



4<sup>th</sup> May 2020

**Pre-Bid Meeting: Minutes of Meeting  
Request for Proposal (RFP)**

**PROVISION OF SERVICES FOR Decentralized Evaluation of Youth Empowerment Programme, UNDP  
Pakistan Ref: UNDP-RFP-2020-125**

**Held on: 30<sup>th</sup> April 2020 at 11 AM  
Venue: Online ZOOM Meeting**

The Pre-Proposal Meeting was organized by UNDP for the subject Request for Proposal, Following members presented UNDP in the Pre-Proposal meeting:

1. Ms. Isma Toseer /Project Officer, YEP, CPRU-UNDP
2. Mr. Muhammad Tahir ul Islam, Procurement Officer, UNDP-Country Office.

During Pre-Proposal meeting following companies participated in Online Pre-Proposal Meeting.

1. IPSOS.
2. AiD Executive Center
3. Management & Development Center (MDC).
4. APEX Consulting Pakistan.
5. Himat Consulting Pvt. Ltd.
6. EY Ford Rhodes.
7. World in Consulting (Private) Limited
8. Gallup Pakistan

During Pre-Proposal meeting following major Questions were raised by bidders. Point wise reply of these Questions are given below for information of vendors.

Q: How number of IPs are for all the three provinces and either all are working on same types of projects or not?

Response: we are working with IPS and ICs both and there are more than 15 IPs implementing different nature of project interventions in different districts of KP, Sindh and Baluchistan. The details will be shared with selected firm.

Q: how many NO of women to be considered for this assignment of evaluation?

Response: 50% should be women

Q: Does only qualitative tools to be focused or quantitative tools?

Response: As our focus is to evaluate the change in lives and achievements of results as of CPD outcomes/outputs and project indicators so qualitative tools must be our focus but to support change in terms of numbers it must also include quantitative tools.

Q: will UNDP share the details of stakeholders?

Response: Details of stakeholders will be shared with the firm once selected.

Q: Is it a Midline evaluation?

Response: As it is being conducted in the mid of the current phase of programme so it will serve the purpose of midline too.

Q: Baseline for the programme conducted or not?

Response: The first phase of the program baseline documentation will be shared with the selected one.

Q: will the Contact details of persons to be evaluated be shared by UNDP or not?

Response: the contact details will be shared with the selected firm

Q: if there are NO of FGDs as a benchmark?

Response: 18 FGDs are there mentioned in the RFP as a benchmark.

Q: could we consider some additional member in Team Composition or to follow the same as mentioned in the table?

Response: They have to follow the table in RFP whereas data analyst will be added in the table and junior staff would be replaced to Field Researcher and Senior manager will be replaced with Report writer as discussed

Q: Bidders requested for extension of One Week in Proposal Submission date.?

Response: Yes, One Week Extension has been granted. The Revised Proposal submission date is 14<sup>th</sup> May 2020.

Q: Bidders requested to remove the no of units in Financial Breakdown Table.

Response: No of Units are removed in Revised RFP in Breakdown Table.

**UNDP Representative:**



**Muhammad Tahir ul Islam**

Procurement Officer  
UNDP-Country Office  
Islamabad