

United Nations Development Programme (UNDP)
Activating Village Courts in Bangladesh (AVCB) Project Phase II

**Subject: Minutes of the Pre-proposal Meeting
held on 18 July 2016 at Village Well of UNDP Bangladesh**

With reference to the subject Request for Information (RFI) issued on 27 June 2016, all concern is requested to find below the queries raised by the representative participated from different NGOs/CSOs and responses thereto by AVCB II, UNDP Bangladesh.

Sl. No	Query(ies)	Response from AVCB II, UNDP
1	<p><u>RFI Inquiry# 1&2 under Topic# 1:</u></p> <ol style="list-style-type: none"> 1. Is the CSO/ NGO listed on the UN's list of proscribed organisations, UNDP Vendor Sanctions List, or indicted by the International or National Criminal Court? 2. Is the CSO/NGO banned by any other institution/governments? If, yes, please provide information regarding the institution/Government and reasons. 	<ol style="list-style-type: none"> 1. Here the information is required about "whether the interested organisation is under UNDP Vendor Sanctions List or not"? If Yes/No, that is to be mentioned clearly. 2. Please also provide information whether your organisation is under any banned list of any other institution/organisation/government(s) or not. If the answer is YES, then please mention the reason with the name of that institution/Government.
2	<p><u>Inquiry relevant with RFI Topic#2:</u></p> <p>Query: What will be the partnership modalities with international NGO and intermediary funding NGO/ agency?</p>	<p>As per the project design, list of tasks to be carried out by the awarded NGOs/CSOs directly without involving any further partner(s). Thus, no sub-delegation and/or sub-contract/partnership will be permissible.</p>
3	<p><u>Inquiry under Topic#3:</u></p> <p>Is the CSO/NGO certified in accordance with any international or local standards (e.g., ISO)- does this mean NGO have national or international standards certificate or persons working here?</p>	<p>This is applicable for the organisation who has membership/accreditation/ affiliation with any institution/agency (e.g. UNECOSOC) at national/ regional/ international level. A copy (of each) of the letter of affiliation, if there any, should be submitted.</p>

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4	<p><u>Inquiry #3 under Topic#4:</u></p> <p>Query: What does mean by the main donor/ partners as a donor is changing after completion of every assignment?</p>	<p>Please provide the list of the donor according to project/contracted work/ assignment over the last three (3) years including the current fiscal year.</p> <p>The list should be included the project name, implementation period, amount of fund, name of donor, nature of work/funding purpose etc. In this regards, supporting evidence may be the copy of project document/letter of intent and audited report (for ended projects, if any) and copy of signed MOU/DOA with donor for the running project.</p>
5	<p><u>Inquiry relating to Topic#4.3:</u></p> <p>Query: Does letter of intent is required regarding donor agreement?</p> <p><u>Inquiry relating to Topic#4.1:</u></p> <p>Query: What is the period of the duration considering fiscal year (Audit report)?</p>	<p>As mentioned above, besides the letter of intent, supporting evidence may be the copy of project document and audited report (for ended projects, if any) and copy of signed MOU/DOA with donor for the running project.</p> <p>Year can be fiscal year (July-June) or calendar year (Jan-Dec). If any organisation does not have any updated audit report in this case signed resolution of governing body (GB) or executive board (EB) may be accepted.</p> <p>Organisation should provide authenticate information/ document in line with RFI Inquiry# 1 under Topic# 7.</p>
6	<p><u>Inquiry#4 under Topic#4:</u></p> <p>In how many unions/ upazillas/ districts/ divisions, you have the capacity to operate in?</p> <p>Please provide a complete list and indicate the size of the offices in each location.</p> <p>Query: What does the mean by 'Size' of the offices? (Did you mean office spaces/rooms/other facilities?)</p>	<p>Here the projection of your organisation's capacity to work in the number of unions/upazillas/ districts/ divisions through out the Bangladesh is essential. Besides this, the list of present offices at central, District, Upazilla and Union level is equally important as stated in here in RFI.</p> <p>In response to the query, the 'size of office' means the office space in sq. meter of the office including all rooms and common space. Details of the head office (HO) (with size, type, ownership of the building/ office [i.e. own/ rented] and present staff numbers etc.). The area in sq. meter is required only for HO.</p>

