

Minutes of the pre-proposal meeting held on the request for proposal for hiring a firm for conducting an action research of Activating Village Courts in Bangladesh Phase- II (Chittagong Hill Tracts Part)



Reference: RFP-BD-2020-022

Venue: Zoom Meeting at 11:00 AM on 19 August 2020

Members attended the meeting:

UNDP: Ehsanul Karim Chowdhury, Jhuma Dewan, Protul Dewan, Mohammad Sirazul Haq, Sohel Rana and Priyangbada Chakma

Bidders: IRG Development Services Ltd., Consiglieri Private Limited and Art Foundation

Attached attendance list of Pre-bid meeting.

- The meeting started with introduction of the participants and then a brief description on the project and the assignment by Priyangbada Chakma, Project Officer, AVCB II-CHT. She underlined the objectives of the assignment and proposed activities of the assignment. Jhuma Dewan, Chief, Gender and Community Cohesion briefly mentioned about the code of conduct of UN Body and UNDP.
- Ehsanul Karim Chowdhury from procurement unit of UNDP country office, highlighted the process and compliances for proposal submission. He has also explained the following procedure a) how to register in UNDP e-Tendering system; and b) how to Submit a Bid on e-Tendering and outline of Technical and Financial proposal submission process. Participants were requested to upload their queries by 11 am of 20th August.

After that, the participants were invited to ask questions for further clarification about the assignment and proposal submission process. Mohammad Sirazul Haq, Research and Evaluation Manager-AVCB II and Sohel Rana, Programme Officer, Planning, Monitoring and Reporting-SID-CHT clarified the requirements and queries of the questions as being asked by the participants.

Following were the major questions and answers asked in the meeting:

S/L	Quires	UNDP Response
1.	In the scope of the work section, there are several action research activities. I guess some of them are for the research firm and some are for NGOs. Please explain who will do what and how? page 6-7.	<p>This is to clarify that this task is required from the ground experiences of action research not only research. There are mainly two parts in this action research initiative. Firstly, all the interventions of action research will be delivered by the implementing NGOs in 3 CHT districts (Detailed activities of NGOs in relation to Action Research are specified in page no 28-29).</p> <p>with technical support from UNDP. The research firm will review the rules mentioned in the village courts act/Rules and monitor/assess implementation of these taking assistance from partner organizations/NGOs in coordination with traditional leaders, and UP machineries; Secondly, the selected research firm will monitor the activities related to action research and document the lessons learnt and challenges of implementation of village courts rules as well as conduct action research to document the reflection of the interventions. They will also provide data driven policy recommendations with tested recommendations.</p> <p>Initial levels orientations with NGOs and Firm will be arranged by UNDP. However, firm will be responsible to do day to day follow up, coordination and work closely with NGOs to meet the requirements and objectives.</p>
2.	As mentioned in page number 7, tasks might change depending on the detailed discussions with project staff. If the task changes, then will the timeline for deliverables submission change accordingly?	The term refers to tentative timeline of the assignment. It is subject to change as full action research initiative is the combined work of partner NGOs and research firm. Therefore, if the implementation of activities delays then the timeline for submission of deliverables may also change.
3.	As mentioned in page 10 the financial proposal should be submitted in local currency, but the financial proposal template has both BDT and USD options. Which one is correct and what should we do?	<p>As both national and international firms can apply both the options are available in the financial template. The national firm must submit the financial proposal in BDT.</p> <p>In the financial proposal bidders must include all tax and vat related amounts and are requested to breakdown the VAT amount clearly.</p>
4.	Is there any limit for uploading files as a bidding document?	Yes. Bidders can upload a single file/document up to 35 mb in the UN system, but bidders are encouraged to keep it within 15 mb. Financial proposals should be submitted in excel and PDF files.

5.	Timeline to submit the proposal on 26 August 2020	Yes. UNDP will strictly follow this timeline. Bidders must submit the proposals by 4.30 p.m , local time on 26 August 2020.
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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.

Participants:

The screenshot shows a Zoom meeting window with a dark background. On the left, there are video thumbnails for participants: Protul Dewan (top left), Priyangbada Chakma (top middle), Sohel.Rana (bottom left), Ehsanul Karim Chowdhury (bottom middle), and Consiglieri Privata (bottom right). On the right, there is a 'Participants (8)' list with the following entries:

- PC Priyangbada Chakma (Host, me)
- Ehsanul Karim Chowdh... (Co-host)
- PD Protul Dewan (Co-host)
- JD Jhuma Dewan
- S Sohel.Rana
- CP Consiglieri Private Limited (1)
- CP Consiglieri Private Limited 2
- ID IRG Development Services Ltd.

The Windows taskbar at the bottom shows the time as 12:00 PM on 8/19/2020.