

REQUEST FOR PROPOSAL (RFP)

For Conducting the Baseline Assessment and Survey of a proposed GCF funded project "Protecting Livelihoods and Assets at Risk from Climate Change Induced Flooding in Glaciated River Basins of Nepal"

REFERENCE: UNDP/RFP/11/2019

Queries and UNDP responses:

S.N.	Page no. relevant clause				The gist of the query by bidders	UNDP Response
1.	Page 4 Expected duration of work 280 working days (person days- a total of all team members)				We feel that to deliver this TOR, more working days are required, by increasing the number of team members. Are the total no. of man-days fixed or flexible? Can we propose as per our understanding of the TOR?	This is FIXED and no additional human resource could be added.
2.	Page 5 Payment terms				10 Dec 2019 is very early for the draft report. We suggest that it may be changed to 25 Dec 2019	This is doable. Yes, this date can be negotiated after the contract is signed.
	Outputs	Percentage	Timing	Condition of payment release		
	Upon submission of the Draft Baseline Survey Report, including actual field reports with annexes	50%	10 Dec 2019	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from		

				the Service Provider.		
3.	Page 9 III Personnel (Points obtainable 400 Points) for Team Leader, Statistician, Associate Researcher, Enumerators			We feel that the team as per the TOR may not be sufficient to deliver the TOR in terms of skills required. We also propose to a pool of sectoral experts to be included (5-7 experts) as part of the team. We propose this scoring to be updated accordingly	The team structure is fixed. Institutions may mobilize the experts within this structure and we expect the technical inputs from team leader for designing the survey questionnaire, KII and FGD guiding questions. Technical assessment will not be done, rather it is expected to collect the secondary information on technical parts.	
4.	Page 14 Table 280 working days (person-days- a total of all team members)			Same as S.No. 1	As responded for S.No. 1 and 3	
5.	Page 22 Draft Baseline Survey Report (Summary and Actual Field Report) - by 10 December 2019			Same as S.No. 2	As responded for S.No. 2	
6.	Page 23 Proposed survey and assessment team			Same as S.No.1 and S.No.3	As responded for S.No. 1 and 3	
7.	Page 23 Required human resources for the baseline survey			Same as S.No.1 and S.No.3	As responded for S.No. 1 and 3	
8.	Page 24 Notes: 1. Travel Cost: Actual travel cost for public transport will be provided to the Associate Researchers and Enumerators.			Can we include travel cost for other team members such as Team Leader, Experts in our budget?	Yes but within the proposed numbers of days	
9.	Page 25 Evaluation methodology Team Leader (60%) , Statistician (20%), Research Associate (20%)			Same as S.No.3	As responded for S. No. 3	
10.	Page 17 Provide maps of soil types and underlying geology on the sites and area to be affected by project activities			Do we need to prepare a geological map and soil profile map based on the	Technical assessment will not be done, rather it is expected	

		soil sample test or we just have to ask local? As in we will collect data from the primary source or secondary source?	to collect the secondary information on technical parts.
11.	Page 17 Describe the water quality	Do we need to do a chemical water quality test? Or general?	It's general , based on local's experience (may be question on prevalence of any water borne diseases or not?)
12.	Page 18 Identify, locate (GPS) and map any groundwater sources, hot springs etc that may be affected by the project activities.	Do we need to map all the groundwater sources and prepare the hydrological map?	Tentative locations of the that provides the number of such resources during household survey or FGD.
13.	Page 18 Describe the air quality at the sensitive receptors and obtain information regarding circumstances that reduce air quality	Air quality test, standard test or just asking local about the quality of air? As in we will collect data from the primary source or secondary source?	This is again based on people's experience/ perceptions and secondary sources (if available)
14.	If a company has been working in Nepal since 2008; however it is legally registered in Company Registrar in 2013: In this case, will the company eligible to lead the proposal submission?		This assignment demands 7 years of working experience in similar tasks and the lead company must fulfill the requirement.
15.	Can an International firm lead the proposal submission along with a local organization?		Yes, this is possible.
16.	Since we are registered in PAN and we are an NGO, are we eligible to apply for this RFP? If yes, can we prepare a budget excluding the VAT and only including the taxes?		Yes, this is possible.
17.	Previous studies under the project namely a) IP engagement study b) CSO/PS and local government engagement study c) Updated Glacial Lake Inventory and Identification of glacial lakes and some other project completion reports and assessment reports. (Draft Gender Assessment and Action Plan) etc. are not found. Can we have links to those documents?		These documents will be made available to the selected firm for reference.
18.	Are CVs of enumerators also required to be submitted along with this RFP?		A chart of the enumerator with a) Academic Qualification b) Work experience (as

		mentioned in the ToR for evaluation Criteria) is expected
19.	What does it mean when our proposal has to be valid for a minimum period of 90 days?	It means your proposals and quoted prices should valid for a minimum of 90 days.
20.	When submitting our Technical proposal do we only fill up the provided, “Form for Submitting Service Provider’s Proposal” or do we need to prepare a standard Proposal with Introduction, Methodology, Expected Outcome?	We expect minimum details mentioned in the form and a detailed proposal is preferred.