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		<p>For other field offices, the following information are essential along with the list:</p> <ul style="list-style-type: none"> a) List of Regional, District, Upazilla and Union level offices (if any) along with present number of total staff at each level. b) Equipment strength of the office it includes the number of computers, fax, photocopier, scanner and other communication equipment etc. <p>Please note that information of the mother organisation is essential and will be considered as appropriate, but inclusion of information about any partner/ sub-contracted organisation(s) is not relevant here rather it may create the confusion. If there is/ are any partnership/s or consortium/s with any organisation, it can be mentioned under RFI Topic# 7 as asked.</p>
7	<p><u>Inquiry#3 under Topic#5:</u></p> <p>Is the CSO/ NGO officially designated to represent any specific constituency?</p> <p>Query: What does the mean by 'constituency' (Did you mean area/location/population?)</p>	<p>Here the 'constituency' means the geographical locations/ areas/ division/ districts where the organisation is allowed to operate its activities/ expertise/ programme by the appropriate authority during its registration/ obtaining approval on Article of Association/ MOA as per GoB rules.</p> <p>In addition, please provide the information whether there is any restriction to operate your work/ programme in any specific area in Bangladesh. Also inform, whether there is any limitation (under your registration authority) of working with any specific theme/ issue.</p>
8	<p><u>Inquiry #2 under Topic#6:</u></p> <p>What other areas of expertise does the CSO/NGO have?</p> <p>Query: Should we provide/ attach information as annexure?</p>	<p>It is noted that in favour of required RFI information, relevant supporting evidence must be attached with the submission. In case of space limitation in the RFI template, additional pages can be added as annexes to provide the necessary and important information/documents.</p>

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9	<p><u>Inquiry partially relevant with RFI Topic# 7:</u></p> <p>What is the fund size for potential individual NGO/ CSO?</p>	<p>Impression/ information about the fund size for potential individual NGO/ CSO for upcoming contract is not relevant at this stage. However, as the query is partially relevant with RFI Topic# 7, all concerns are requested to provide current financial information along with necessary documents accordingly.</p> <p>It is to be noted that the amount of requested financial delivery in the preceding two (2) years, as will be shared, should be excluded the amount of Micro Credit Fund (if any) of the respective organisation.</p>
10	<p><u>Inquiry beyond RFI Topic:</u></p> <p>Query: Refer to your RFI document please let us know the project locations and duration (name of Districts and Upazillas).</p>	<p>Kindly note that this CSO/ NGO engagement process will be carried out through different stages and at this stage this information is not relevant with RFI. So, this information will be shared later on as and when required.</p>
11	<p><u>Inquiry relating to CACHE template:</u></p> <p>Query: We have prepared RFI supporting documents by following CACHE form (page 5-6) or that would be different from supporting documents?</p>	<p>At this stage, the interested applicants will have to provide the information/ documents requested in RFI document under Topic# 1 to 9.</p> <p>As already mentioned in the RFI document at page 1, applicants do not need to fill up the CACHE template or provide any information as per that CACHE right now, but those CACHE inquiries to be kept in mind during to provide the information of RFI document so that it does not contradict later on with each other.</p>

Note: Above clarifications in response to queries raised by the participants in the meeting and others over e-mail before the pre-proposal meeting shall be an integral part of the RFI document and supersede all other provisions as applicable in the whole process.

RFI from interested NGOs for Activating Village Courts in Bangladesh (AVCB) Project Phase II

Venue: Village Well, Level-19, UNDP, IDB Bhaban

Date: 18 July 2016, Time: 10:00 am.

