Minutes of the Pre-proposal Meeting on RFI from CSO/NGO for SID CHT

Reference: RFI-BD-2020-001

<mark>**Meeting-1**-Venue: Online through ZOOM, **11.30 am on 16 March 2020**</mark>

<mark>**Meeting-2- Venue:** Meeting Room, Building # 2, SID-CHT, Rajbari road, Rangamati at **11:30 am on 19 March 2020**</mark>

Members attended the meeting:

Name	Designation/Organization
Ehsanul Karim Chowdhury	Procurement Cluster, UNDP, CO (Online participant through Skype for business)
Ratan Khisha	Operations Manager, SID CHT, UNDP
Jhuma Dewan	Chief – Gender & Community Cohesion, SID-CHT
Nikhilesh Chakma	Programme Officer-Forest and Environment
Anupam Chakma	District Team, SID-CHT
Protul Dewan	Procurement Cluster, SID-CHT (online participant through Skype)
Subarun Chakma	Procurement Cluster, SID-CHT
Priyangbada Chakma	AVCB II Programme, SID-CHT (online participant through Skype)
Bidders	Attendance sheet attached. 2 bidders attended through Skype.

Pre-amble:

The meeting started with welcome address by Mr. Ehsanul Karim Chowdhury, Procurement Cluster of UNDP and introduced everyone who are physically present and online participants. Mr. Ratan Khisha played 2 videos on guideline on e-tendering system in Atlas and submission. Then Ms. Jhuma Dewan provided a brief description on the requirements of AVCB Phase II and Women & Girls Empowerment in CHT through Education & Skills component and Mr. Nikhilesh Chakma provided a brief description on the requirements of CHT Watershed Co-Management Activity. Mr. Ehsanul Karim Chowdhury from procurement unit of UNDP country office, highlighted the process and compliances for documentation submission as per RFI. He has also explained the following procedure a) how to register in UNDP e-Tendering system; and b) how to Submit a Bid on e-Tendering.

Then the participants were allowed to ask questions for further clarification about the assignment and documentation submission process for this RFI. Following were the major questions and answers asked in the meeting.

S/L	Queries	UNDP Response
1.	Getting certificate from DC is time consuming. It is ok to submit monthly NGO coordination meeting minutes where NGO name will be listed.	UNDP encourages to submit with necessary supporting evidences. However, all the evidences will be verified.
2.	Women and Girls Empowerment in CHT through Education and Skills component. Are you interested on vocational education too in this component?	In the RFI NGOs/CSOs role is mainly on mobilization and awareness building only. However; this kind of work is planned through HDCs & other mechanisms.
3.	Some of the NGOs are already in roaster and valid for 3 years. Is it a different process?	This process is concentrated on only 4 activities mentioned in the RFI document. And, UNDP will review the existing roster in terms of expansion based on functionality and activities.
4.	Please explain the meaning for file naming in page 10 - "must not contain any letter or special character other than from Latin Alphabet/keyboard".	Special character like #, *, _, () should be avoided.
5.	Maximum file size 35MB. Is it for each file or all files together?	Each file maximum size is 35MB. Files can be breakdown like File-1, File-2 etc. We prefer submitting through zip files. Please do not use .RAR extension format while combining files. Winzip format / extension is acceptable. Moreover, please use Internet Explorer while accessing Atlas. Other browsers are not fully compatible with Atlas.
6.	Will we be informed whether we are selected or not?	If you are prequalified, then you will be notified officially, and you will be notified to submit project proposals through CFP (call for proposal). For other submissions like e-tendering an auto notification will be received by the bidder.
7.	Is NGO Bauru Registration mandatory?	If you do not have NGO Affairs Bureau Registration, please provide alternative acceptable evidence. UNDP will do the assessment in line with discretion outlined in policies and procedures and has the right accept or reject the legal status and authenticity of the evidence.
8.	Possible extension in terms of current country wide situation.	UNDP and Project collectively considered the country wide impact of COVID-19. Hereby decides to extend the deadline for submission for another 1 (one) week up to **6th April 2020, 4.30 PM**

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

Annex-NGO Participants

Meeting – 1

1. **Arannyak Foundation (online)**

Meeting – 2

1. **HELVETAS Swiss Interco-operation**
2. **ASHIKA**
3. **BNKS**
4. **Shanti Alo**
5. **Ashroy Angon**
6. **Taungya**
7. **Progressive**
8. **WEAVE**
9. **World Vision Bangladesh**
10. **Progressive**
11. **MroChet**
12. **WEAVE**
13. **Moanoghar**
14. **GRAUS**
15. **Shining Hill**
16. **Tahzingdong**
17. **Hill Flower**
18. **AKS**
19. **Trinamul Unnayan S (TUS)**