

**Minutes of the Pre-bid meeting held on October 12, 2020**  
**RFP-BD-2020-033 for Hiring a firm to conduct socio-economic research to support informed and data-driven decision making and combat with COVID-19 crisis-a2i.**

Date: October 14, 2020

**Members attended the meeting:**

<b>Name</b>	<b>Designation</b>
Shamsun Nahar Airin	Procurement Associate, UNDP
Md. Anowarul Arif Khan	Results Management Expert, a2i
Bidders	

With reference to the subject RFP issued on October 05, 2020, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

<b>SL</b>	<b>Queries</b>	<b>Answers</b>
<b>1</b>	<p>Please provide the sample size and indicative profile of the respondents for all the three surveys? This will help in estimating the cost for the proposed surveys. What is the sample size of quantitative survey and what is the sample size of qualitative survey in all three surveys?</p> <p>Will all three surveys be conducted online?</p>	<p>In terms of quantitative survey, sample size refers to all Upazilas of Bangladesh. 3 categories of officers (UNOs, Upazila Education Officer, etc.) will be connected (Each survey must include 1 category of officer at least).</p> <p>For Qualitative survey, sample size will be as per the proposed methodology proportionately considering disaggregation, relevant stakeholders etc.</p> <p>Quantitative survey may be conducted through online and Qualitative survey must be following the requirement.</p>
<b>2</b>	We understand that the 3 surveys to be undertaken in three selected thematic areas only out of given six thematic areas. Is this understanding correct.	No. Some needs to cover more than one area.
<b>3</b>	We understand that copy of audited Balance Sheets and Profit & Loss Statements for FY 2017-18, FY 2018-19 have been asked to provide. Is this understanding correct?	Yes.
<b>4</b>	We understand that UNDP shall facilitate the meeting with the relevant stakeholders. Is this understanding correct.	No. If necessary, UNDP can ligase to connect with the stakeholders.
<b>5</b>	We understand that the available survey data shall be provided by the UNDP, if not available in the public domain.	No. UNDP will only connect the vendor with different stakeholders to get available survey data.
<b>6</b>	Can you please elaborate on the objective of the developing the predictive economical and epidemiological Modeling?	To understand the employment and income scenario in future (Upcoming 2 years) for resource allocation and decision making.

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<b>7</b>	If there are any circumstances that reasonably restrict travel or physical presence of our personnel at your office / location, then without prejudice to the payment obligations, we request you to allow such personnel to work from home or other remote location till the time such reasonable restrictions exist. We further request you that any delay / default in performing our obligations arising from such restrictions, shall not be attributable to us and shall not be considered a breach of contract on our part and no consequent damages / penalties etc. arising therefrom would be imposed on us under the Contract. Please suggest.	Delivery needed to be ensured by the justifiable modality.
<b>8</b>	Given our understanding on the scope of work, we request you to increase the expected duration of work by additional three months.	Not possible due to need of the demand.
<b>9</b>	Given the team profile suggested in the ToR, we understand that while the data cleaning will be done by the consultant team, the visualization, integration, pushing the data to the database and report generation will be undertaken by the respective Government Department for whom the work will be undertaken. Is this understanding correct?	Everything will be done by the consultant team.
<b>10</b>	We request you to kindly extend deadline of bid by end of October 2020.	No, please consider the RFP document.
<b>11</b>	Is UNDP looking for a local Bangladeshi firm, an international firm, or a partnership between an international and national organisation to implement the assignment?	Any local/international firm as per eligible criteria mentioned at the RFP.
<b>12</b>	The assignment includes doing interviews with a range of stakeholders at national and local levels. In surveys, sample sizes and geographical spread of the sample are critical drivers of the overall cost. The TOR does not provide any guidance on the expected sample size or criteria that could guide sample size calculations (such as expected level of precision). This means different bidders may come up with vastly different sample sizes that are not directly comparable: those with a small sample size may appear financially competitive but their analysis may not be very accurate while bidders with larger sample sizes (and more accurate estimates) may be 'punished' and not be financially competitive. To ensure a fair comparison between bidders, could UNDP either	Respond in the answer to the question no.1.

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	provide guidance on expected sample sizes, or clarify the criteria that will be used to assess this aspect of the methodology?	
<b>13</b>	My third question is in regard to the proposed timeframe. The TOR has an ambitious timeframe of only two months. This appears too short a timeframe to develop high-quality data collection instruments, implement the surveys, analyse data from the interviews and secondary sources, create the vulnerability index and develop predictive modelling, and develop reports. Could UNDP clarify how much flexibility there is on the proposed timeframe?	There is no scope for increasing time. Please consider RFP document.
<b>14</b>	Is the survey envisioned as a purely online survey or is a telephonic survey also possible?	It depends on the survey design.
<b>15</b>	What level of support will be provided in collecting data from various agencies and other organizations?	Respond in the answer to the question no.5.
<b>16</b>	Will support be provided to setup stakeholder interviews with policy makers, experts, MNOs and others?	Yes
<b>17</b>	Is there any indicative budget you could share for this exercise? A range would be helpful.	No indication.
<b>18</b>	Does the scope also involve developing or integrating within an analytical predictive platform for better decision making?	Survey data will be integrated in other platforms.
<b>19</b>	Correction: Duration of the Assignment.	Page 6 of RFP Document:  Please consider " <u>Expected duration of work</u> " is <u>2 months</u> .

**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.**