

**Minutes of the Online Pre-bid meeting on Hiring a firm Conducting Mid-term  
Evaluation of Efficient and Accountable Local Governance (EALG) Project  
Reference: RFP-BD-2020-014  
Dated 18 June 2020**

**Members attended the meeting:**

<b>Name</b>	<b>Designation</b>
Asma Nargis Sultana	Programme Support Officer- UNDP Bangladesh
Md. Shariful Hoque	Project Coordinator, EALG
Kazuyoshi Hirohata	M&E Specialist, UNDP
G M Saiful Islam	M&E and MIS Officer, EALG
Azizul Haque Sarder	Capacity Development & Gender Officer, EALG
Bidders	As per attached Zoom screen shot.

With reference to the subject RFQ issued on 14 June 2020 please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

<b>S/L</b>	<b>Queries</b>	<b>UNDP Response</b>
1	As the sample size is 3,800 households (HH), what is the size of population?	For household (HH) survey, all households in the unions are the population and each single household is a sample unit. The firm can explore the number of HHs from administrative data and/or google search.
2	Is all the treatment group HHs are EALG beneficiary?	Yes. And treatment groups have 3 different sub-groups depending on matching results of baseline survey and types of interventions they have received from the project. Please refer to baseline report and chart of matching and sampling.
3	Do you have any phone number wise beneficiaries' database?	No, we do not have the list of beneficiaries and their phone numbers. We are not expecting to roll out data collection solely using mobile phone but expecting the field-based data collection to start after the COVID 19 pandemic is over.
4	As there are three treatment groups, one control group at baseline. What is the underlying evaluation design?	Evaluation employs a quasi-experiment method, particularly matching. Matching has been done by baseline survey at UZP and UP levels to identify treatment groups and control groups based on performance assessment of UZPs and UPs in 2017. 3 different sub-groups were formed within treatment groups based on matching results of baseline survey and types of interventions the respective UZPs and UPs have received. The mid-term evaluation will continue to use the same matching and sampling framework. Analysis will be done by a difference-in-difference method based on this framework.
5	Will we have to repeat the same HH which have been covered during the baseline survey?	As we do not have any HH list of baseline survey, we are not expecting you to cover the same HHs from the baseline. We expect you to select the HHs from the identified Mauzas in each sub-group, keeping the same sample size as the baseline survey (Treatment:2,550HHs, Control:1,250HHs). Bidders are expected to propose any appropriate sampling method for households selection in their proposals.

6	Without the list of beneficiary/sampling frame simple random sampling not possible, can we propose any methodology which is not dependent upon the sampling frame or database?	You are free to propose any sampling methodology appropriate to select treatment and control households from pre-identified Mauzas. Detail of sampling methodology needs to be elaborated in the proposal. You do not need to do sampling to select Mauzas from UPs because Mauzas have already been identified by the baseline survey.
7	As the baseline and midterm will have the completely different HHs, there will be some matching issues, how will be the comparison done by the baseline and the midterm evaluation?	If we do the robust sampling from the mouza level, we will be able to achieve the comparability at a certain level as we have already developed good counterfactuals at baseline. Baseline report has statistical/ analytical summaries of key variables and indicators, which will also be basis of comparison between baseline and mid-term evaluation.
8	Will you share the baseline report as well as the list of selected samples of treatment and control groups?	Yes, we will share the baseline report and the list of districts, upazilas, unions and mouzas, which will be uploaded on the UNDP procurement website.
9	Has there been any changes on results framework since the baseline has been conducted?	The results framework has not changed.
10	There are number of indicators coming from institutional surveys, is there any guidance on how we would do that?	Apart from the HH survey, the selected firm needs to conduct Key Informant Interviews (KIIs) with other relevant stakeholders from the local administration and public representatives. While doing the survey, you should consider both supply sides and demand sides of project interventions, including how beneficiaries were satisfied with the services provided by project. The proposed number of institutional surveys depend on how you would justify the sample size.
11	Shall the beneficiary of HH survey and the perception are the same or we need to conduct separate surveys for different people?	The beneficiary should be the same, but you need to separate the HH and perception findings on your report. The methodology should be consistent – both HH survey and perception survey should be quantitative-focused. The questions on perception should be included in the HH survey questionnaire.
12	Shall the institutional survey a part of HH survey?	The sample size of institutional survey and HH survey will be completely different. The institutional survey should be conducted from the qualitative perspective while the HH survey should be from the quantitative perspective. The selected firm is expected to develop a checklist or short questionnaire for an institutional survey.
13	Has the baseline survey considered the gender assessment issue?	Some of the result indicators purely focus on gender issues and the baseline information was collected accordingly. The mid-term evaluation should also consider gender assessment issues. Gender dimension should also be covered in qualitative surveys, particularly FGDs and case studies to assess a bigger picture of the status.
14	From the gender perspective what will be the team composition of the survey team?	There is no sex specific requirement on team composition, but it is necessary to have gender expertise within the team. Data collector teams should also be gender-balanced. It is better to facilitate the female group's FGDs by a female facilitator and the male group's FGDs by a male facilitator. At least 30% respondents at household level should be female.

