

Minutes of Pre-bid Meeting

UNDP/RFP/21/2016 – Conduct Climate Change Vulnerability and Disaster Risk Assessment of Fragile Mountain Ecosystems

Green Climate Fund Readiness Programme in Nepal (GCF-RP)

Date : 01 December 2016
Time : 14:30 hrs.
Venue : UNDP, UN House, Kathmandu

Bidders Present : Refer pre-bid meeting attendance record

Facilitators/Resource Persons

Ms. Ambika Amatya	Procurement Associate
Mr. Apar Paudyal	Climate Change Policy Analyst
Mr. Pragyajan Yalamber Rai	National Programme Coordinator

As scheduled, a short presentation on the Request for Proposal (RFP) was made and the participants were requested to raise their queries for clarifications, if any.

Following are the questions sent on designated email address, queries raised by the bidders in the pre-bid meeting and the answers given by the UNDP representatives.

1. Can a firm submit a proposal with international experts in all of the positions of technical team composition?

The firm needs to submit a proposal in line with TOR attached with RFP.

2. Can you confirm the method for evaluation of the proposal?

Lowest financial offerer among the technically qualified is selected as mentioned in the data sheet. Technical scoring is done as per the evaluation table in the RFP

3. 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) along with other required documents in the technical proposal.

The UNDP will carry out evaluation focusing on capacity of the lead service provider, proposed methodology and proposed key personnel. Marks will be provided accordingly as outlined in the RFP document.

- 4. Total period of engagement is already given for all experts under section 1 – personnel services, - does it include both off-site and on-site works?**

The given period of engagement is for complete package, including both off-site and on-site works.

- 5. Is “number of personnel” in sections 2.3.1 to 2.3.6 is “1” as mentioned under section 1?**

Yes. It is same as mentioned under section 1.

- 6. In section 1.1., 90 days of "Total Period of Engagement" are mentioned against the Team Leader - considering the assignment duration as approximately 4 months (28/12/2016 to 15/04/2017) please clarify how many days/week the team leader is expected to work on the assignment and if it is a continuous or intermittent involvement.**

The team leader is expected to work on the assignment for 90 days within the contract period.

- 7. What cost components are covered under field visits (2.1) and "travel cost for international natural resource economist" (2.2)?**

The proposers need to identify required components and propose accordingly.

- 8. Do we need to refer to the UN DSA rates (Nov 2016) for Nepal for section 2.3?**

The proposers may use their best judgement while proposing DSA.

- 9. Are DSA rates being asked for those 2 field visits (2.1 and 2.2) or for additional travels?**

The DSA rates are being asked for 2 field visits as mentioned in the TOR.

- 10. What is the scope of the pilot area? Can we focus on agro-ecological zone?**

The ToR clearly indicated the focus should be on mountain fragile ecosystem. The agro-ecological ecosystem is another component of the project. The criteria and methods to identify suitable mountain ecosystem has to be proposed by service provider. The broad criteria for review is given on ToR.

- 11. What does proven experience in hands on experiences on application of economic tools for valuation of public and non-market goods?**

Firm having previous experience on economic appraisal has added value to undertake the task as per the ToR.

- 12. Does the man days efforts is sufficient to deliver the ToR ?**

We have provided detail allocation of efforts that needs to be in placed by each expert member for each delivery.

