

**Minutes of the Pre-bid Meeting held on 03 December 2019 on the RFP  
For  
Hiring Organization for strengthening capacities for resilience and conflict-sensitive practice in  
Cox's Bazar District  
Reference: RFP-CXB-02 (re-advertisement)**

**Members attended the meeting:**

Name	Designation
Rezwana Hoque Chaity	Programme Support Manager- UNDP Bangladesh
Habiqul Islam	Operations Manager, CXB- Joined over skype
Mahtabul Hakim	Project Manager, CCP Project- Joined over skype

With reference to the subject RFP issued on 26 November 2019, at the outset of the meeting, the participants were welcomed and requested to ask their questions on the ToR.

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

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.	Since the training is mentioned as pilot, would there be more training soon to be organized	There might be, but under this assignment it is limited to 4 pilot training courses
5.		
6.	Will the duration of the contract be extended?	The duration is set for 5.5 months. It is unlikely to be extended.
7.	What would be the file formats during submission of the files	Use *.zip format only, UNDP systems does not recognize other formats like *.rar
8.	What would be the currency of the budget	UNDP expects budget in BDT from the organizations based in Bangladesh. Organizations operated internationally can submit budget in US\$. For any conversion purpose, UNDP will always follow the prevailing UN rate
9.		
10.	Can agencies include expat staff in the proposed project	There is no bar on including international staff in project.
11.	Primary Data Collection and Meta Analysis: According to research type it should be called 'Secondary data collection and Meta Analysis'. Similarly, Secondary Data Collection and Analysis	Such adjustment is possible while finalizing the research plan soon after the signing of the contract.

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S/L	Queries	UNDP Response
	should be called ' <b>Primary Data Collection and Analysis</b> '. The same order is applicable to the <b>page 37 and page 38</b> .	
12.	What are the locations of the Training? Would there be any in Dhaka?	All four training will be organized in Cox's Bazar
13.	Transcription and Translation of FGD and IDI data (Bangla ~ English or Rakhaine ~ Bangla ~ English) will involve a significant amount. In this situation, do you require only the Report on the FGD and IDI and do not need Transcription and/or Translation of the FGD and IDI responses?	Transcripts in Bangla would be suffice
14.	In page # 28, there is mention of 2 against Researcher position while the page 34 mentions 1. Please correct	Number of Researcher will be 2 for this assignment
15.	Is this possible to include other staff than what is outlined in the ToR	Can be included if they are necessary. Proper justification will be required
16.	Is this possible to propose a different structure of the research team than what is outlined in the ToR	Please keep the suggested structure of Human Resources, however, one may use different names commensurate with the suggested names.
17.	Do you need the module be transformed in both Bangla and English languages or in English only?	Only in English is expected
18.	The Company Profile should not exceed 15 pages. However, is there any page limit for the technical proposal	There is no set limit. However, for a research project of 5.5 months, its better to keep it concise and tidy enough with appropriate clarity.
19.	Are we allowed to provide hardcopy of the proposal	Only submissions through e-tendering systems will be accepted.  If there is any technical problem, please notify the issues immediately through the dedicated email address mentioning the reference number in the subject. Bidders are requested to start uploading documents well before the deadline so that if any glitch happens, there is enough time to resolve.
20.	Is there any alternative means to submit the bid in case the e-tendering software does not work perfectly?	See above response
21.	Is there any maximum ceiling on overhead?	There is no ceiling. UNDP is expecting a balanced proposition for overhead charges.
22.	Submission of Financial proposal	The Financial Proposal and the Technical Proposal files <b>MUST BE COMPLETELY SEPARATE</b> and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate (mentioned in page 1 of RFP

S/L	Queries	UNDP Response
		<p>document)</p> <p><b>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.</b></p>

**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.**