15	Do we need to hire a gender specialist on the midterm survey team?	It is not required to hire a separate gender specialist, but in our meeting notes, we can add additional criteria for the team leader and data scientist that they should have expertise on gender assessment especially designing gender specific data collection tools, data analysis and reporting. Alternatively you may propose addition of a separate gender specialist but be mindful that it will have cost implication in your financial proposal.
16	Is there any fixed proportion of female data collectors in data collection team?	There is no fixed proportion, but the firm is expected to secure enough number of female data collectors given that many of the evaluation respondents will be female.
17	Do we need to submit the CVs of data collectors?	It is not mandatory, but the bidders are encouraged to add CVs of data collectors to ensure that each individual is well experienced in data collection and the team is gender-balanced. Number of data collectors to be on board for this evaluation (including female data collectors) needs to be mentioned in the proposal.
18	Will there be any benchmark for the respondent?	It is not necessary that the respondent should be the HH head. Any matured person who can response the question is eligible as respondent. However, the person who have received services in recent past from the institutions can be a good respondent.
19	If the public gathering is difficult due to the pandemic situation, can we propose different alternative means of data collection?	Yes you can. The bidders are expected to propose alternative means of data collection in their proposal. The details will be finalized during the inception phase based on the proposal from the selected firm and internal discussions with UNDP and relevant stakeholders. As an example of alternative means, you may add in-depth qualitative questions in the HH survey questionnaires to avoid public gathering, if the COVID-19 crisis continues. You may also propose the increased number of data collector as an alternative means.
20	Is phone-based HH survey allowed?	Yes, you can conduct HH survey using the mobile phone as an alternative mean of data collection. However, we are not expecting field surveys which are solely dependent on phones because the sample household size is large and the questionnaire is extensive. It is not feasible.
21	As a precaution of pandemic, can we include the budget for PPE for the enumerator in the financial proposal?	The cost of personal protective measures should be borne by the firm. UNDP cannot entertain that budget.
22	Referred to the section 5, page 14 of the ToR, -shall the firm take approval and clearance before submitting the proposal or after the completion of bidding process? -What sort of detail the organization should declare?	- The firm shall take approval and clearance from UNDP after the completion of bidding process. -The firm will submit the agreement between the Principle firm and the sub-contractor and provide the information about the sub-contractor (name, capacity financial strength, subcontract for etc.). The firm should inform about the subcontractors specifically and the arrangement structure.
23	Referred to the Minimum eligibility criteria of key personnel', page 11 of the ToR, the team structure mentioned differently in the para and the description. Whether the chief consultant and the team leader is the same person or not?	Yes, both are the same person.

**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.**