p> <p>This would be a 4-month assignment. The major tasks of this ToR are described below:</p> <table><tr><th>Key tasks</th><th>Month</th></tr><tr><td>Review secondary literature</td><td></td></tr></table>	Key tasks	Month	Review secondary literature													
Key tasks	Month																	
Review secondary literature																		

Minutes of the Pre-bid meeting held on November 05, 2019
RFP for Hiring firm to conduct Baseline survey-SID CHT

		Prepare detailed methodology such as sampling size & strategy both for control and treatment groups, data collection procedure, analysis and reporting plan etc. This will have a gender analysis including a proper workplan.	1
		Prepare the key variable/questions of this baseline study	
		Inception report highlighting detailed methodology, key questions, workplan etc	
		Final field data collection	2
		Data analysis of control and treatment including infographic, diagrams etc	1
		Share first draft by presentation	
		Incorporation of feedback	
		Final submission through workshop	
		Total	4 Months
4	Can we submit technical proposal more than 10 pages?	Yes, there is no page limit for technical proposal.	

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.