



Annex-1
Minutes of Pre-Proposal conference
Subject: - Field Monitoring and Spot-check (FMSC) for Livelihood and Resilience Projects
RFP Ref: UNDP/AFG/RFP/2020/0000005128

United Nations Development Programmed (UNDP)		
RFP Reference	Clarifications Sought By Proposers	UNDP Responses
TOR	How many team compositions will carry the assignment?	According to the TOR, UNDP Require the following expert a) Team Leader b) Senior Audit Expert c) Junior Experts d) Junior Expert audit The project will have the following monitoring mechanism 1. The agriculture experts will only look to the technical areas/ or quality 2. The audit team will verify the reports/ data/ and expenditures Note: The team leader and senior expert will not go to field, only the two junior experts will visit the fields.
TOR and Bid datasheet	If we increase the number of staff in the financial proposal will this effect on our rating?	All bidders are allowed to increase the number of proposed staff in their technical proposal with justification and it should be reflected in the financial proposal accordingly. The evaluation method for technical and financial proposals will remain unchanged as explained in Article 30 of Instruction to Bidders of RFP. The evaluation method which will be used if “Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively”.

TOR	How the junior staff will be managed and monitored since the team leader and senior expert will not have any visits to fields?	The team leader will monitor and do the cross check of the report. And the Team leader with senior expert, will verify the reports provided by junior staff. Moreover, the monitoring team needs to provide geo-tagged photos, signed questionnaires and other verifiable sources of information. The team leader can quality check the data based on these evidences.
TOR	Who are the implementing partners? Will it be increased in the future?	<p>There are two implementing partners:</p> <ol style="list-style-type: none"> 1. Ministry of Agriculture: The direct partner will be the Program Management office (PMO) for MAIL there will be 3 exercise in a year and 9 exercise through entire duration of contract. 2. Roots of Peace: There will be only one exercise per year for the 3 year there will be three exercise. <p>For now, these are the implementing partners. If any further implementing partners are included, they will be put in one of the above categories.</p>
TOR	Can a spot check contractor of UNDP apply for this process?	UNDP Contractors who are having NIM Audit contracts are not eligible to apply for this process
TOR	What is the reporting period mechanism?	<p>For Ministry of Agriculture for the following period the report is required.</p> <p>One report from January to May 2nd Report from June to August 3rd Report from September to December</p> <p>For Roots of Peace for the following period the report is required One report from Jan to December.</p> <p>Please refer to relevant reporting section in the TOR for more information.</p>

TOR	How many projects use this LTA?	This LTA is covering the requirements of MAIL and Roots of Peace only. In case of need and inclusion of additional IPs, UNDP will notify LTA holders and will amend the LTA accordingly.
TOR	In the RFP the number staff and days are fixed or variable?	The number of proposed days and key staff are fixed, if the firm needs to increase/decrease the number of days/staff, they need provide detail justification.
TOR	As stated in the TOR how the experts select 25% in field office, please explain?	In each exercise, the monitoring team needs to visit 25% of communities in each district. They need to visit all districts in each reporting cycle. This can be further discussed during the inception phase.
TOR	Do you have any LTA now for the same activity?	Not for similar projects.
TOR	The report will be output based or outcome based?	The reports are output based and physical verification.
TOR	In the TOR the key staff are required to have agriculture background. Does UNDP accept staff from other background, e.g: engineering etc	The proposed staff will be evaluated based on criteria set in Staff Qualification and experience requirement stated in TOR.
TOR	It is indicated in TOR that, the team leader must possess the knowledge of local languages. Does this affect our scoring during the technical evaluation if we add the international staff?	The evaluation scoring sheet specifies score for language competencies. The higher marks will be given to candidates who can demonstrate knowledge of all three languages (English, Dari and Pashto).
TOR	What is the type of contract UNDP will award and how the inflation will be addressed?	This is a long-term agreement. The costs are fixed.

TOR	The company is currently in contract negotiations to provide independent, third-party monitoring services for INL for the CBARD programs, as a subcontractor for FIAT. If this contract is signed, would that pose any issues in bidding for UNDP's FMSC LTA?	Please note that in the project we have various levels of monitoring. This LTA is for UNDP monitoring level while INL as donor of CBARD has contracted you for a different level of monitoring. UNDP believes that it isn't appropriate to have the same company doing two different levels of monitoring. Unless if it can be adequately demonstrated, that there is no conflict of interest.
Data sheet	The criteria for key staff in Data sheet doesn't match with TOR. Could you please explain which one shall prevails?	The criteria explained in the TOR is correct. The datasheet and evaluation criteria is now updated.
Data sheet	There is a discrepancy between the CV requirements listed on page 22 and those listed on pages 25 and 35. Could you please verify which set of guidelines we are to follow?	The criteria explained in the TOR is correct. The datasheet and evaluation criteria is now updated.
Data sheet	The grading criteria suggest that we are only required to submit 4 CVs. However, it is expected that junior staff will be recruited from the provinces in which they will be working (Badghis, Farah, Jawzjan, and Nangarhar). Can you please confirm whether you only want one sample CV for each of the junior positions, rather than one for each province?	At this stage, yes, we only need one CV per position. But during the contracting and work initiation phase, we will require the company to submit the CVs of all staff involved. The CVs at that given time needs to fulfill the criteria in the TOR.
Data sheet	Are the number of days for each position per round of spot checks fixed? If so, could you please verify whether the values in Table a)	The total number of days column is accurate. The days in the remarks were typo. Please note that CBARD-W and CDRRP have two provinces

