



**Minutes of the Pre-Proposal Conference**

**Date & Time: January 12, 2021 at 1100 hrs.**

**Venue: Zoom Meeting**

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**Request for Proposal (RFP) for**

**“Field Data Collection / Survey”**

**(i) Assessment of Educational Attainment of People in the Riverine/ Chars Areas of River Brahmaputra; and (ii) Creation of Village Resource Database in Assam with GIS interface, using a mobile application, to be housed on a cloud-based content management system**

**RFP-001-IND-2021- Event #IND10 - 0000008257**

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**Participants**

UNDP:

- John Borgoyary, Regional Head, NE India
- Manikandan Srinivasan, Procurement Unit
- Anupol Bordoloi, Programme Associate
- Supriya Khound, Project Officer
- Suresh R Goduka, Individual Consultant
- Puberun Dekaphukan, Individual Consultant

Representatives of the following agencies attended the Pre-bid meeting:

- Dr Udit Ghosh Sarkar, Ipsos Research Private Limited
- Tuhin Basu, Last Peak Data Private Limited
- Amit Patil, NEERMAN
- Ankur Nawal, Last Peak Data Private Limited
- Arnab Sinha Roy, Indev Consultancy Pvt. Ltd
- Dev Kumar Dutta, CTRAN Consulting Ltd.
- Dharitri Nath, Global Pandemic Response Forum
- Kedar Dash, Indev Consultancy Pvt. Ltd
- Naba Kumar Goswami, TERI-NERC
- Pallavi Singh, TRIOs Development Support (P) Ltd.
- Sagar Kadam, NEERMAN
- Sahil Kulshreshtha, Collier International
- Vivekanand Dasgupta, Mott MacDonald India

## Proceedings

- Mr. Manikandan Srinivasan from the Procurement Unit, UNDP welcomed the representatives of the participating agencies and the pre-proposal conference started with a brief round of introduction by the UNDP staff and the representatives of the participating agencies.
- Following the introduction, a brief summary of the project was given by Mr. John Borgoyary, Regional Head, North-East India, UNDP and he also provided an overview of the scope under the RFP. The participants were also informed about the deadline for the collection of data from the field, i.e., education survey in char areas – end of February and Village Resource Survey - end of May 2021.
- Subsequently, the bidders present raised various technical and commercial queries and UNDP's team provided the necessary 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 advised that if they face any issues with the e-Tendering system, they may contact the 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 e-Tendering Portal.
- Additionally, the UNDP team informed the participating agencies about the following salient points:
  - a) For the survey on educational status in Char areas, the data has to be collected from 6 riverine districts out of the total 13 such districts in Assam. These districts would be spread over in the following manner: two districts each from Upper, Lower and Middle Assam and from each district, two villages would be selected as per UNDP's guidance.
  - b) UNDP will provide the mobile application for the purpose of data collection and will also assist the implementing agency in liaising with the District Administration, Panchayat-level officials and other concerned stakeholders.
  - c) The validation of the collected data will be done on a daily basis collectively by the staff of UNDP and DES, Government of Assam.
  - d) Training in advance to be provided to the surveyors for using the data collection application. Moreover, even though the main application will be in English, UNDP will help in translating the survey tool (hard copy) into Assamese, Bengali and Bodo.

### Things to remember while summiting the bid:

1. Go through the UNDP user 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 be disqualified.

UNDP concluded the meeting with a vote of thanks to the representatives of the participating agencies.

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

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RFP Ref./Description: RFP-001-IND-2021 (Event #IND10 - 000008257) - "Field Data Collection/ Survey".

Sl. No.	Query	Response
1	Is the agency required to translate the tools in Assamese or is this already done?	It will be provided by UNDP as an additional document for the Surveyors.
2	Can the agency provide feedback on the questionnaires and include additional questions for quality assurance and logical checks?	Quality assurance and logical checks are necessary but adding additional questions with the Questionnaire will not be possible.
3	Will the App be hosted by UNDP or do we need to plan for our own servers to host the app?	UNDP will arrange the hosting.
4	If IRB approval or ethics committee approval for this survey required? If yes, is the agency required to secure it?	These public surveys do not require IRB approval.
5	In case of conducting 3600 household surveys for assessment of Educational Attainment of People in the Riverine/ Chars, can you clarify sampling to be done in case a village has substantially more households than 300?	The sampling will be designed as per systemic sampling plan with the 1 <sup>st</sup> entry chosen randomly from the first n households (n=p/300, p= number of households in the village), followed by every n-th household (if any household in the n series is locked or unavailable, the immediate next household will be selected followed by every n-th thereof)
6	In case of village level assessment to create GIS database, please clarify the data sources. We understand that for a few facilities, a geo-tagged image proof is required. For other data, do we mainly rely only on responses of key informants such as GP secretary, ASHA, etc. listed in the form? Is there any physical verification required for assets other than those needing images? The answer should help us understand the rigor and effort needed for village survey.	Key government employees available at the village will be the respondents, whose names, designations and contact numbers will be recorded on the app itself. Time and date of starting and ending the survey form for a particular village will be auto captured besides geo-tagging of certain images. No other physical verification will be required at this phase.
7	Creation of Village Resource Database in Assam with GIS interface - under this study collect data of community resources of approximately 25,372 revenue villages	This is flexible and depends on convenience of geography (plains, hills, riverine, flood-prone districts), time (pre and post

