

**Minutes of the Pre-Proposal meeting held on 09 December 2014**  
**RFP – Study of Determinants of Women Voter's Choice and Facilitating Women's Participation in Elected Offices**  
**RFP Reference: RFP-BD- 2014-059**

Date: 10 December 2014

**Members attended the meeting:**

Name	Designation
Mr. Mohammad Asgar Ali	Procurement Assistant, UNDP
Mr. Ziaur Rahman	Procurement Associate, UNDP
Mr. Siamul Haque Rabbany	Programme Officer – Political Governance
Mr. Md. Zakaria	Project Officer, SEMB Project
Mr. Abdul Motaleb	Operations Manager, SEMB Project
Bidders	List attached

With reference to the subject RFP issued on 04 December 2014, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

SL	Queries	UNDP Response
1	Does it need to cover both rural and urban areas under 7 divisions?	The survey should cover both rural and urban areas in all 7 divisions. However, the firm should decide the number of areas under each division.
2	Are three separate presentations required (one for the UNDP, one for the EC, and one for the wider/public audience)?	Two presentations are required to both UNDP and ECB – a) Presentation on the methodology once finalized b) Presentation of the final report/findings
3	What is appropriate number of FGDs to be conducted under the study?	14 FGDs. 2 FGDs each division.
4	What is the preferred size of the group?	The number of participants needs to be decided based on the areas. However a standard number of participants should be targeted to make the FGDs participatory.
5	What proportion of the 300 interviews must be conducted from rural areas?	There is no particular barrier on this. The firm should be able to decide to cover a reasonable number of participants.
6	Is there any provision of proportioning of House Holds for rural and urban area?	The proportion will be determined by the firm as per requirement of the proposed methodology.
7	What will be the Male - Female ratio?	Female should be given more priority. The ratio can be 60:40 or 70:30.
8	Can different elected bodies be included for the survey?	Yes. Their views should be included.
9	What will be the appropriate Team Composition?	The team shall not be less than 8 members. The firm should decide the male-female composition.

**Note: Above Clarifications in response to queries raised during the pre-proposal meeting and amendments shall be an integral part of the RFP document and supersede the all provisions as applicable.**





# Study of Determinants of Women Voter's Choice and Facilitating Women's Participation in Elected Offices

Venue: Conference Room, Level-12, UNDP, IDB Bhaban

Date: 09 December 2014 Time: 11: 00 AM

Reference: RFP-BD-2014-059

Attendance sheet for Representatives

S/L	Name of the Firm	Details of Representative of the firms	Contact details
1	ORG-QUEST RESEARCH LIMITED	Name: SATID H. AMIT Designation: RESEARCH DIRECTOR Signature:	Land Phone: (12)55013481-84 Cell: 01795840007 E-mail: amit.orgquest@gmail.com
2	ORG-QUEST RESEARCH LIMITED	Name: IQBAL AHMED Designation: OPERATIONS MGR Signature:	Land Phone: 55013481-84 Cell: 01712039071 E-mail: iqbal.orgquest@gmail.com
3	IRGDSL	Name: Md. Abdul Latif Designation: Program Manager Signature:	Land Phone: 9514397 Cell: 01715088878 E-mail: suter@irgdsL.com
4	Survey and Research System (SRS)	Name: Salahuddin Ahmed Designation: programmer Signature:	Land Phone: 8919307 Cell: 01711226588 E-mail: srs@srs-bd.org
5	Participatory Management Initiatives for Development	Name: MIZANUR RAHMAN Designation: CONSULTANT Signature:	Land Phone: Cell: 01711392061 E-mail: mizanzan57@yahoo.com
6	Participatory Management initiative for Development	Name: Md. Asadur Rahman Designation: Manager Signature:	Land Phone: 029137432 Cell: 01012807055 E-mail: info@pmidbd.org
7	Data International Ltd.	Name: ZAKIR M. HOSSAIN Designation: Junior Economist Signature:	Land Phone: 8913953 Cell: E-mail: zakmac79@gmail.com
8	"	Name: SABILUR R KHAN Designation: Research Assistant Signature:	Land Phone: 8913953 Cell: E-mail: snajmul.hossain@dataint.com
9	mPower Social Enterprises	Name: Khabiruddin Designation: Head of Operations Signature:	Land Phone: Cell: 01712-000556 E-mail: Khabiruddin71@yahoo.com
10		Name: Designation: Signature:	Land Phone: Cell: E-mail:
11		Name: Designation: Signature:	Land Phone: Cell: E-mail:
12		Name: Designation: Signature:	Land Phone: Cell: E-mail:
13		Name: Designation: Signature:	Land Phone: Cell: E-mail: