

Subject: Pre-Bid Minutes of Meeting

UNDP Ref #: UNDP-RFP-2019-409-Local Level Disengagement and Rehabilitation -(LLDR)-Project in the Multan District

Venue: 5th Floor UNDSS Room, Serena Business Complex, Islamabad

Date & Time: 29th October 2019-1100Hrs

UNDP Representatives:

- Amar Hassan - Project Analyst – DHL - UNDP
- Yann Cres – IC - Social Inclusion Expert - DHL - UNDP
- Zulfiqar Ahmad - National Technical Advisor - DHL - UNDP
- Haroon Gul - Procurement Assistant - PU - UNDP

Bidders:

- BEFARe
- Farmers Development Organization
- HARDI Training and Consultancy (Pvt) Ltd
- DAI Pakistan
- BEST-Pak

The pre-bid meeting was organized by UNDP for the RFP # UNDP-RFP-2019-409. During Pre-Proposal meeting following major questions were raised by bidders. Point wise reply of these questions are given below for information of vendors.

Q1: Related activities in Swat and Karachi are still in process or completed?

A: The implementation of the project in Swat has been completed – though some psycho-social support is still being carried out. The activities in Karachi are still under implementation – and should be completed by the end of November 2019.

Q2: For particularly these ToRs, what type of innovation is expected from vendor?

A: UNDP expects the bidders to use their experience and knowledge of the Multan area to explain in their proposal how they intend to achieve the deliverables and objectives of the programme. They are thus free to innovate in every aspect of the programme to maximise the impact of the activities on the community.

For example, if a bidder has the knowledge of a specific trade or company that would suit the objectives of the programme and is in demand of workforce in Multan, they are welcome to present it as an option in the proposal.

We also encourage the bidders to present realistic timelines in the proposal – UNDP remains conscious that some of the tasks to be undertaken require a significant investment in terms of time and preparation.

Q3: Target are individual or families in district Multan?

A: The project implementation will require two different sets of activities: individual and community activities. The individual-level activities are the psycho-social support and the livelihood skills trainings. They will be carried out for 200 individuals (100 men, 100 women) mentioned in the ToRs as “beneficiaries”. The other community-level activities are to be carried out for the larger community, including families, teachers etc.

When target numbers are mentioned in the ToRs, they always refer to a number of individuals – not families.

Q4: Regarding the ISGs, please confirm that the vendor is supposed to identify the ISGs – or will UNDP identify them?

A: The ISGs have to be identified by the vendor. This is the first deliverable mentioned in the ToRs. The ISGs will then help the vendor identify potential beneficiaries for the individual-level activities, it is thus a pre-requisite for the start of most of the activities.

Q5: Regarding the deliverable on psycho-social support, please clarify that whether the vendor needs to engage the psychologist for this activity/what was done in the projects implemented in Swat and Karachi?

A: The bidders are free to propose any structure or activity to reach the deliverables and objectives of the programme. However, as the psycho-social support is an essential component of the project and has to be delivered over a significant duration, a lead psychologist has been included in the core team required in the proposal.

Q6: In livelihood section, what sort of trade is UNDP looking for?

A: The vendor is free to propose any kind of training, keeping in mind the context of Multan and the targeted number of beneficiaries (100 men, 100 women). We strongly encourage the bidders to be creative in their proposals regarding the trades.

We are looking for trades that are adapted to the socio-cultural context or the area, that can empower as well as provide a sustainable income to the beneficiaries.

Q7: Is a consortium and JV eligible to apply for this RFP?

A: In accordance with the advertised RFP (‘Minimum Eligibility and Qualification Criteria’), consortium and JVs are eligible to apply.

Q8: Please confirm the education institution can be public or private?

A: The targeted education institution can be public, private or a mix of both. In the proposal, the selection criteria for the education institutions only need to make sense given the Multan context and the objectives of the project.

Q9: EAD requirement, whether the vendor need to get the MoU signed from EAD before applying for submission of proposal?

A: The successful Bidder will need to apply for MoU/NoC for the project with EAD.

Q10: When will be the performance guarantee will be required?

A: Once the procurement process is completed, then successful bidder will have to submit the performance guarantee of 10% of total contract, which will be of valid for 14 months after issuance.