

**PRE BID Meeting on RFP reference: UNDP/RFP/07/2015  
To Conduct a Supply Side and Regulatory Survey and Prepare a Road Map for Financial  
Inclusion in Nepal**

21 May 2015

**Start: 13:10 pm**

**End: 14:20 pm**

The meeting commenced with a round of introductions which was followed by a presentation on Making Access to Finance Possible (MAP) Nepal by Ms. Mia Thom. This was followed by a questions and answers session on the Request for Proposal (RFP). It was shared that the minutes of the pre-bid meeting and discussion will be uploaded in the UNDP Procurement website and that any updates will be kept in the website for transparency. It was also shared that following the pre-bid meeting, if there are still questions of clarification, it can be raised until 27 May 2015, for which the response will be provided and updated in the website.

The following questions were raised and answers provided during the pre-bid meeting:

**Q1: Please elaborate what does payments of insurance means?**

**Ans:** Data to be collected on Payments of insurance includes: what type of insurance payments exist and how are they being made, this includes various types of insurance payments i.e. livestock, agriculture, life, medical etc.

**Q2: What is the actual evaluation method to be used in selecting the proposal as it is mentioned lowest financial offer of the technically qualified proposals, however on the ToR, page 31 and page 33, it is mentioned the weight distribution shall be 70% technical and 30% financial. Please clarify.**

**Ans:** The evaluation method to be used in selecting the responsive proposal is selecting the lowest financial offer among the technically qualified proposals as mentioned in page 30 of the RFP. The technical pass mark for qualifying for the financial evaluation is 70 points. Please refer to the revised ToR pages 31 and 33.

**Q3: Regarding the education level required for Research Coordinator what does “at least Bachelor’s degree” indicate?**

**Ans:** It indicates that the minimum requirement for the Research Coordinator has a Bachelor’s degree, however, bidders may submit personnel with higher degree.

**Q4: Do we need to present the break-up cost of the financial proposal or can we submit a lump sum amount?**

**Ans:** Please refer to page 50 - 51 of the RFP for guidance on submitting the financial proposal and page no. 28 of the RFP Section III as additional guidance for the personnel costs. However, it is better to include the cost breakdown by cost component as per the guidance provided in the RFP as it will form the basis to compare the financial proposals/bids.

**Q5: Regarding the cost related to workshop, focus group, etc. do we have to factor the cost in the financial proposal?**

**Ans:** The travel and DSA of consultants (cost specifically related to consultants) should be factored into the financial proposal, however the cost of the workshop, focus group venue, snacks, transportation of participants, etc. will be borne by UNCDF.

**Q6: Is the cost of trainings for the selected firm inclusive or exclusive from the RFP**

**Ans:** The cost of training is exclusive from the RFP as specified in page 33 of the RFP.

**Q7: Please clarify the example on non-financial institutions that provide financial products?**

**Ans:** Institutions such as e-sewa platform provides utility payments

**Q8: The days specified for the Team Leader and/or Research Coordinator, are these minimum or maximum days of engagement?**

**Ans:** Please refer to Section III of the RFP, page no. 28 of the RFP which states the total consultancy days is a maximum of 160 days, however this can be adjusted by the bidder to complete the assignment.

**Q9: Kindly clarify regarding the duration of the project. It is mentioned as 9 month on page 28, 7 month on page 29 (from 1 June to 15 December) and MAP tool kit mentions 12 month period.**

**Ans:** The duration of the project is 9 months, however the assignment needs to be completed within 7 months.

**Q10: How many workshops/retreats will have to be conducted? (2 or 3)**

**Ans:** The following key 3 workshops have to be conducted:

- i. Stakeholder workshop in the beginning before the market research
- ii. Stakeholder workshop after the diagnostic report is ready
- iii. Stakeholder workshop after the financial inclusion roadmap is ready

**Q11: Can we use three consultants (other than Team Leader and Research Coordinator) for doing the qualitative survey part who will not be part of support staff.**

**Ans:** Please refer to Section III of the RFP, page no. 28 of the RFP which states the maximum no. of personnels to be involved. The proposed assignment does not foresee the need for an additional key personnel.

