

**Minutes of the Pre-Proposal Conference held on October 28, 2020 at 1100 hrs.  
Virtually at Zoom**

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**Request for Proposal for**

**“To mobilise and train 45 young women from the marginalised communities in Chakan, Chinchwad and Dapodi areas in Pune, functional English, Maths and basic computer skills for job preparedness and to train 17 (out of 45) women in assembly technician-mechanical role”**

**RFP/184/IND-2020 - Event #IND10 - 0000007591**

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The pre-proposal conference started with a brief round of introduction of the participants. Following introduction, Ms. Akanksha Pathak, Project Officer, Inclusive Growth provided an overview of the project.

Mr. Manikandan Srinivasan from UNDP then provided details on the tendering process, including eligibility criteria & technical evaluation; and important points to consider while submitting the proposal. Subsequently, the bidders present raised queries and UNDP's team provided responses.

UNDP clarified that only written responses through the minutes of meeting should be considered as final. Bidders had also sought clarification by email, the clarification of which are being provided in these minutes of meeting. Participants were asked, if they are facing any problem with e-Tendering system and if they face any issue, they may contact UNDP.

The participants were informed that all replies to their queries and suggestions would be reflected in the RFP document through appropriate Amendment/Clarification. It was also informed that the minutes of the Pre-Proposal Conference would be uploaded on the eTendering Portal.

Mr. Manikandan Srinivasan concluded the meeting with a vote of thanks to the representatives of the participating agencies.

Clarifications requested during the Pre-Proposal Conference & sent via email; and UNDP's response attached as *Annexure-1*.

The list of participants attached as *Annexure-2*.

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## **Annexure-1**

RFP Ref./Description: **RFP/184/IND-2020 (Event #IND10 - 0000007591)** – To mobilise and train 45 young women from the marginalised communities in Chakan, Chinchwad and Dapodi areas in Pune, functional English, Maths and basic computer skills for job preparedness and to train 17 (out of 45) women in assembly technician-mechanical role.

Sl. No.	QUERY	RESPONSE
1	Would there be any mobilization support provided to the training partner.	<ul style="list-style-type: none"> <li>• The community mobilization needs to be done by the training partner with the help of their existing network and on ground intelligence. SCCI and UNDP team might join a few drives as per the schedule</li> <li>• UNDP and SCCI will provide mobilization criteria and guidelines to the training provider to conduct the quality mobilization</li> <li>• UNDP and SCCI will get involved in the selection process of women after community mobilization till their enrolment into the batches</li> <li>• Women are also required to be counselled after mobilization to ensure that their aspirations are aligned with the objective of the training provider</li> </ul>
2	Please clarify the design of soft skills/preparatory training part under the program as it seems the soft skills training will run throughout the program	<ul style="list-style-type: none"> <li>• The soft skills/preparatory training will be conducted full time for initial 1.5 months to all the 45 women. Soft skills training will be facilitated by SCCI and the functional English, Maths and digital skills will be provided by the training partner</li> <li>• The curriculum and training design of soft skills/preparatory training will be finalized by SCCI, UNDP and the training partner after signing of the agreement</li> <li>• After completion of the initial 1.5 months of preparatory training, the soft skills training will be run throughout the entire program at pre-decided frequency mutually finalized by SCCI, UNDP and the training partner. Multiple sessions may be conducted in collaboration with member companies and</li> </ul>

Sl. No.	QUERY	RESPONSE
		women trained under previous batches under the program
3	As per the RFP, the mobilization needs to be done in the month of November. As the agency would also get on board in the month of November only, how will the timelines of the mobilization be managed	The month-wise timelines will again be relooked once the agreement is signed. However, the time duration for each activity will remain the same
4	Who will be responsible for placement of the women in jobs?	Training Provider
5	Where would the minutes of meeting of the pre-proposal conference be uploaded?	The minutes will be published on the UNDP e-tendering portal and UNDP website latest by 2 <sup>nd</sup> November 2020.
6	Is NSDC affiliation mandatory?	Yes. The training provider should be empanelled with Electronics Sector Skill Council as the women needs to be certified after completion of technical training under Assembly Technician. A declaration letter by the bidder organization along with the consent of Electronics Sector Skill Council may also be submitted in case the affiliation is under process. However, training provider needs to ensure the certification of the trained women under Electronics Sector Skill Council followed by the assessments
7	Are mobilization locations mentioned in the RFP are fixed?	As most of the companies (potential hiring companies) are located in Chakan, Chinchwad and Dapodi areas in Pune. So, these areas should be preferred for the mobilization of women to minimize dropping out and ensure commutation convenience for women. However, if needed, a few women, from outside of these locations, might be considered for enrolment during the selection process, as suitable
8	Is there any age criteria of women enrolment?	Yes. Minimum age should be 18 years.
9	What is the name of the course under which technical training to be conducted	<ul style="list-style-type: none"> <li>Course: Mechanical Sub-assembly Technician <ul style="list-style-type: none"> <li>Sector: Electronics</li> <li>Sub-Sector: Strategic Electronics</li> <li>Occupation: Manufacturing</li> <li>Reference ID: ELE/Q6304</li> <li>No. of hours: 240 (As per NSDC)</li> </ul> </li> </ul>

Sl. No.	QUERY	RESPONSE
		<ul style="list-style-type: none"> <li>Expected no. of hours under the program: 500</li> </ul>
10	Can the bidder submit the proposal in partnership with another agency who would have required empanelment for certification of women	Yes. The bidding agency should have all the arrangements to ensure the certification of trained women under the Electronics Sector Skill Council
<p>Other points to be noted:</p> <ul style="list-style-type: none"> <li>All the page numbers should be indexed properly.</li> <li>Please ensure Financial proposals are <b>password protected</b> and should be submitted as per the guidelines only. The financial quote must NOT be mentioned anywhere else in the proposal and e-tendering portal.</li> <li>Implementation plan and time duration should be aligned with GANTT chart as per the RFP</li> <li>Financials should be aligned with Common Cost Norms as defined</li> </ul>		

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-notices/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>

## **Annexure-2**

List of Participants who attended the Pre-Proposal Conference held on October 28, 2020 at 1100 hrs. virtually at Zoom for “To mobilise and train 45 young women from the marginalised communities in Chakan, Chinchwad and Dapodi areas in Pune, functional English, Maths and basic computer skills for job preparedness and to train 17 (out of 45) women in assembly technician-mechanical role.” [RFP/184/IND-2020 :: Event ID#0000007591]

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### ***A. The following were present from UNDP:***

- Akanksha Pathak
- Manikandan Srinivasan
- Garima Sharma

### ***B. Representatives of the following agencies attended the Pre-Proposal Conference.***

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|---------------------------------|---|
| • Ms. Sinjini Mookherjee        | from Centre for Youth Development and         |
| Activities( CYDA)               |   |
| • Mr. Nilesh Bhatnagar          | from National Yuva Co-Op. Society Ltd.        |
| • Mr. Zaid Dilawar Kapdi        | from Save The Children India                  |
| • Mr. Ganesh Vyankatrao Bhatane | from Gram Prabodhini                          |
| • Ms. Ulka Patel                | from Funfirst Global Skillers Private Limited |
| • Dr. Minal Acharya             | from Deepak Foundation                        |

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