



## **Minutes of the Pre-Proposal Conference**

**Date & Time: December 07, 2020 at 1100 hrs.**

**Venue: Zoom Meeting**

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### **Request for Proposal (RFP) for**

**“Strengthening of Institutional capacity of 50 Government higher educational and vocational institutions in in Bangalore Rural, Raichur and Dakshin Kannada districts of Karnataka for systematic roll out of CG&G services for informed decision making and empowerment of youth”**

**RFP-228-IND-2020- Event #IND10 - 0000008032**

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Mr. Manikandan Srinivasan from Procurement Unit, UNDP welcomed the representatives of the participating agencies.

The pre-proposal conference started with a brief round of introduction by the UNDP and the representative of participating agencies. Following introduction, Mr. Jeyachandaran, State Project Head, Karnataka provided an overview of the scope under the RFP and Mr Zubair Lone, Project Officer presented the Project Code Unnati in detail. Subsequently, the bidders present raised various technical and commercial queries and UNDP’s team provided responses.

Mr. Manikandan clarified that there are 4 stages in the evaluation process; namely Preliminary, Eligibility and qualification examination, Technical evaluation and Financial-cum-Cumulative evaluation.

Things to remember while sumitting the bid:

1. Go through the UNDP guide for bidders on UNDP website. In case of any clarification write a mail to the procurement focal point name given in the RFP document.
2. Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist.
3. Technical & Financial proposal is submitted on the letter head of the organisation and should be signed by the authorised person submitting the proposal.

4. Name, Email id. and contact number of the authorised person submitting the proposals should be clearly mentioned on the cover letter.
5. Financial proposal must be password protected; further do not disclose price anywhere on the technical proposal / e-tendering portal. Otherwise, proposal will get disqualified.

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 face any issues with e-Tendering system, they may contact UNDP focal person mentioned in the RFP.

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 from Procurement Unit – UNDP 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.

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## Annexure-1

RFP Ref./Description: RFP-228-IND-2020 (Event #IND10 - 81258442049) - “Strengthening of Institutional capacity of 50 Government higher educational and vocational institutions in Bangalore Rural, Raichur and Dakshin Kannada districts of Karnataka for systematic roll out of CG&G services for informed decision making and empowerment of youth”

Sl. No.	Query	Response
1	An App has already been developed by UNDP and only through this app the learning material should be made available to participants	SAP Labs in partnership with UNDP has developed the Mobile Application called Code Unnati and it is available in Google Play store as open source application. All the content created under the project shall be hosted in Code Unnati mobile app.
2	Under the Logistics SSC content has been developed for learning management system will it be possible to host this content of Code Unnati App.	UNDP is open to host the content if it is an open source and has approval of all stakeholders.
3	The projects aim to work with 50 Colleges, are these colleges are identified by Unnati Team or the IP has to identify the schools.	Plan is to work with 50 colleges/ institutions. 20 Pre-University and 30 Degree/ ITI / polytechnic Colleges already has been identified by the Code Unnati Team.
4	Deliverables Pg. 3- Handholding and institutional strengthening - only delivering technical sessions or also help them to get jobs	We need to train the faculties and the faculties can continue the career Counselling and guidance. The project will handhold the students to connect to internship and apprenticeship or can be connected to enterprises. The institutional mechanisms need to be worked out.
5	Women entrepreneurship what are the numbers	This RFP is only for student community, it is not for women entrepreneurs. The RFP involves Objective 2 and 3 of the project as per the RFP.
6	Organisation should have 3 years’ experience in training of trainers. If it is a consortium Lead bidder should have this experience or any of the parties can have this experience.  Are the names of the Partners to be disclosed?	Technically, the consolidated experience is considered. For financials, Lead bidder credentials are checked. Once the contact is finalised the contract is awarded to the Lead bidder only.  At the time of bidding joint venture is allowed, if the consortium wins the bid, the contract will be signed with the Lead bidder. thereafter Lead Bidder is responsible for the implementation. All the consortium partners should be registered entity. If one of them is not registered, then the bid will be invalid.  It should be clearly mentioned in the proposal that the role and responsibility of each partners. Then the role of the partner would be directly proportionate to their

