

**Minutes of the Online Pre-bid meeting on Hiring a firm to develop a database by mapping potential beneficiaries to include in different GO-NGO services (safety net programs) at Cox's Bazar throughout the selected UZPs (02) and UPs (04) under EALG project**

**Reference: RFP-BD-2020-012**

**Members attended the meeting:**

Name	Designation
Asma Nargis Sultana	Programme Support Officer- UNDP Bangladesh
Md. Shariful Hoque	Project Coordinator, EALG
Md. Mozammel Haque	Policy Specialist, DGC, UNDP
G M Saiful Islam	Monitoring & MIS Officer, EALG
Azizul Haque Sarder	Capacity Development & Gender Officer, EALG
Bidders	As per attached Zoom screen shot.

With reference to the subject RFP issued on 01 June 2020, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

S/L	Queries	UNDP Response
1.	By survey, how is it possible to make a list of all eligible person for safety-net program?	A list of eligible persons will be prepared by sampling survey based upon economic vulnerability of the people covering each Ward.
2.	Since, the survey will be implemented in the time of the pandemic, should we add the cost of safety equipment's for field assistants in the financial proposal?	It depends upon firms whether they will incorporate additional budget for safety materials to protect COVID19 or not.
4.	Will the mapping be undertaken for host community only?	Yes
5.	Who will be the participants of the consultation workshops to be organized at Cox's Bazar and Dhaka and who are the organizer?	Local government stakeholders especially UP and UZP representatives, relevant line department officials, UNOs, DDLGs, DC, LGD officials, project staff, representatives of project and development partners, etc. will be the workshop participants. The stakeholders' consultation workshops will be organized by project and the awarded firm will present their tools and findings there.
6.	What will cover the final report?	Final report will cover the existing gaps of the process on selecting safety net beneficiaries, learning and challenges of applying tools developed for selecting safety net beneficiaries, list of safety nets in the locality, strategic recommendations, etc.

7.	Could any firm can claim 30% of total budget during inception period?	The financial installment will be made based upon the ToR advertised in UNDP website.
8	Will the tools be developed separately for each safety net program?	As the nature and criteria of each safety net program is different, separate tools for each safety net programs will be developed but all these tools should be parts of a package of tools.
9	Will it be census or sampling survey?	It will be sampling survey based upon economic vulnerability of the people covering each Ward in a UP.
10	Will the deadline of submitting proposals be extended?	The deadline will remain same (15 June 2020) and not be extended.
11	Will the social mapping be carrying out during COVID19 epidemic?	UNDP will discuss these issues with the awarded firm in pre-contract meeting which will be arrange by procurement unit.
12	Should we need to conduct the survey with the existing safety net beneficiaries too?	Yes. It can be done to verify whether existing tools, methodology and practice are efficient enough to select right beneficiaries or not. For doing this, sampling technique and sample size will be determined by the consulting firm.
13	<p>Understand from the ToR that the financial proposal should be submitted in a single file.</p> <p>The following query is: If we submit a technical proposal with two alternative methodology, then shall we propose two different financial proposal (in a single file) based on the methodology involved?</p>	One form will be eligible for proposing only one methodology that you will feel best fit for the survey.

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