

Minutes of Pre-bid Meeting

PISU/RFP/007/2013: developing, testing, conflict- and gender-sensitive Community Security Planning Manual and training of facilitators on Armed Violence Reduction and Strengthening Community Security (AVR/SCS)

Date : 23 August 2013
Time : 14:30 hrs
Venue : PBRU Conference Hall, KSK Building, Pulchowk

Bidders Present : Refer pre-bid meeting attendance record

Facilitators/Resource Persons

Dennis Curry	Assistant Country Director, Peace Building and Recovery Unit (PBRU)/UNDP Nepal
Tamara Karaica	Technical Advisor, AVR/CS, CPRSN /UNDP Nepal
Jessica Zimmerman	JPO, Peace building and Recovery Unit
Ambika Amatya	Procurement Associate, UNDP Nepal

As scheduled, the pre-bid meeting for developing, testing, conflict- and gender-sensitive Community Security Planning Manual and training of facilitators on Armed Violence Reduction and Strengthening Community Security (AVR/SCS) under **Crisis Prevention and Recovery Support to Nepal** was held on 23 August 2013 at PBRU Conference Hall, KSK Building, Pulchowk. UNDP officials and representatives of the bidders participated in the meeting (Please refer to the attached pre-bid meeting attendance). A short presentation on the Request for Proposal (RFP) was made and the participants were requested to raise their queries.

Following are the questions raised by the bidders and the answers given by the UNDP representatives.

1. Who are facilitators? Do they belong to public or local?

The facilitators will be the persons chosen by UNDP those who were previously involved in Peace building and conflict resolution activities through UNDP.

2. Do the proposers have to identify facilitators themselves for providing training?

No.

3. Do UNDP have already clear idea on design of manual?

Yes, as mentioned in ToR UNDP sees CS as a model which **empowers** stakeholders to identify and tackle local safety and security concerns in a **participatory and inclusive manner**.

- o CS is cognizant of local dynamics, players, needs, structures, etc.
- o Stakeholders include: community leaders, local government officials, local security personnel, business reps, local media, etc.

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- CS principles:
 - Participatory
 - Gender-sensitive, inclusivity
 - Conflict-sensitive
 - Context-specific
- CS planning processes should consider the following:
 - Community [perceptions of: security, vulnerabilities, citizen trust/attitudes towards state institutions and security personnel, anti-social behavior, etc.
 - Identification of: potential CS drivers and spoilers, unsafe locations within communities and possible strategies to make those locations more safe, etc.

The manual should include also examples of good practice.

4. Is there any flexibility on time as there are lots of things to be completed within short span of time?

The deliverables have to be delivered in the specific timeline to meet the deadline. Yes, if we are talking about reasonable flexibility however we would urge that is included in the Risk Assessment part and it will be taken into consideration when evaluating the proposals.

5. Is joint venture between two or more Service Providers allowed?

The UNDP has no reservation with joint venture initiatives. The lead Service Provider should meet the minimum criteria and the lead Service Providers must include the Memorandum of Understanding (MoU) with other required documents in the technical proposal.

6. How do the proposers manage the fluctuation on exchange rate?

The proposers may bid on average rate considering the ratio of current fluctuation.

7. Do proposers need to design the training manual?

The proposers do not need to design the training manual. The training manual can simply be sent in word version so that potential comments and suggestions can easily be incorporated in the manual. Furthermore, UNDP will take care of design and printing works.

8. Can UNDP disclose the budget for this activity?

The proposers are requested to submit the competitive financial proposal corresponding to their technical proposal. UNDP cannot share it with the proposers.

9. What is a way to add cost for extra human resource?

If the proposers want to add additional human resources beyond TOR, they have to elaborate in the technical proposal itself, why the proposed human resource is required and how they are going to contribute. The cost has to be reflected under **section 1. Remuneration** of Price Schedule accordingly.

10. What is the language of the manual supposed to be? English or Nepali?


The Language of the manual is supposed to be in English so that the UNDP staff is able to review. Later on, it has to be translated into Nepali

11. How do we manage staff in short period of time?

Yet again, please specify all potential risks and obstacles in the Risk Assessment part and they will be reviewed during evaluation process of the submitted proposals from UNDP side.

Other related information to the Bidders













- Telephone inquiries from Service Providers will not be entertained by UNDP after the Pre-Bid Meeting.
- Proposals will be screened to ensure their responsiveness against RFP document prior to handover to technical evaluation panel. Proposals will be disqualified if required documents as stated in the RFP are found to be missing in the submission.
- UNDP will strictly follow the deadline for submission of proposals. Late bids will not be accepted.
- UNDP expects that the original and copy that will be submitted by the Service Providers are the same documents. All information in the "original" will be considered as the correct documents, in the event that there are discrepancies in the "copy".
- Proposers are advised to follow the price schedule format strictly. Administrative and other associated costs need to be built into the professional services charge and or relevant component of the price schedule.



Pre-Bid Meeting Attendance sheet

PISU/RFP/007/2013: Development of Community Security Planning Manual and Training of Facilitators

23-Aug-13

SN	Name	Organization	Address	Contact No.	Email ID	Time	Signature
1	Satyra Narayan Shrestha	Peace Mission Network	Babamahal	9841373494	smstara@gmail.com	2:25	
2	Krishna Kapa	Partnership Nepal	Babamahal	985013829	partnership@lik-camp		
3	Tulie Brestheda	Genderworld	gandhikhal	9818053486	foretnted@genderworld.org.np		
4	Cuma Shrestha	Partnership Nepal	Babamahal	984161211	sita.gune@partnershipnepal.org.np		
5	Amit Keirala	Full Bright Consulting	Sinamangal	9843458339	koiralaam@fullbright.com	2:30	
6	Durga P. Baral	UNDP/CPSPN	Kathmandu	9841415209	durga.baral@undp.org	2:30	
7	Ann deLille	TIME Asia	Bhatmandu	9803051848	adelille@internationallate.org	2:30	
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