Sl. No.	Query	Response
	<p>across 33 districts of Assam by dividing into 10 data collection zones.</p> <p>What should be the criteria for dividing the districts into 10 data collection zone?</p>	<p>assembly elections) or proximity (transport and communication links) etc.</p>
8	<p>Expertise and experience of the organization in working on in data collection and Field-based surveys. Minimum of 5 years of experience:</p> <p>Is it for last five years only or for the entire working period of the organisation?</p>	<p>Overall relevant experience</p>
9	<p>Development of App.</p> <p>As per our understanding App will be provided to the surveying agency for data collection</p> <p>Is it so or the surveying agency has to develop it?</p>	<p>The App will be provided by UNDP</p>
10	<p>Timeline for the 2nd activity (Creation of Village Resource Database in Assam with GIS interface, using a mobile application, to be housed on a cloud-based content management system) is for the duration of 5 months.</p> <p>Every year the state of Assam receives very high rainfall and districts get flooded which will make continuing the study difficult as areas will be submerged under water. Field data collection will not be possible during that phase. Hence, it is requested that the study duration be increased to manage the phase of heavy rainfall in the state.</p>	<p>Due to floods, the duration has been kept 5 months. The effective duration for field data collection was 3 months as per the project plan. Flood affects not all districts, and it is rotational with different districts under it in different weeks/months. Local field Surveyors are expected to manage their data collection accordingly.</p>
11	<p>Payment Terms</p> <p>Since the study components are majorly data collection/primary research oriented, the out of pocket expenses will be major cost heads that will be incurred. Hence, we request that some components be paid during the interim submission.</p>	<p>Payment terms cannot be amended.</p>
12	<p>HH Survey and Village Resource Database</p> <p>It is requested that the HH Survey and Village Resource Database be carried out how the entire study be carried out in parallel so that the villages where the HH</p>	<p>Yes, provided the projected timelines are met.</p>

Sl. No.	Query	Response
	survey is carried out, the village resource mapping activity can be carried out thereby saving time and efforts.	
13	Owing to the current pandemic situation, where everything is uncertain. We request you to increase the timeline for both the exercises.	In Assam, everything is functioning normally including schools, offices, markets, even fairs and festivals. The original project plan has 3 months' time for the field data collection, which is now 5 months due to pandemic, election and flood season.
14	To improve the quality of the work and restricting the participation of inexperienced and small firms, we suggest increasing the annual turnover during last 3 years to up to Rs. 20 Crores.	Annual turnover mentioned in the RFP would allow more bidders to participate.
15	Will we be eligible to claim the marks in case we have ISO certification till year 2017? What other certification qualifies for a relevant experience?	ISO certification need to be current
16	Will Master's in Business Administration be considered as a relevant qualification for team leader?	Statistics is essential for team leader; for Field Supervisor an MBA will be acceptable.
17	Will we be provided access to cloud server in order to maintain and cross verify the real time data captured from our on-ground workers.	Accessibility to the cloud server may not be a factor at the proposal phase. The field surveyors will feed the data into the mobile app, which will be scrutinized and accepted/returned at the government level, and after acceptance will be stored at the server for analytical and reporting stage.
18	Page 20 Table Point 20 "Max. Expected Duration of Contract". While the data collection for 3600 HHs is feasible in 7 weeks is feasible. However, it is not feasible to complete the data collection of 25,372 revenue villages in 5 months. We request the timeline for completion of assignment be extended to 11-12 months.	Refer to point no. 10 for the response
19	Page 28 "These Questionnaires are coded and designed on Mobile Application (Android Only)".	Yes