Sl. No.	Query	Response
		<p>experience. Final responsibility of delivery would lie on Lead bidder.</p> <p>Name of the partners should be given and there should be a consent letter signed by all the members.</p>
7	<p>There is an internal process that requires approvals before submission of any bid which requires 14-20 days. Is there a possibility of extension of dates?</p>	<p>We can understand the concern and it can be considered.</p>
8	<p>Considering the lead bidder should the company be registered in India?</p>	<p>Lead agency can be registered Internationally but should have representative in India presence/ office/ focal point.</p>
9	<p>Training of 12000 students CGCC services, output 6 and 7 must be delivered by IP or by the faculty of institutions?</p>	<ol style="list-style-type: none"> <li>1. 12000/ 8000 students need to be trained by the IP.</li> <li>2. Faculties to be involved while training the students and learn the training process to deliver similarly after the project period.</li> <li>3. 3days for training of trainer module should be developed and delivered to 100 selected faculties.</li> <li>4. Career guidance and counselling- the content can be decided by IP</li> <li>5. 21st century skill -UNDP will create the content and share it with IP to be delivered.</li> <li>6. Faculties should be present for one full training session end to end to understand the full cycle of training.</li> <li>7. Implementation will be in next academic year June 2021-22</li> <li>8. Faculties and colleges need be connected to the local eco-system by the end of the project.</li> <li>9. A substantive number of faculties should be present during the training of students so that training could be taken forward.</li> <li>10. Refer the various types of tools available in career guidance. Apply that method that would best fit and could act as benchmark in Karnataka.</li> </ol>
10	<p>Content for the 21st Century Skilling would be developed by UNDP</p>	<p>Yes, the content will be developed and shared by UNDP.</p>
11	<p>Focus of internship and apprenticeship is largely because students will be below working age or is there focus on jobs here.</p>	<p>Considering the students are just pass outs from College and may not be Industry ready. Therefore, apprenticeship/ internship could be considered. The possibility of job placement could be considered as it is the ultimate accomplishment of the project.</p>

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12	Would Corporate volunteers provide career counselling and guidance as volunteers?	Corporate Volunteering is the integral part of this project, Innovative ways to use corporate volunteering element in CG&C / education to work transitions should be explored. Payment Terms Section 3 bullet 3- Establishment of mechanisms for private sector engagement to conduct guest lecture/corporate volunteer program (minimum of 2 per quarter for each institution).
13	Considering the pandemic would live CGCC or live trainings would be considered in the project.	Digital is important- considering the situation the content should be suitable for both form physical as well as virtual delivery. Physical delivery has its own advantage at district level institutions. Therefore, physical delivery is preferable. Possibility of both digital and physical formats could be explored.
14	Annexe 4 Section B Per unit of time. Is it per hour per student cost?	It is the payment that would be given the people hired under the project. It can be made per month cost. It is tentative and can be modified as per your requirements
15	Can the IP also access to the platform developed by SAP	We will facilitate the access and could be hosted at any open source platforms subject to approval of all stakeholders.
16	Psychometric test tool  According to the plan when should the psychometric assessment be conducted?	<ul style="list-style-type: none"> <li>Psychometric assessment tool to be created and standardised.</li> <li>Career aptitude test/ Career interest surveys could also be considered</li> <li>Should be certified or owned by someone.</li> <li>Should be open source or career aptitude or Holland Codes or OEJTS (Open Extended Jungian Type Scales).</li> <li>Psychometric assessment should be conducted before career counselling</li> <li>The use cases of the assessment- used by the counsellor to better counsel the students and student themselves take the self-assessment</li> <li>This assessment tool could be hosted on the Code Unnati App to be used by all and owned by the UNDP.</li> </ul>
17	Is Code Unnati App available to be download on aneroid	<ul style="list-style-type: none"> <li>Code Unnati App is available on Google play store. It does not have assessment models at present.</li> <li>Assessment developed by IP could be hosted on this app. as free source.</li> </ul>
18	Implementation timelines	<ul style="list-style-type: none"> <li>Finalisation of contract by end of Dec/ January 2021.</li> <li>Project will start from next Academic year.</li> <li>On ground implementation in May2021</li> </ul>

Sl. No.	Query	Response
		<ul style="list-style-type: none"> <li>• Jan to March is preparatory phase- hiring and training of project staff</li> <li>• In May, training of faculties to be conducted.</li> <li>• In June, the new academic year will start. IP should be ready for implementation till May 2022.</li> <li>• After students appear for their exams. They should be facilitated to get internship/apprenticeship or Jobs</li> <li>• While planning consider that the ground implementation will only start in next academic year.</li> </ul>

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