**Q12: What is the maximum no of days that can be budgeted for support staff (320 man-days assuming 160 days for each support staff or 160 man day assuming 80 man-days for each of support staff)**

**Ans:** Please refer to Section III of the RFP, page no. 28 of the RFP which mentions up to two support staff for a maximum of 160 days can be deployed for the assignment (this is assuming up to 80 man days for each support staff).

**Q13: How will the data set be provided to consultant firms? Will it be raw data in SPSS/excel or cleaned data in SPSS/excel in the form of ppt as mentioned in footnotes in page 27.**

**Ans:** SPSS data and a summary in PowerPoint format.

**Q14: Is the Nepalese language requirement mandatory or it is a preferred requirement**

**Ans:** The Nepalese language is a mandatory requirement.

**Q15: Is there any budget limit for this RFP?**

**Ans:** The budget limit for the RFP cannot be disclosed. Please provide your best financial proposal.

**Q16: Kindly refer to Section 23.2, page 19 of the RFP. We would like to submit our technical and financial proposal by email. Kindly let us know if it is possible or not. If submission by email is possible, please let us know the file size limit and number of emails that will form the part of proposal submission. Please let us know the mandatory subject of the email. Please let us know the digital signature requirement and time zone that will be recognised. Please let us know of any other requirement related to email submission.**

**Ans:** Email submission is not applicable. Please see section 22, under D.23.2. Only courier/hand delivery is acceptable as per bidding document.

**Q17: Kindly let us know that the 10 years' experience for Team Leader which include the experience of Nepal as well as other least developed countries. Is 10 year of Nepal experience mandatory?**

**Ans:** 10 years of experience in Nepal is mandatory and experience in other LDCs is preferable.

**Q18: Kindly let us know that the 7 years' experience for team leader which include the experience of Nepal as well as other least developed countries. Is 7 year of Nepal experience is not mandatory?**

**Ans:** 7 years of experience in Nepal is mandatory and experience in other LDCs is preferable.

**Q19: Kindly refer to section 2 of the Page 28 of the RFP where it mentions that the consulting firm will be required to participate in a training session and a synthesis session. We assume that the training session is the kick off training after winning of bid. Should we budget for man days to be consumed during the kick off training in Map Methodology?**

**Ans:** All the online training/ orientations will be part of the total man days proposed by the bidders for the key personnel, however for any out of country training, this cost will be borne by UNCDF separately based on UNCDF norms and DSA rates.

**Q20: Can we hire a local consultant firm based in Nepal for doing the stakeholders visit and FGDs with clients?**

**Ans:** Page no. 62, clause no. 5 of the RFP under "General Conditions of Contract for services" indicates that prior written approval of UNDP is required for any sub-contracting, however, this assignment does not foresee any sub-contracting.

**Q21: What is the new deadline for submission of the proposal for this RFP?**

**Ans:** The new deadline for the RFP is 4 June 2015 no later than 1200 noon (Nepal standard Time).

**Q22: Regarding the experience and qualification requirement for a Research Coordinator, it is written that Bachelor's degree with minimum seven years' experience will be required. Is seven years' experience required even for those who have a Masters or a PhD degree in that particular field? Or would five years' experience with a Master's degree also be eligible to apply as a Research Coordinator in this project?**

**Ans:** Regardless of the education qualifications (degrees obtained), the minimum experience required for the Research Coordinator remains a minimum of seven years.

An overall view was provided on how to submit the proposal by procurement unit highlighting the following:

- Timely submission of the RFP. Proposals received after the deadline will be rejected.
- Proposal format (two separate envelopes, technical and financial should be submitted with reference number of the RFP on all envelopes)
- The technical evaluation will first take place based on the technical criteria's mentioned in the RFP document.
  - Only technical qualified proposals obtaining the minimum pass mark will qualify for financial evaluation
- Please ensure to submit all required documents mentioned on page 20, under section 26. C.15.1 and page 21, under section 27.
- It was also noted that on page 31 of the RFP the score weight of the "3. Management Structure and Key Personnel should be 20% weightage" as opposed to the currently reflected "0%" which is a typo.