Sl. No.	Query	Response
	We are assuming that Back-end MIS/CMS and Android Application has already been designed and prepared by UNDP. Is this assumption Correct?	
20	Our experience is that in such large-scale survey assignments with narrow timelines, a real time technical support by IT team is critical. We assume that this will be made available by UNDP. Is this assumption correct?	Training will be provided to the surveyors and technical help for any support will be provided
21	Page 29 "Payment Terms – 3rd Tranche on submission and acceptance of 15,000 verified revenue villages community resources". Considering the scale and financial costs of the assignment, we request that this tranche should be separated in 2 segments of 15% each at 10,000 and 20,000 revenue villages. Please comment.	Payment tranches are as per the standards of UNDP procurement procedures, no amendment is possible.
22	Page 29 – Payment Terms – Acceptance and Verification of data. Can you please shed some light on how these data sets submitted will be verified? And how much time it will take from Client's end in regards to verification and acceptance?	Data verification shall be carried out on daily basis, for any discrepancy the data shall be returned to the surveyor for modification and additional information.
23	Data Accuracy & Validity of Revenue Village Mapping. Will the survey agency be granted access to the CMS/MIS system for data verification? Or will these remain with DES/UNDP?	No access of CMS shall be given to the Survey Agency; data verification shall be done by DES and UNDP.
24	Form I – Creation of Village Level Database for Assam (Not a Query but an Observation based on Past Experiences).  We have experience of undertaken similar mapping assignment for rural planning in 5 districts of Gujarat state across 400 villages. Our experience has been that in many aspects/questions the stakeholders such as GP members, Village secretaries, Primary school teachers, MOs/MPHW/ASHA/AWWs etc. do not have knowledge in certain aspects such as: Number of people in village trained under Skill missions of Government/Populace which have availed benefits of various government schemes/Exact area under cultivation under various crops. Many a times the members aforementioned in the	Letters from Government and UNDP with survey tools shall be sent to the targeted respondents in advance, so that the respondents are ready with the required data before the visit of the surveyor.  The survey agency is also expected to engage surveyors from respective blocks, which would make it easy and cost effective in case of repeat visits.

Sl. No.	Query	Response
	<p>village do not have awareness of government schemes etc. In summary, village profile created through such FGDs sometimes is not accurate and can create verification issues.</p> <p>Suggestion: For Assisting in Verification &amp; Fidelity of Data.</p> <p>In case of Revenue Village Survey Data - We suggest developing admin login credentials for 2-3 QC/QA persons experienced in rural development at our (Survey Agency Level) where each form for each village once submitted is scrutinized at our level from an experienced rural development professional before it is approved and submitted to UNDP/DES server to maintain the fidelity and accuracy of data and weed out any conflicting/inaccurate information.</p>	
25	<p>“Organizational Commitment to Sustainability -Organization is compliant with ISO 14001 or ISO 14064 or relevant certification”: 15 marks.</p> <p>We would like to bring to your notice that we are ISO 9001: 2015 certified for Quality Management System. Our certification is valid till May 2022.</p> <p>We need a clarification on above mentioned clause that in such case are we eligible to score full 15 marks against this.</p>	<p>The answer is ‘NO’. While ISO 9001: 2015 is on Quality management systems – Requirements, the ISO 14001 or ISO 14064 is on Environmental Management Compliance.</p>
26	<p>In reference to the Assessment of Educational Attainment of People in the Riverine/ Chars Areas of River Brahmaputra--the following are the queries-</p> <p>a. Getting list of 6 districts and two villages in each district would helpful</p> <p>b. Conducting 300 households in each village would be a big task considering non-availability of respondents, refusals, migration etc. Is it possible to increase the total number of villages in each of the 6 districts. Please have a look and suggest.</p> <p>c. Is listing to be conducted by the agency. Please clarify.</p>	<p>a. There are 13 riverine districts, out of which 6 districts need to be selected in consultation with DES and UNDP. The six districts would be: two districts each from Upper, Lower and Middle Assam and from each district, two villages would be selected.</p> <p>b. In case of such challenges, the Survey Agency, DES and UNDP can mutually agree upon on the number if villages to be covered.</p> <p>c. Selection of the villages shall be in consultation with DES and UNDP.</p>
27	<p>In reference to the Creation of Village Resource Database in Assam with GIS interface ---the following are the queries-</p> <p>a. UNDP will provide the list of 10 data collection zones?? Please clarify</p> <p>b. It would be helpful to know the names of zones and list of villages in each of the zone to plan our route planning,</p>	<p>a. The survey agency shall decide the zones in consultation with DES and UNDP.</p> <p>b. Ref to ‘a’ above; names of the villages shall be made available only to the selected agency.</p>



