

**Minutes of the Pre-bid Meeting held on 11 November 2019 on the RFP
For
Hiring Organization for strengthening capacities for resilience and conflict-sensitive
practice in Cox's Bazar District
Reference: RFP-CXB-01**

Date: 11 November 2019

Venue: 19th floor, IDB Bhaban, Dhaka

Members attended the meeting:

Name	Designation	Presence
Rezwana Hoque Chaity	Programme Support Manager- UNDP Bangladesh	Physical
Habiqul Islam	Operations Manager, CXB	Skype
Mahtabul Hakim	Project Manager, CCP	Skype
Edward Rees	Peace and Development Advisor, Office of the Resident Coordinator	Physical
Madeline Brennan	Peace and Development Specialist, UNRCO	Physical
Md Mizanur Rahman Mizan	District Facilitator, CCP project	Physical

With reference to the subject RFP issued on 11 November 2019, at the outset of the meeting, it has been explained that there would be some changes in the proposed human resource structure, timeline the sequence of the delivery of services, payment milestones in the terms of reference while keeping the scope of works unchanged.

The following changes have been made in the Request for Proposal (RFP):

Page number- RFP	Topic	Existing text	Revised text and changes
28	Evaluation Criteria- 1.1	Overall experience in the provision of research/ studies/evaluations related to conflict/extremism/radicalization/community security in Bangladesh or in the region	Overall experience in the provision of research/ studies/evaluations related to peace and conflict/ /community safety in Bangladesh or in the region
30-31	Minimum Eligibility and Qualification Criteria: Minimum eligibility criteria for the organization: Bullet point 6	At least five years of experience in conducting research on conflict/radicalization/extremism/ community security or in relevant issues	At least five years of experience in conducting research on conflict/ community safety or in relevant issues

	<p>Minimum Qualifications and experience of the Key personnel of organization</p>	<p>1 Team Leader/Lead Researcher (International Expert)-1:</p> <ul style="list-style-type: none"> • Post Graduation on Conflict Management/ International Relations/Law/Social Science/Or any other relevant discipline • Minimum 15 years international experience • 5 years experience in the region on conflict analysis/ deradicalization/ prevention of violent extremism/ community security <p>2 Senior Researcher-1:</p> <ul style="list-style-type: none"> • Post Graduation on Conflict Management/ International Relations/Law/Social Science/Or any other relevant discipline • Minimum 10 years experience in the region on conflict analysis/ deradicalization/ prevention of violent extremism/ community security <p>3 Researcher(s)-2:</p> <ul style="list-style-type: none"> • Post Graduation on International Relations/Social Science/Or any other relevant discipline • Minimum 5 years experience in the region on conflict analysis/ deradicalization/ prevention of violent extremism/ community security <p>4 Research Assistants-6 (maximum):</p> <ul style="list-style-type: none"> • Graduation in Social Science/ Statistics • Minimum 3 years experience in collecting field data in Bangladesh <p>5 Trainer-2:</p> <ul style="list-style-type: none"> • Post Graduation on 	<p>1 Team Leader/Lead Researcher -1:</p> <ul style="list-style-type: none"> • Post Graduate degree in Conflict Management/ International Relations/Law/Social Science/Or any other relevant discipline • Minimum 15 years' experience working in development sector with INGO/ UN agencies/ Donor • 5 years' experience in the region on conflict analysis/ community safety <p>2 Senior Researcher 1</p> <ul style="list-style-type: none"> • Post Graduate degree in Conflict Management/ International Relations/Law/Social Science/Or any other relevant discipline • Minimum 10 years' experience in the region on conflict analysis/ community safety <p>3 Researcher (s) 2 Post:</p> <ul style="list-style-type: none"> • Graduate degree in International Relations/Social Science/Or any other relevant discipline • Minimum 5 years' experience in the region on conflict analysis/ community safety <p>4 Trainer/Resource person 1</p> <ul style="list-style-type: none"> • Post Graduate degree in International Relations/development studies/Social Science/Or any other relevant discipline • Minimum 10 years' experience in designing and delivering training on social issues <p>Note: If the firm /organization wants to propose human resources in addition to the above requirements, it may do so with a justification for the addition;</p>
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		<p>International Relations/development studies/Social Science/Or any other relevant discipline</p> <ul style="list-style-type: none"> • Minimum 10 years experience in delivering training on social issues • Note: If other positions are required, please provide justifications. 	
33	4. Outcomes, Outputs, Activities, and Timeline	Overall experience in the provision of research/ studies/evaluations related to conflict/extremism/radicalization/community security in Bangladesh or in the region	Overall experience in the provision of research/ studies/evaluations related to peace and conflict/ /community safety in Bangladesh or in the region
35	4. Outcomes, Outputs, Activities, and Timeline	Specific Objective: Overall objective of the hiring Organization is to “Produce a comprehensive situation report on conflict and local development in Cox’s Bazar district along with develop capacities of relevant stakeholders”.	Specific Objective: Overall objective of the hiring Organization is to “(1)Produce a comprehensive conflict and development analysis, including a current response assessment, in Cox’s Bazar district and (2) develop the capacities of relevant stakeholders through targeted conflict-sensitivity training”.
36	<u>ii. KEY OUTPUTS AND PROPOSED ACTIVITIES</u>	The following outputs are derived from the above-stated outcomes and incorporate two key activity areas. Activity 1 will guide and form the basis for Activity 2 (2.1, 2.2).	The following outputs are derived from the above-stated outcomes and incorporate two key activity areas. Activity 1 will guide and form the basis for Activity 2 (2.1, 2.2). Activity 1 must precede Activity 2.
42	Proposed Timeline for Activity 2.1, 2.2: Conflict-Sensitivity Training Programme		<i>NB: Activity 2 must take place following the completion of Activity 1</i>
42	(first step)	2 - 3 weeks	2 - 3 weeks to be undertaken after production of the conflict and development analysis

