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## **Pre-Proposal Conference Minutes**

**Ref: UNDP-RFP-2020-290**

**Engagement of Organization/Firm to develop Value Chain Strategies and execute implementation  
Develop Vertical Linkages between Young People and the State by placing 24 youth interns in  
4 Provincial Government Line Departments in Khyber Pakhtunkhwa'  
Held on 22 September 2020 13:00 HRS  
Venue: Zoom meeting**

The Pre-proposal meeting was organized by UNDP for the subject Request for Proposal, following members presented UNDP in the Pre-proposal meeting:

1. Ms. Yumna Usmani, Young Professional Officer, Youth Empowerment Program, CPRU, UNDP Country Office
2. Mr. Muhammad Tahir ul Islam, Procurement Officer, UNDP-Country Office.
3. Ms. Ms. Pramila Tripathi, Associate Procurement Officer, UNDP-Country Office.

During Pre-proposal meeting following major Questions were raised by bidders. Point wise reply of these Questions are given below for information of vendors.

- **Clarification:**

The IP will be responsible for creating a selection criterion for the interns and hiring them. UNDP had previously identified the 24 interns however since it's been more than 6 months most interns would have moved on to other opportunities. Hence interns will need to be selected from scratch. This would include advertising in a reputable newspaper outlet and through social media and then conducting online interviews. In the interviews, along with the IP, a UNDP staff member and a member of the concerned government department will also participate.

**Question #01: What would be the male and female ratio for intern hiring?**

**Answer:** As per UNDP policy, the IP should aim for gender equality. Hence a 50:50 ratio would be preferred.

**Question #02: What SOPs need to be followed for the trainings and are they supposed to be physical or online?**

**Answer:** Standard COVID SOPs, as advised by the Government, need to be followed. This would include masks and adequate distancing of interns. The trainings should be physical in specific centers, unless otherwise advised by the government.

**Question #03: In the RFP it states that each department can accept up to 4 interns. However, it is stated that each batch will have 12 interns, with 2 batches in total. If we place 4 interns per batch that would mean 16 interns in each batch. Is that an error in the RFP?**

**Answer:** This is not an error. The placement of 4 interns per department is the capacity each department has, how many interns would be placed in each department would depend on the capacity of each department at the time and intern preferences. The total number of interns to be placed remains 24 in batches of 2.

**Question #04: Should stipend payments to interns be made monthly or a lumpsum amount at the end needs to be paid?**

**Answer:** Monthly stipend should be paid to interns.

**Question #05: Who will issue the certificates at the close of the internship and mentorship programme?**

**Answer:** The IP will issue the certificates with UNDP's logo on it, along with the IP. Certificate format will need to be approved by UNDP.

**Question #06: What type of insurance will be offered to interns?**

**Answer:** Basic medical insurance cover should be offered.

**Question #07: What would travel, and accommodation costs entail?**

**Answer:** These would include travel and accommodation costs covering the one week of training given to interns. The rooms can be on-sharing basis as long as SOPs are followed. Accommodation should be offered to those interns only for whom travel to and from the training facility everyday is not possible. Other interns should be provided with transport. Three meals a day should be provided to those who have to be provided accommodation. Adequate food and refreshments should be available to all interns through the course of the trainings.

**Question #08: What if there is misdemeanor on the part of interns, such as not up to trainings or to work?**

**Answer:** The IP has the authority to terminate the interns contract at any stage if misdemeanor becomes an issue, however before termination UNDP would need to be informed.

**Question #09: Is there a particular software that the IP would need to use?**

**Answer:** No.

**Question #10: Is Joint Venture Allowed?**

**Answer:** No, Joint Venture is not allowed.

**Question #11: As there is no heading for the operational/admin cost in the financial proposal template, where can bidders include this cost? Is it possible to include a separate line?**

**Answer:** It is not possible to include a separate line for operational/admin cost. However, bidders can incorporate this cost in the relevant headings in the financial proposal.

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