	<p>are correct? Currently they say 6 days per province for CBARD-W for the senior position (which should amount to 12 days), but only allot 6 days. The issue is the same for CDRRP, with 3 days per province, but only 3 days allotted (rather than 6). On the other hand, the junior roles say 6 days per province for CBARD-E, but allot 10 days.</p>	<p>each so when we say CBARD-W 5 per province, means 10 for CBARD-W in total.</p> <p>In any case, the revised financial template has adjusted the remarks column.</p>
Data sheet	<p>In the attached data collection forms, the efficiency category asks “Are the activities ‘best value for money?’ Given that this is a monitoring exercise, not a comprehensive evaluation, could you please provide additional guidance on how ‘best value for money’ is to be calculated?”</p>	<p>This question doesn’t ask for any evaluation type of assessment. This is more observational based on field visits. For example, if you are reviewing a greenhouse in Farah, you may ask people how much does it cost around that area to do the same? Similarly, when you look at breakdown of the costs, you may find items that are really expensive. Or you may see if people are using the items for stated purpose or not.</p>
	<p>if a company is to be conducting monitoring for the CBARD programs through another contract, would there be any perceived conflict of interest in bidding for this assignment as well?</p>	<p>If your company is currently contracted to monitor CBARD Programme activities for next 3 years by donors or government, then the stated company may not be eligible to bid for this tender.</p>
Evaluation	<p>As per Section 4 Evaluation Criteria of RFP the proposer should have the experience for successful completion of at least Two (02) similar projects within the last five years, each contract with total value of at-least US\$ 100,000., We would like to inform you that we have done various project for UNICEF India, UNDP Thailand for value less than \$ 100,000 each.</p>	<p>We are not in position to confirm this now. Your firm is free to apply and UNDP will evaluate your proposal as others following the evaluation criteria. The panel can only decide upon review of your application whether your company fulfills the mentioned criteria or not.</p>

	<p>We are also rendering services for UNDP Thailand through LTA</p> <p>We are also executed LTA with UNDP Philippines.</p> <p>We are also executed LTA with UNICEF India</p> <p>In view of the above kindly confirm that whether we are eligible for applying for the above project.</p>	
<p>TOR</p>	<p>In Section 4 / Evaluation Criteria, it states under Minimum Eligibility and Qualification Criteria:</p> <p>1) Team Leader (Audit Manager): Chartered Accountant (CA), Chartered Certified Accountant (CCA) or Certified Public Accountant (CPA) completed. At a minimum of 7 years' relevant auditing experience.</p> <p>2) Senior Expert (Audit Team Leader) Chartered Accountant (CA), Certified Chartered Accountant (CCA) or Certified Public Accountant (CPA) completed or ongoing, with a minimum of master's degree completed. At a minimum of 5 years' relevant auditing experience</p> <p>While later in this Section, under Technical Evaluation Criteria , it states that evaluation will be based on the following criteria for these two positions:</p>	<p>The criteria explained in the TOR is correct. The datasheet and evaluation criteria is now updated.</p>

	<p>1) Team Leader: -Education (Postgraduate in Social Sciences, Agriculture, Development, governance or related social sciences) -Experience in relevant sector -Training in project management and M&E -Professional experience in monitoring -Knowledge of the region/country</p> <p>2) Senior Expert -Education (Postgraduate in Social Sciences, Monitoring and Evaluation, Reporting or related social sciences) -Experience in relevant sector -Training in project management and M&E -Professional experience in monitoring</p> <p>The latter is in line with the Terms of Reference which state:</p> <p>1) Team Leader: A monitoring and evaluation expert with Master's in social sciences, agriculture, development, governance, financial management or other relevant areas; At a minimum of 7 years' relevant management of monitoring and evaluation as well as reporting experience.</p> <p>2) Senior Expert (Audit Team Leader) A data analyst with a master's in social sciences At a minimum of 5 years' relevant monitoring and evaluation, data analysis and reporting experience</p>	
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