

**Minutes on received queries through email id bd.procurement @undp.org
as of 01 April 2020**

Hiring Firm-Third Party Monitoring for COVID-19 Response for National Urban Poverty Reduction Programme

Reference: RFP-BD-2020-009

Reply the queries of bidders:

Name	Designation
Ellora Guhathakurta	International Monitoring & Evaluation Specialist- NUPRP

With reference to the subject RFP issued on 28 March 2020, please find below the queries raised by bidders and answers thereto from UNDP Bangladesh:

S/L	Queries	UNDP Response
1.	We could not find the guideline to prepare the proposal mentioned as Annex 2. While on the other hand, we also need information about the background and objective of the programme as well as the COVID-19 response to the programme to better propose a monitoring plan.	Annex-1: Background on the UNDP – DFID supported COVID Response
2.	We are not firm, not an NGOs, we do not have trade license, VAT registration no, we have audit which is different that what you requested. But we have international degrees, research experiences, we have expertise, and have a keen interest to conduct research and produce a report for the sake of the country and development partners. How public University would produce a trade license? VAT registration or TIN no	Please provide University registration paper and Audit related document of the particular department from where you are applying
3.	Minimum 10 years of experience in designing quantitative and qualitative evaluation studies. Is this overall experience or only in Health issue?	Overall experience, though Health and WASH is preferred
4.	Proof of successful accomplishment of the contract with the similar nature, minimum of three reference letters; Is the nature referring only public health issue or general data collection	General data collection with at least one in the health sector if possible – though not mandatory
5.	Is Joint venture encouraged?	Yes
6.	How many action researches you are looking for? One or Two? As no of action research will increase cost. Is it ok, if we propose two action research?	2 is fine
7.	Can we propose social media-based intervention for action research?	Can do depending on the objective. Our target group is urban poor in the slums

8	Can you detail out regarding dissemination Internal /external? Do we need to arrange a venue, food and others which may need to add extra cost? Or are you thinking to organize a virtual dissemination meeting?	Logistics will be supported by UNDP. The role of the agency should be to develop presentations and brief for the presentation to internal and external audience
9	Is there any possibility to extend the submission date	The deadline remains the same – 4th April and will not be extended as we need to monitor the current ongoing response to COVID – 19
10	There are still lack in understanding about the programme especially the specific actions/activities of both the programme (NUPRP) as well as the COVID-19 response	Please see attached the brief on the COVID support and the link for NUPRP http://www.urbanpovertybd.org
11	We want to know the name of intervention areas specifically of the NUPRP project (may be 20 or 23 cities)	
12	We need to know about the structure (type of members/persons) of Community Development Committee (CDC)	
13	What is the roles of 3200 and 1200 staff? Who are engaged with implementation of the intervention?	
14	Can we submit the proposal through bd.procurement@undp.org ?	No submission through email. Proposal must be submitted through e-Tendering.

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