Attendance sheet for Representatives

S/L	Name of the Firm	Details of Representative of the firms	Contact details
1	Village Education Resource Centre (VERC)	Name: Subashch. Saha Designation: Director Signature:	Land Phone: 02-7745412 Cell: 01711404538 E-mail: Subashsaha@verc.org
2	Human rights Disability and Development Foundation (HDDF)	Name: M. Rajib Shaidh Designation: Chairman Signature:	Land Phone: Cell: 01024000684 E-mail: Rajibhddf@yahoo.com
3	SAFERWORLD H#369, Flat #6A Road #28, Muhakhali New DOWS, Dhaka-1206	Name: BIBBASH CHAKRABORTY Designation: COUNTRY PROGRAM MANAGER Signature:	Land Phone: 02-9851268 Cell: 01713-01118 E-mail: bchakraborty@saferworld.org.uk; bibbijayita@googlemail.com
4	Kazi Lingmat Ali Kazi Lingmat Ali Tremmatra House #18/C, North Baridhara, Dhaka	Name: Kazi Lingmat Ali Designation: Director Signature:	Land Phone: Cell: 01789573397 E-mail: lingmat-bosra@yahoo.com
5	SKS Foundation	Name: Palash Kundu Designation: Coordinator Signature:	Land Phone: 0541-51492 Cell: 01730794989 E-mail: CO.Pdrcm@SKS-bd.org
6	National Development Programme	Name: Rubia Parveen Designation: Manager (ACBFR) Signature:	Land Phone: Cell: 01705434100 E-mail: rubia@ndpbd.org
7		Name: Designation: Signature:	Land Phone: 0751-63870-71 Cell: E-mail:
8	Bright Bangladesh Forum (BBF)	Name: UTPAL BARUA Designation: Chief Executive Signature:	Land Phone: +880312555901-2 Cell: 01713120957, 01973120957 E-mail: utpal-bd@yahoo.com, bbf-bd@yahoo.com
9	Manusher Jonno Foundation	Name: Ruma Sultana Designation: Program Coordinator Signature:	Land Phone: 9850294 Cell: 01716412464 E-mail: ruma@manusher.org
10	Friends In Village Development Bangladesh	Name: M. Rubel Mahmud Designation: Program Officer Signature:	Land Phone: 02-9122207 Cell: 01718563704 E-mail: rubel-bcc@yahoo.com





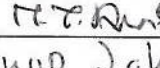
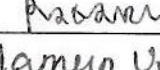
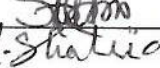
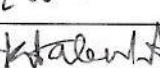
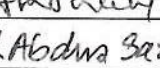
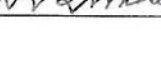
S/L	Name of the Firm	Details of Represtative of the firms	Contact details
11	Ain O Salisk Kendra CASK 7/17-B-Block Lalhati	Name: NINA GOSWAMI Designation: Senior Deputy Director Signature: Nina	Land Phone: 9338156 Cell: 01715565036 E-mail: ask@iteech.co.net/ask@iteech.co.net
12	PPRE	Name: Syed Zibuddin Designation: Director Signature: Zibuddin	Land Phone: Cell: 01711824586 E-mail: Zibuddin54@gmail.com
13	RRF, Jessore	Name: Pankaj Kumar Sarker Designation: Director (M&E) Signature: Pankaj	Land Phone: 042166906 Cell: 01711182339 E-mail: pankaj@rrf-bd.org
14	AID Foundation	Name: Kazi Md. Hasibul Huq Designation: Advocacy Documentation and Reporting Off. Signature: Kazi	Land Phone: 04-851-41181 Cell: 01733337158 E-mail: aiddhaka.bd@gmail.com
15	BPWD	Name: Khaleda Khatun Designation: ED Signature: K. Khatun	Land Phone: 90128 Cell: 01712224344 E-mail: bpwda@yahoo.com
16	SODESH SATKHIRA	Name: MD. AZHAR HOSSAIN Designation: Chief Coordinator Signature: Azhar	Land Phone: 01711-663801 Cell: 01715-295367 E-mail: sodeshsatkhira@gmail.com
17	BRAC	Name: Maruf Shehab Designation: Asst. Manager Signature: Maruf	Land Phone: 029881265-5462 Cell: 01534588735 E-mail: maruf.shehab@brac.net
18	Nasomik Vadobog	Name: Kishork. Tamchum Designation: Project Coordinator Signature: Kishork	Land Phone: 028115868 Cell: 01717001105 E-mail: kishorkt@gmail.com
19	Shushilan	Name: Md. Saidul Islam Designation: Program officer Signature: Saidul	Land Phone: Cell: 01856-440140 E-mail: dhakaoffice@shushilan.org
20	Md. Mahbubur Rahman Rupantar	Name: Md. Mahbubur Designation: P. Coordinator Signature: Mahbubur	Land Phone: Cell: 01673909010 E-mail: mahbubur2rahman161271@gmail.com
21		Name: Designation: Signature:	Land Phone: Cell: E-mail:



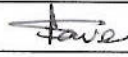
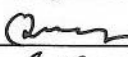

