

**Minutes of the Pre-RFI meeting held on August 14, 2020 at 1100 hrs.  
virtually through 'zoom'**

**Request for Information**

“UNDP in partnership with Ministry of Environment Forest and Climate Change (MoEFCC) is inviting national NGOs/CSOs for potential partnership and delivering a Global Environment Facility (GEF) funded project on “Small Grants Programme- Operational Phase 7” as implementing partner.”

**RFI/097/IND-2020 - Event #IND10 - 0000006681**

Please find below the queries received from the participants through email and during the meeting and UNDP's response.

S. No.	QUERY	RESPONSE
1	What information is to be furnished in the various lists of projects to be submitted as supporting documents, apart from name of the project and the funder/donor?	Please provide a list of projects with description, duration, location and budget over the past 2 years (arrange from biggest budget to the lowest). Documents required to be furnished as a proof of execution of project can be workorder, contract, purchase order and completion certificate/email.
2	For the question on public transparency, “what documents are publicly available?” - which documents qualify?	Agency's Annual reports, financial audited statements, board members detail etc.
3	For the question, “who are your main donor/ partners?” if our NGO has worked with several main donors over the course of many years, should we report only the latest main donors, or the main donors since the NGOs inception?	Key donors in the last five years is required, however, agencies are encouraged to share details since their inception
4	What will be the duration of the project?	Planned start date: Dec 2020 Planned end date: Dec 2025
5	If there has been limited work done in the selected villages, but more interventions are needed. Will it be ok to select those villages, or should the site be totally new?	It depends on the kind of activity. If the project feels that with small investment the scale of the intervention can be enhanced multifold then it may be considered. Also scale up funds will be separate in the project. The selection of projects/activities will purely depend on its merit and decision of the Steering Committee

S. No.	QUERY	RESPONSE
6	Is it mandatory to be headquartered in New Delhi? Or is having an office in New Delhi sufficient for the purpose of applying for this program.	NGO/CSO should have an office in New Delhi not necessary headquarters. The organisational focal point dealing with SGP having strategic and operational decision-making power should be based in Delhi.
7	We currently have three operational offices in the North-Eastern part of India and are currently under the process of opening our offices in the coastal areas of South India and in the arid areas of Central India. Would we still be eligible to apply for this program?	In case an agency gets selected it is required to provide undertaking to open offices in all the three region/zones.
8	With regard to the duly filled Questionnaire under Annexures 1 and 2, kindly let us have an understanding if we ought to frame the answers in Microsoft Word/Notepad and later upload these documents as requested or is there a prescribed format for the Annexures provided in the RFP document.	Signed and stamped PDF copies of annexure 1 and 2 is required to be uploaded along with editable files.
9	Under the Accreditation norms under parameter 3, is it necessary that the CSO/NGO is certified in accordance with any international or local standards (e.g., ISO)? Our organisation subscribes to the organizational mandate/norms as set in the TRUST deed/Bye Laws.	UNDP encourages CSO/NGO to have certification in management/finance/ environment this, however, will not be a limiting factor.
10	With regard to question 3 under 'Date of Establishment and Organizational Background calling for providing a list of all entities that the CSO/NGO may have an affiliation with', Could you kindly highlight if affiliation and accreditation means the same?	Please read question 3 and 4 carefully. 3 is for accreditation and 4 for affiliation
11	With regard to parameter 4, 'In how many cities/provinces/regions/ countries do you have the capacity to operate in? Please provide a complete list and indicate the size of the offices in each location', could you please elaborate on 'size of the offices', does it imply office structure, manpower capacity, etc?	Here size of office means total number of staff including field staff on company roll.
12	Under heading 5 'Mandate and Constituency- Is the CSO/NGO officially designated to represent any specific constituency?', could you kindly stress on what exactly these constituent areas are?	Here the constituency means any specific community, group or section of the society.

S. No.	QUERY	RESPONSE
13	Is there any protocol for procedures between the National and State Steering Committees on the one hand and the National Host Institute as well as their regional offices? Similarly, any protocol between the Host Institute and the final grantees on ground for project implementation?	At the national and state level, the steering committee will be organised by MoEFCC and UNDP. The Host Institution will be responsible for all the functions pertaining to fund disbursement, capacity building etc of the NGOs as described in the Terms of Reference of RFI and the project document.
14	We have regional offices at two of the mentioned landscapes: coastal and North-east. We don't have a functional office now at the mentioned central arid region, but we do have our partners at Rajasthan. We would like to know about the flexibility in office location for the central arid region.	In the RFI, the agency should give an undertaking that it will open its office in the selected region if selected as NHI
15	We have to provide Budget only for admin cost or for all (Admin cost as well as projects which we are going to implement )	Financial proposal is not required at this stage and so budgeting is not required
16	Initially, we have to provide only Answers for Annexure 1 and 2 and Bidding budget or we also have to provide all work plan for implementing this OP7	As of now only information pertaining to Annexure 1 and 2 needs to be provided.
17	If we have any other queries kindly allow us to ask during the meeting	Answered all queries raised during Pre-RFI meeting open session
18	Out of three identified regions, we have extensive presence in central region. In coastal region, though we work extensively in Odisha and W.B, we have limited presence in the identifies coastal areas. Further we do not have direct operation in Northeast states. In this context can we participate in this project for all the regions by partnering with other CSOs?	It is clearly mentioned that participating organisation should have work experience in all three landscapes identified in the Terms of Reference of the RFI call
19	Bank account, is it fc or non fc account no?	It was further clarified that details for bank account is given in Questionnaire 1 point 2. The project needs a bank account, the organization should have legal capacity to operate with that bank account in India.

