

Minutes of the Pre-Bid Meeting
UNDP/RFP/023/2014 for Annual Evaluation of District Performance of BDSPO & DMEGA
17 October 2014

Start: 11:00hrs

End: 12:00hrs

The Pre-Bid meeting was held on 17 October 2014 at MEDEP meeting hall, Dhobighat Lalitpur. Following questions/concerns were raised by the participants and the answers given during the Pre-Bid Meeting:

1. Does MEDEP provide a standard evaluation format for this evaluation?

Answer: MEDEP will in consultation with consultant finalize the standard evaluation procedure and format to complete this evaluation.

2. Should TA/DA cost be included within the proposal or provided separately?

Answer: The coverage of all necessary cost for the evaluation study should come under financial proposal. We expect the total cost of the project.

3. Given time duration for the Evaluation Study is too short. Will there be any possibility of time adjustment?

Answer: In order to complete the evaluation within the given time period, there is a provision for mobilizing one field evaluator in each district. This duration cannot be adjusted any longer/further.

The duration of evaluation study has been proposed for longer period based on the learning of last two year's study. We believe that the allocated time is adequate to manage the study properly.

4. Sample size of Target or Achievement?

Answer: The sample size should be of the Annual Target. It should be 15% minimum.

5. What is the modality of MEDEP sub-contractual service to implementing partners?

Answer: MEDEP covers 38 districts and has sub-contracted 38 District Micro-entrepreneurs Group Associations (DMEGAs) and 40 Business Development Service Providing Organizations (BDSPOs). They have been sub-contracted on annual basis.

6. How can we get the additional document in relation to this RFP?

Answer: We suggest to refer the publicly available documents as well as websites.