Minutes of the Pre-Bid Meeting held on 30 March 2020

For Hiring a Firm to Establish a Digital Risk Information Platform (DRIP) Interface
Mode of Meeting : Skype Conference Call

RFP Reference No.: RFP-BD-2020-007

March 30, 2020

Members Attended the meeting:

Name	Designation
Ms. Simia Adakey Salawu	Procurement Unit, UNDP Bangladesh
Mr. Arif Abdullah Khan	Program Analyst, UNDP
Mr. S M Morshed	Project Manager, NRP-PD
Mr. Jahedul Huq	Planning Specialist, NRP, UNDP
Mr. Abid Kamal	Researcher, NRP-PD, UNDP
Bidders' name	**As per the attached**

With reference to the subject RFP issued on 18 March 2020, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

S/L	Queries	UNDP Response
1	How many sectors will be covered by this platform?	2 sectors- Agriculture and Industry, particularly infrastructure.
2	What are the data sources?	Some data are available with different ministries and agencies, the contracted firm will gather all required information from respective agencies. Data generation can be required in applicable cases
3	What is the sustainability mechanism for this platform?	Programming Division has its own mechanism to sustain the site
4	We know the CRS and CRVS Tools developed with funding from ADB are already in place for the planning commission. Now question is whether the said CRS and CRVS tools are digitized so that the concern officials can utilize those tools with easily?	The CRS and CRVA tools will be part of this interface.
5	After one year how the DRIP will be updated and how it will be maintained ?	During contract period with the firm, training will be imparted to selected persons who will be responsible for maintaining this interface, alternatively a2i project can be engaged for this.
6	What are the challenges you are facing with the existing digital system? b. If not, do you want to digitize those tools	DRIP is first of its kind. Currently we have limited access to some of information. Available digital sources can be linked with this platform

		under this assignment?	
7	Whether team members can be full time or time share basis?	Both options are applicable but need to be mentioned in the proposal	
9	Whether Vulnerability Assessment is required for this assignment?	Not directly, but Risk Analysis Approaches will be available from the DIA consultants report	
10	What are the Modalities of Data Sources and Financial Issues?	Software can be from open sources or from commercial sources, but licensing fees need to be mentioned in the proposal	
11	Whether technical proposal will include bidder's qualification and CVs?	No, bidders' qualification and CVs should be in separate part, not as part of technical proposal, rather this portion will be more focused on methodology and technical aspects	
12	Length of Technical Proposal ?	As mentioned in the ToR (maximum 15 pages)	
13	VAT and Tax Issues	Financial Proposal should include separately VAT and Tax	
14	Whether 10 years' experience is must for lead company and local company to be engaged for joint venture?	Yes 10 years' experience is required for lead company or firm.	
15	Whether International Firm can join the bidding process?	Yes, who have experience of similar work in Bangladesh or regional level, can submit proposal	
	Some Questions were put in the skype chat box.		
16	One of the overarching purposes of the proposed DRIP platform is to provide necessary disaster and climate risk data and information to carry out Disaster Impact Assessment (DIA) for all sector with key focus on Agriculture and Industry Sector. In addition to provide necessary data and information on a single platform, should we develop a digital assessment and reporting tool, which is configurable with sector/project specific requirements to produce customized report?	A bidder does not need to develop any new assessment tool. Already the project has development a tool for disaster risk assessment, titled: Disaster Impact Assessment tool or in short, DIA tool. This a common tool for every sector. The platform will be a digital version of that tool with necessary data and information to inform risk of certain hazards of a particular area.	
17	We know the CRS and CRVS Tools developed with funding from ADB are already in place for the planning commission. Now my question is whether the said CRS and CRVS tools are digitized so that the concern officials can utilize those tools with easily?	As I said earlier, the platform itself will be a digital version that DIA tool with relevant disaster and climate change related data and information to conduct that assessment.

a. If yes, what are the challenges you are facing with the existing digital system? | |

		Ans: It would be one of your tasks to find out about the challenges faced by other available digital system (Please see TOR for details). Keeping in that mind, you have designed this platform. **b.** If not, do you want to digitize those tools under this assignment? Ans: if it requires. Additionally, The platform will be developed following a data ecosystem approach, linking up with other digitalization initiatives, such as the Planning Information System (PLIS) of Bangladesh Planning Commission, Aspire to Innovate project(a2i), the Digital ECNEC project, the Disaster Management and Information Centre of Department of Disaster Management, and the Ministry of Environment and Forests' online climate database, Bangladesh Delta Plan 2100 Project's knowledge portal, as well as Programming Division's Climate Risk Screening Tool & database.
18	You proposed an indicative list of human resources that may require for carrying out the assignment. But considering the scope of work and timeline given, if an organization consider that they might require additional human resources, can they propose so?	Its' an organizational choice. We will not ask any organization for additional human resources, which is not mentioned in the TOR. It they feel to engage more human resources to ensure the quality of the assignment, the selected bidder can do that. But note that UNDP will consider (will give any extra points) proposed additional human resources during technical evaluation as well as no additional pay for those additional human resources. **a.** If yes, do they need to submit the CVs for additional personnel for evaluation? Or the CVs of the personnel mentioned in the TOR will be evaluated? CV of the personnel mentioned in ToR will only be evaluated
19	Vulnerability assessment based on what? Socio economic data of people? will it be disaster/hazard specific?	Risk and Vulnerability assessment will be done following DIA tool. Already it is developed and piloted soon.
20	Do you expect the TL/ PM to be engaged full-time?	it's an organizational choice. The bidders can have a full-time or part-time Team leader or Project Manager. But UNDP encourages to have a full time Team

		leader/Project Manager for this assignment considering the urgency and limited duration of the projects.
21	Project period is only six months. Is it possible to extend the project period?	The NRP-PD project will expire in December 2020. So, there is way to extent the project period.
22	In the TOR in 33rd page. You are requesting the Technical Proposal in a limited page. As your instruction the page limit is upto 15 pages. Is it mandatory or not?	The entire technical proposal should be limited to 15 pages maximum, plus relevant annexes.
23	What GIS platform you are planning to use? Will it be OpenSource GIS tools or Commercial like ArcGIS? The development effort may vary significantly based on this.?	It depends on the bidders. If you propose a GIS platform/open source platform, justify it in your technical proposal with detail methods. Please note that if you propose an ArcGIS platform, please add license fee and other relevant cost in the financial proposal.
24	How many stakeholders for this platform? Is it already identified?	Please read Task 02 & 03 carefully. The selected bidder will identify it.
25	Who will be responsible for identifying potential Risk related information?	Already we have some digitized data and information as mentioned in the ToR. If any other data support will be required to prepare map layers for DRIP, the consulting firm will produce/collect the data by their own arrangement (Please see Task 05 of the TOR).
26	Who will be responsible to collect the data from respective stakeholder/ we will create interface respective stakeholder upload their data?	Already we have some digitized data and information as mentioned in the ToR. If any other data support will be required to prepare map layers for DRIP, the consulting firm will produce/collect the data by their own arrangement (Please see Task 05 of the TOR).
27	What is the VAT rate we need to consider?	As per government of Bangladesh policy.
28	Currency should be in USD?	Yes. It is USD. But during financial evaluation all the currency will be converted into either USD or BDT. *Reference date for determining UN Operational Exchange Rate*
29	Upon reading your RFP, my concern is the requirement that the potential contracting team have 3 projects completed locally. Is this correct?	The bidder should have undertaken at least 03 similar projects locally and regionally (i.e. South Asia) in last 05 years; international experience is a plus.

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