S. No.	QUERY	RESPONSE
20	How will grassroot organization participate in the SGP?	A call for proposal will be announced during the implementation of the project. The grassroot organisations can submit the proposal against the call.
21	I wanted to know whether we can undertake to open an office at Delhi, we don't have one	The organization should have an office OR headquarter in New Delhi.
22	We don't have an office in Delhi but presence in landscapes mentioned. can we also apply	The organization should have an office OR headquarter in New Delhi.
23	We wanted to know if one can submit the proposal as a consortium	Proposals from consortium are not accepted.
24	When is last date for submission of these documents	25-Aug-20 (please go through the UNDP e-tendering portal for any updates)
25	What is the eligibility criteria to be able to apply for grant? secondly dates details and how the budget is required (a detailed break-up or broad categories?	For grants, a separate call will be announced outlining the eligibility criteria. The budget is not required at this stage.
26	Is it mandatory to have direct operation in all three regions to become eligible for this RFI	The organization should have work experience in all three landscapes (highlands of the North-East India, drylands of the central India and coastal regions of India) identified by the project.
27	I would like to have more inputs for filling the annex 1 and 2. We have already prepared a separate Microsoft word converted in pdf. Can we upload the same?	Please upload the signed stamped pdf files along with editable version. Please remember to upload all the supporting documents requested along with the two filled in Annexures.
28	We are 17 years old organisation and have been working extensively in field of livelihood, education, emergency relief and bit in environment part. I hope we will be able to apply with details of other projects as well apart from environment.	Please submit information only relevant to the SGP project.
29	What is the min. and max. Bid amount for application? How can the format of the bid accesses if any from UNDP?	No financial bids required for this RFI call
30	Is there a preference for organisation based in CG and MP?	No preference as such
31	If one can submit proposal in consortium with a management consulting company in development sector with CSO as the lead	Consortium for this RFI call is not allowed.
32	Can a company submit the proposal or is this bid only 'not for profit organisations	This call is only for 'not for profit organisations'

S. No.	QUERY	RESPONSE
33	Please make clear that it is to submit information for selecting NGOs for SGP or to submit a proposal for SGP implementation	This call is for selection of organization as implementing agency for SGP
34	What would be the working relationship with MoEF&CC	MoEFCC is the implementing partner for this project. MoEFCC will be involved in Project planning, implementation and monitoring.
35	What kind of regional experience is desired?	Experience requirement is given in section D of the Terms of Reference.
36	Which are the states included in the Region 2 i.e. Indian Coast. Is Odisha included?	States are yet to be decided in the three landscapes
37	Is there any option for attach file in add file or it will be attached in one folder, the what it the maximum volume	If you are uploading a large number of files (ex. 15 or more), please zip the files into a ZIP folder and upload the folder instead of each file individually. You can upload several ZIP folders, but if you do this, please note that the total size of each ZIP folder uploaded cannot exceed 50MB.
38	Post August 25, what will be the next level of process and timeline.	After the submission of the information, organisations qualifying for next round will be informed. At the next stage technical and financial capacity will be assessed of the qualifying organisations through a separate mandatory exercise by UNDP.
39	Is there any restrictions from CAAA and do we need to submit only annexure 1 and 2 answers or we have to submit all budget and project planning documents with proposal?	Question CAAA is not clear. Information related to budget is not required.
40	What is the meaning of total financial delivery?	Total financial delivery is the total turnover of the organization.
41	Is there a limit on budget allocation for organization. We have a small budget but presence in Delhi.	There is no limit on the budget allocation of an organization; however, the organization should have experience implementing projects of the scale similar to the SGP.
42	If an organization has not worked directly in one region can they apply?	The organization should have work experience in all three landscapes (highlands of the North-East India, drylands of the central India and coastal regions of India) identified by the project.
43	Queries related to registration and submission of documents on e-tendering portal	Please go through the weblinks provided below and if you still face any problem please write to - <a href="mailto:manikandan.srinivasan@undp.org">manikandan.srinivasan@undp.org</a>



Empowered lives.  
Resilient nations.

**Please go through the weblink below for accessing the UNDP e-tendering user guide for bidders and video guide on how to register a bidder profile on e-tendering and video guide on how to submit a bid on eTendering.**

[UNDP eTendering User Guide for Bidders](#)

<https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/>

[Video Guide on How to Register a Bidder Profile on eTendering](#)

<https://www.youtube.com/watch?v=Trv1FX6reu8&feature=youtu.be>

[Video Guide on How to Submit a Bid on eTendering](#)

<https://www.youtube.com/watch?v=cy34AXsYMrC&feature=youtu.be>

\*\*\*\*\*