

Minutes of the Pre-Proposal Meeting

Title: [Rapid assessment of the Impact of COVID-19 on Entrepreneurs and Mitigating Strategies in Myanmar]

Type of solicitation: Request for Proposal
Reference: **2020/UNDP-MMR/PN/054**
Country: Myanmar
Date: 27 May 2020
Venue: Zoom

The meeting was attended by the following

1. Sa Sithu Htike San, Statistics Specialist, UNDP Myanmar
2. Mai May Htar Phwy Bob, Project Manager, UNDP Myanmar
3. Pem Wangdi, Programme Specialistm UNDP Myanmar
4. MOUNG KEE AUNG, Procurement Analyst, UNDP Myanmar

Representatives from the Firms/Organizations

Sr No	Organization	Remark
1	Kantar	
2	Innovations for Poverty Action – Myanmar	
3	Thura Swiss	
4	Indo China Research	
5	M CRIL incorporating EDA Rural System	

The pre-proposal meeting started at 2 PM by greeting and giving our gratitude to the participants for our meeting and MOUNG KEE AUNG started with the explanation of the Objectives of the meeting. He further explained about submission requirements and detailed requirements of this Request for Proposal (RFP).

Sa Sithu Htike San and Mai May Htar Phwy Bob explained the background of the project, General Scope of ToR and other relevant information for the project.

Question and answer

Question: Does this then mean that the field team for data collection will be recruited and managed by the UNDP - or by the selected firm. Please confirm.

Answer: Yes, Central statistic Organization (CSO) will provide 10 staffs to do interview and will be managed by CSO. Selected firm provide technical inputs to CSO as required by ToR.

Question: Is there a minimum sample size for the project? Does UNDP or CSO have a defined sampling frame or do you expect the Firm to provide one? What are the minimum team composition then?

Answer: Sample size is expected up to 500 for entrepreneur survey and 1500 for key vulnerable survey. Survey scope of work and sampling methodology will be defined jointly CSO, UNDP and selected firm. Depend on sample size the firm can suggest minimum team composition of survey.

Question: Please clarify our doubt on the 40 calendar days for the assignment - does it exclude the data collection time?

Answer: The firm is not expected to conduct data collection, and per ToR it is required to provide technical consultations. But the firm is required to work with interviewers at least at the beginning of the data collection period.

Question: Should the firm include Enumerator cost, supervisor costs and other field operation costs in Financial Proposal?

Answer: No, it is not required to propose those costs in financial proposal. But the firm can indicate in the methodology on number of proposed enumerators.

Question: Do you expect that call center design, methodology of survey and sampling frame are part of the proposal?

Answer: You are open to include in your technical proposal.

Question: Who will ensure data quality (including review) of incoming data on regular basis?

Answer: CSO will ensure data quality. UNDP survey expert and selected firm will review the quality of incoming data.

Question: Given that the nature of this assignment has now considerably changed from what UNDP has advertised through the ToR, will you be so kind as to share with us the re-defined Scope of Work for this assignment?

Answer: Advertised ToR is not changed including the scope of work. Please check ToR's scope of work including its sub bullets as it is remained the same.

Question: What does it mean to "Demonstrate how you plan to integrate sustainability measures in the execution of the contract"? (Form E, Section 2, 2.6)

Answer: Bidders are open to demonstrate to be appropriate and responsive to ToR of this RFP. (Form E, Section 2, 2.6)

Question: Pg. 27 4th bullet point "The service provider is expected to arrange and cover the costs of transportation and accommodation, the printing and completion of survey materials, the use of data analysis software, and other logistics associated with the assignment." p. 27

Answer : The contract will be with lumpsum amount including the transportation and accommodation cost and other logistics associated with the assignment.

Question: Who is responsible for success or failure of this project? As selected firm will be only technical consultancy role.

Answer: Since this is promoting ownership, CSO will be main responsible party but as technical team UNDP and selected also jointly responsible too.

Question: For vulnerable Survey, Does CSO has the contact phone numbers?

Answer: Selection of vulnerable groups will be from 2017 Myanmar Living Condition Survey and CSO has contacts phone numbers.

Question: Check the participants whether the deadline is feasible to submit proposal on time.

Answer: Participant confirm that proposal can be submitted on time.

Submission will be accepted only by e-Tendering.

Meeting adjourned.