Sl. No.	Query	Response
	<p>manpower planning and productivity with the associated time</p> <p>c. Assuming that respective offices across the villages are being informed by UNDP team and Directorate of Economics and Statistics (DES) about the forthcoming survey.</p> <p>d. It would be helpful to have the contact details of such offices so that the selected agency will take an appointment prior to their visits as information will be taken from the office/village representatives.</p>	<p>c. Ref to point no. 24 response</p> <p>d. Not possible to provide at this stage.</p>
28	Mode of submission of proposal: Only online submission permitted though there was mention of hard copy submission in the RFP.	Submission of the proposal shall <u>only be online through UNDP e-Tendering portal.</u>
29	CVs of Supervisors and Surveyors: The requirement of team members for both the studies will vary. To put across in the proposal-will a list of 5 Supervisors and 10 Surveyors be enough and adequate. On being selected the other CVs based on the planning can always be submitted to UNDP.	CVs of key people given in the RFP need to be provided. In the case of field surveyors, at least 5 CVs to be submitted with the proposal.
30	Is it reqd. to submit the hard copy of the Technical & Financial Bid?	Ref point no. 28
31	Nevaeh is already ISO 9001:2015 & 27001:2013 certification. Can we participate without ISO 14001/14064, UN Global Compact membership, commitment to sustainability?	Ref point 25, can participate without having relevant ISO certification and membership, however, scoring weightage shall be provided accordingly.
32	What all documentary proofs are required to validate our expertise and experience in working in the field of data collection and surveying.	Copy of signed contract or a letter from the contracting organisation as evidence.
33	What all documentary proofs are required to validate the experience of the team leader and other team members	CVs
34	<p>a. Is it necessary to have Field supervisor and surveyors on our Payroll or can they be hired as an external consultant?</p> <p>b. Do we have to provide educational qualifications and experience of all the surveyors involved?</p>	<p>a. Not necessary to be on the payroll</p> <p>b. Provide CVs of at least five surveyors.</p>
35	Is this App based on Open Data Kit or similar SaaS platform (CommCare, SurveyCTO etc) or a customized software developed for this survey? This can help us	It's a customised Application

Sl. No.	Query	Response
	better understand capabilities of the software.	
36	Will the App work offline without data or phone network?	Yes, App will work offline as well
37	Can the App record audio, video, time taken etc in the background (on sample basis) for us to do field level quality assurance?	The App is not deigned to record audio and video, however, it can capture images/ pictures with geo tag
38	Can appointed agency get access to all data submitted on servers in real time so that we can do our own quality assurance?	Ref to point no. 2
39	Can appointed data get rights to crease/modify/reset users or do we have to depend on any software firm appointed by UNDP?	No. Each surveyor shall be given a unique user ID and password to login in the App.
40	In our experience, most survey scripts require substantial internal logic checks beyond typical skipping and range checks. For example, compare total population reported by GP secretary versus Anganwadi worker and flag deviations to let enumerator explore and clarify. Can the appointed software or CAPI specialist make these changes if we suggest?	In cases of difference of data from different sources, Surveyors would be expected to cross verify from both the sources and also report to Supervisors. Surveyors would be trained on dealing with such issues, before going to the field.
41	As per pre-bid meeting, we believe field team training will be led by UNDP team. Can you please indicate duration and format of training – training of trainers if any, number of trainings, number of in-class days, any field practice to be done, any special provisions the agency needs to make, etc.?	Training duration shall be for a day; it shall be done district-wise; logistical cost to be borne by the agency. Resource persons to be provided by UNDP.
42	We understand that district level staff from Govt/UNDP will check the data and request revisits if they find problems in the data quality. Can you please clarify what parameters will be used in assessing data quality? For example, we often see that data in official government records (say, in ICDS MPR, H-MIS, U-DISE or PRI) is different than what the front line workers or GP secretary report or have documented in their own records. Sometimes data is not updated or even missing. Therefore, there can be data quality issue at the source of data itself. We seek this information so that we can better estimate the level of revisits needed to the villages.	The parameters for validating data shall be done in mutual agreement between DES and UNDP.
43	Is there a sequence in which the two components (Assessment of Education	Educational Attainment in Char areas to be completed by end of

Sl. No.	Query	Response
	Attainment with 3600 HHs and Village resource database in 25000+ villages) should be implemented? For example, are we expected to first conclude the 12-village survey and then move on with village level GIS survey? Can you please indicate tentative start and end dates (or duration) you anticipate for the survey field work to help us estimate team size properly.	February 2021, while Village level data to be completed by end May 2021. Field Survey to commence from second week of February 2021.

**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-notice/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>

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