43	(Deliverable 1)	Produce a Conflict and Development Analysis detailed report focusing on strategic planning, conflict-sensitive programming, conflict prevention and early warning.	Produce a comprehensive Conflict and Development Analysis of the situation in Cox's Bazar, including a detailed current response assessment (Activity 1)
43	(Deliverable 2)	Organize preparatory workshop on conflict sensitivity.	Informed by the findings of Activity 1, design and develop conflict sensitivity training programme, including session plans and necessary training materials, presentations, etc. (Activity 2.1)
43	(Deliverable 3)	Design and develop conflict sensitivity training programme, including session plans and necessary training materials, presentations, etc.	Organize preparatory workshop on conflict sensitivity (Activity 2.1)
43	(Deliverable 4)	Coordinate and conduct two-day long training on Conflict Sensitivity for range of stakeholders working in Cox's Bazar (120 participants -4 batches)	Coordinate and conduct two-day long training on Conflict Sensitivity for a diverse range of stakeholders working in Cox's Bazar (120 participants- 4 batches). (Activity 2.2)
43	(Reporting Obligations)	- Final report of the conflict analysis- within 3.5 months of signing the contract	- Final report of the conflict analysis- within 5.5 months of signing the contract
43	(Institutional Arrangement, first three lines of first paragraph)	The selected organization will operate its activities through own office or UNDP Cox's Bazar sub office and will report directly to the Project Manager, Community Cohesion project.	The selected organization will operate its activities through own office or UNDP Cox's Bazar sub office. The organization will work under the supervision of a UNDP Bangladesh International Conflict and Development analysis expert and will report directly to the Project Manager, Community Cohesion project
44	Duration of the Assignment:	Duration of the assignment is 04 months from the signing of the contract, from early December 2019 to March 2020.	Duration of the assignment is 5.5 months from the signing of the contract, from early December 2019 to May 2020.
44-45	Minimum Qualifications and experience of the Key personnel	As mentioned above in page number 2 of this document and in the revised ToR attached to the RFP.	

	of organization		
45	Scope of price proposal and schedule of payment:	<p>Payments will be made in tranches based on the following percentages and milestones:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1st Payment: 20% of total contract value will be paid on submission and agreement on detailed work plan for the assignment and research plan by 1st week of signing of contract. 46 <input type="checkbox"/> 2nd Payment: 40% of total contract value will be paid on completion of all data collection in the field by last week of December 2019 <input type="checkbox"/> 3rd Payment: 40% of the total contract value will be paid on completion and satisfactory delivery of all services and acceptance of the final baseline survey report by UNDP Bangladesh Country Office by 31 March 2020 	<p>Payments will be made in tranches based on the following percentages and milestones:</p> <ul style="list-style-type: none"> ▪ 1st Payment: 20% of total contract value will be paid on submission and agreement on detailed work plan for the assignment and research plan. ▪ 2nd Payment: 20% of total contract value will be paid on submission of report on preliminary data collection ▪ 3rd Payment: 20% of total contract value will be paid on completion of all data collection in the field. 4th Payment: 40% of the total contract value will be paid on completion and satisfactory delivery of all services and acceptance of the final baseline survey report by UNDP Bangladesh Country Office satisfactory delivery of all services and acceptance of the CDA Report by UNDP Bangladesh Country Office by May 2020
47	13. Assessment criteria (1.1)	Overall experience in the provision of research/studies/evaluations related to conflict/extremism/radicalization/community security in Bangladesh or in the region	Overall experience in the provision of research/ studies/evaluations related to peace and conflict/ /community safety in Bangladesh or in the region

Please find below the queries raised by bidder and answers thereto from UNDP Bangladesh:

S/L	Queries	UNDP Response
1	Names of Unions are not mentioned in the ToR; Can the names be provided?	All Unions of Teknaf and Ukhiya Upazillas. Unions for rest of the Upazillas will be decided with the contracted firm
2	Please clarify whether the activity 1 and 2 will be done simultaneously or not?	No. Activity 1 will be carried out first. Activity 2 will be done on the basis of the outcome of Activity 1

3	Do we need to propose an international expert as team leader?	No, the requirement of International expert has been changed. The firm may propose any national suitable expert as team leader. UNDP Bangladesh will engage an International Conflict and Development analysis expert who will work closely with the contracted firm.
4.	Will the duration of the contract be extended?	The duration is extended to 5.5 months until May 2020.
7	Submission of Financial proposal	<p>The Financial Proposal and the Technical Proposal files <u>MUST BE COMPLETELY SEPARATE</u> and uploaded separately in the system and clearly named as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL”, as appropriate (mentioned in page 1 of RFP document)</p> <p>The file with the “FINANCIAL PROPOSAL” must be encrypted with a password so that it cannot be opened nor viewed until the Proposal has been found to pass the technical evaluation stage. Please do not mention/disclose the proposed amount anywhere in your submitted proposal and in UNDP eTendering submission.</p>
8	Extension of the proposal submission deadline	Deadline has been extended till 24 November 4.30 PM

Note: Above Clarifications in response to queries raised during the pre-bid meeting and amendments shall be an integral part of the RFP document and supersede the all provisions as applicable.