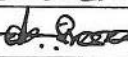
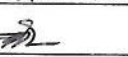
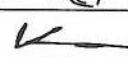
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1	WAVE Foundation	Name: NAZRUL ISLAM Designation: Coordinator Signature: 	Land Phone: 0258151620 Cell: 01713337585 E-mail: nazrul@wavefoundationbd.org
2	AID-Comilla	Name: ABUL KALAM AZAM Designation: DEVELOP. CONSULTANT Signature: 	Land Phone: 081-72003, 081-62444 Cell: 01715082180 E-mail: aidcomilla.azad@gmail.com
3	Resource Integration Centre (RIC)	Name: Md. Abdur Rashid Designation: DEM-Program Signature: 	Land Phone: 8118475 Cell: 01916-917036 E-mail: ricrashid@gmail.com
4	Sylhet Jubo Academy (SJA)	Name: Shubho Roy Designation: Assistant Director (Program) Signature: 	Land Phone: 0821-723200 Cell: 01713301133, 01712065788 E-mail: info@sjakt.org
5	Democracy Watch 2	Name: Mohammad Farin Arif Designation: Researcher Signature: 	Land Phone: Cell: 01784727870 E-mail: arifat.peace42@pda.com
6	Banchha Shekha	Name: Anup Jaka Designation: Program Director Signature: 	Land Phone: 042-68885 Cell: 01711814240 E-mail: anup-ks62@yahoo.com
7	Mamunur Rashid UTTARAN	Name: Mamun ur Rashid Designation: Project Coordinator Signature: 	Land Phone: Cell: 01755515353 E-mail: mamun.rashid@uttaran.net
8	Rupali Samaj Saman (RSUS) Sangshikha	Name: Md. Shafiqul Haque Designation: Co-ordinator Signature: 	Land Phone: Cell: 01712-271803 E-mail: Rupali mus.org@gmail.com
9	Genius Mind Foundation	Name: Akhtabul Alam Designation: Co-ordinator Signature: 	Land Phone: Cell: 01211342395 E-mail: 33825@gmail.com
10	PASS: KamalKushna Rangpur Sadak, Ringpur	Name: Md. Abdus Samad Designation: Program Director Signature: 	Land Phone: Cell: 01712510285 E-mail: zonalmanage_pass@gmail.com

S/L	Name of the Firm	Details of Representative of the firms	Contact details
11	Young Power in Social Action (YPSA)	Name: Md. Nazmul Haider Designation: Program Manager Signature: 	Land Phone: 031-672857 Cell: 01818578790 E-mail: pdrmypsa@gmail.com
12	Green In Environment (GITE)	Name: K.M. Shahidul Islam Designation: CFO Signature: 	Land Phone: 9886808 Cell: 01754295592 E-mail: komsahid87@gmail.com
13	Bangladesh Legal Aid & Services Trust BLAST	Name: SHAHRIAR PARVEEN Designation: Sr. DD (Admin) Signature: 	Land Phone: 8311970 Cell: 01911309142 E-mail: shahriar@blast.org.bd
14	Bangladesh Society for Enforcement of Human Rights (BSEHR)	Name: Mostafa Sohel Designation: ED Signature: 	Land Phone: 9568224 Cell: 01711642346 E-mail: mostafasohel@gmail.com
15	Eco social Development Organisation (ESDO)	Name: Atal Kr. Majumdar Designation: PC Signature: 	Land Phone: 02-8156837 Cell: 01795839033 E-mail: atal.esdo@yahoo.com
16	Rupnagar Education Health & Aid Foundation REHAF	Name: H.M. Abdur Raheque Designation: Chairman Signature: 	Land Phone: 02-9896598 Cell: 01911771112 E-mail: rehahbd@yahoo.com
17	Assistance for Social Organization & Development (ASOD)	Name: MAKRUDDIN RAHMAN Designation: Director Signature: 	Land Phone: N/A Cell: 01752117262 E-mail: makrus.asod@gmail.com
18	Light House	Name: Md. Harun or Rashid Designation: Chief Executive Signature: 	Land Phone: 091-66246 Cell: 01714004249 E-mail: harun@lighthousebd.org lighthouse.bogura@gmail.com
19		Name: Designation: Signature:	Land Phone: Cell: E-mail:
20		Name: Designation: Signature:	Land Phone: Cell: E-mail:
21		Name: Designation: Signature:	Land Phone: Cell: E-mail: