



Minutes of the Pre-proposal Meeting held on the Request for proposal for Hiring technical firms to develop ICT based digital training module and learning contents on Life Skills Counselling for students and adolescents of the Chittagong Hill Tracts (CHT)

Reference: RFP-BD-2021-001

Venue: ZOOM Platform (<https://undp.zoom.us/j/85242045343>)

Dhaka at 11:30 AM on 17 January 2021

Members attended the meeting:

Name	Designation
Mr. Ehsanul K Chowdhury	Procurement Associate, UNDP Bangladesh
Ms. Jhuma Dewan	Chief, Gender & Community Cohesion
Mr. Ratan Khisha	Operations Manager, SID-CHT
Mr. Protul Dewan	Procurement Associate, SID-CHT
Mr. Md. Shefatul Islam	Attached Officer, a2i
Bidders	Annexed

Pre-amble:

Mr. Ehsanul Karim Chowdhury from the UNDP country office's procurement unit highlighted the process and compliances for proposal submission. He has also explained the following procedure a) how to register in UNDP e-Tendering system, and b) how to Submit a Bid on e-Tendering also outline of Technical and Financial proposal submission process.

Ms. Jhuma Dewan briefed on Terms of Reference, the works' scope, and project background.

Mr. Shefatul Islam of the A2i Project clarified the collaboration of two projects. He also touched upon some of the technical requirements of the assignment.

The participants were then allowed to ask questions for further clarification about the assignment and proposal submission process. Following were the questions asked in the meeting and received through BD Procurement and their answers.

S/L	RFP Page No.	RFP Clause No.	Questions from Bidders	UNDP Response
1.	03	Brief Description of the Required Services	Clause in page 5 states, Target beneficiaries of the assignment are teachers, students and adolescent in 3 Hill Districts (Rangamati, Khagrachari and Bandarban) of Chittagong Hill Tracts. Can you share more details about the age range and literacy levels of the target learners?	The targeted end beneficiaries are students (both girls and boys) studying in class 5-10 (age is between 10-16 years). These students will be sensitized through teachers from Junior to High schools in the CHT. Teachers are mostly graduate.
2.	05	List and Description of Expected Outputs to be Delivered	The scope of work defined for prospective firm is to develop a user-friendly digital training module and contents on "Life Skills Counselling/Training" Can you confirm the total seat time of the training modules that need to be developed? This is an essential factor for estimating the total project cost.	For the ToT between 20-25 participants are allowed for effectiveness of the training in each batch. These participants are mainly District and Upazila Education Officers and teachers of Junior and High schools in the CHT from various Upazilas.
3.	05	List and Description of Expected Outputs to be Delivered	Would it be safe to assume that the following topics will be approximately 40 to 45 minutes each? Topic List 1. Sexual behaviour and HIV/AIDS 2. Reproductive Health 3. Career Counselling, 4. Substance Abuse, Violence, Crime and Antisocial Behaviours 5. Mental and emotional problems/ Resilience and coping with emotions and coping with stress 6. Decision-making and problem-solving 7. Creative thinking (lateral thinking) and critical thinking 8. Communication and Interpersonal skills and Self-awareness and empathy etc.	The length of session time for each topic would be maximum 30-40 minutes as these sessions will be taken after school hour. For the easy understanding of the content for these sessions animated content needs to be developed but the length of the animated content will be short and sized as per the requirement.
4.	05	List and Description of Expected Outputs to be Delivered	RFP states, develop a digital training module with appropriate contents following all necessary & appropriate methodologies, tools and techniques for SID-CHT, UNDP (Preferably in Bangla) The training content will be designed and developed in English. This content will be translated in Bangla later on, if required. Kindly confirm.	CHT is one of the diverse region of the country where more than 11 ethnic groups reside and they all have their distinguish language, customs and culture. Bangla is used for general communications but there are major issues of communications gaps between ethnic groups. In primary, junior and high schools Bangla is the medium of teaching. Hence, the content of the digital training module has to be in Bangla for ensuring effectiveness.



5.	07	List and Description of Expected Outputs to be Delivered	<p>The RFP states that, 1 consultative workshop for training module development and 3 batches of intensive ToTs for resource groups for future delivery of the training is required (5 days long and 20 participants in each batch)</p> <ol style="list-style-type: none"> Hence, the total training required is a total of 15 days and approx. 100 participants? Kindly confirm. Would there be a provision to conduct the consultative workshop and training of trainers (ToT) training sessions virtually considering the current quarantine measures that are in place? 	<p>The detail of participants and days required are as below:</p> <p>1 regional consultative workshop for training module development (day long)- For maximum 50 participants from three hill districts</p> <p>3 batches of intensive ToTs for resource groups for future delivery of the training is required (5 days long and 20 participants in each batch)- Total participants 60 for 15 days in total</p> <p>For ensuring effectiveness of the ToT it is mandatory to conduct them physically at district level.</p>
6.	13	Annexes to this RFP	Please can you share a format for Annex 5: Written Self-Declaration. It does not seem to have been included in the RFP.	Erroneously omitted and now uploaded in E-Tender and Procurement Notice.
7.	18	General Terms and Conditions (GTC)	<p>In addition to the terms and conditions mentioned in Annex 3, request if the bidder can be allowed to add the following clauses at the time of contracting.</p> <p>Request if the bidder can add the following clauses:</p> <ol style="list-style-type: none"> Limitation of Liability: The Client (and any others for whom Services are provided) shall not recover from EY, in contract or tort, including indemnification obligations under this contract, under statute or otherwise, aggregate damages in excess of the fees actually paid for the Services that directly caused the loss in connection with claims arising out of this Agreement or otherwise relating to the Services. Confidentiality- "Except as otherwise permitted by this Agreement, neither of the parties may disclose to third parties the contents of this Agreement or any information provided by or on behalf of the other that ought reasonably to be treated as confidential and/or proprietary. Parties may, however, disclose such confidential information to the extent that it: (a) is or becomes public other than through a breach of this Agreement, (b) is subsequently received by the receiving party from a third party who, to the receiving party's knowledge, owes no obligation of confidentiality to the disclosing party with respect to 	<p>Kindly note that UNDP General Terms and Conditions are non-negotiable. Neither bidder nor UNDP Country Office proposes or accepts editing, modifying, adding, or deleting any part or section of the General Terms and Conditions. Therefore, the proposal as per the questions cannot be considered .</p>

			<p>that information, (c) was known to the receiving party at the time of disclosure or is thereafter created independently, (d) is disclosed as necessary to enforce the receiving party's rights under this Agreement, or (e) must be disclosed under applicable law, legal process or professional regulations. These obligations shall be valid for a period of 3 years from the date of termination of this Agreement."</p> <p>3. IPR- EY may use data, software, designs, utilities, tools, models, systems and other methodologies and know-how ("Materials") that EY own in performing the Services. Notwithstanding the delivery of any Reports, EY retain all intellectual property rights in the Materials (including any improvements or knowledge developed while performing the Services), and in any working papers that EY compile and retain in connection with the Services (but not Client Information reflected in them). Upon payment for the Services, Client may use any Materials included in the Reports, as well as the Reports themselves as permitted by this Agreement.</p> <p>4. Termination: EY may terminate this Agreement, or any particular Services, immediately upon written notice to Client if EY reasonably determine that EY can no longer provide the Services in accordance with applicable law or professional obligations.</p>	
8.	N/A	N/A	<p>The bidder has received the RFP document and has also accepted the UNDP e-tendering system's invitation. Additionally, to help submit a suitably responsive and competitive proposal that would meet the evaluation criteria, the bidder kindly requests an extension in the submission date to 5 February 2021.</p> <p>Considering the RFP's distinctness and its unique proposition targeting the students and adolescents in the</p>	<p>Considering the request from vendors present in the meeting, the deadline for submission is hereby extended be up to 4 February 2021, 4.30 PM, Bangladesh Time (GMT+6)</p>

			CHT area, the extension will allow the bidder to design a highly contextual and customized design approach. The bidders feel they will be an essential aspect of this initiative's success.	
9.	N/A	N/A	Joint venture with ICT firms is allowed or not, what documents are required for this?	<p>Request For Proposal (RFP) permits joint venture, kindly adhere to the following guidance as per UNDP Policy if there is an Intent for establishing Consortium</p> <p>-Suppose an Offeror is a group of legal entities that will form or have formed a joint venture, Consortium or association at the time of the submission of the Offer. In that case, they shall confirm in their Offer that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally, and this shall be duly evidenced by a duly notarized Agreement among the legal entities, which shall be submitted along with the Offer; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all entities that comprise the joint venture.</p> <p>- After the Offer has been submitted to UNDP, the lead entity identified to represent the joint venture shall not be altered without the prior written consent of UNDP. Furthermore, neither the lead entity nor the member entities of the joint venture can:</p> <p>a. Submit another Offer, either in its own capacity; nor</p> <p>b. As a lead entity or a member entity for another joint venture submitting another Offer.</p> <p>- The description of the organization of the joint venture/consortium/association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Offer and in the Joint Venture Agreement. All entities that comprise the joint venture shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>- Where a joint venture is presenting its track record and experience in a similar undertaking as those required in the</p>



				<p>RFP, it should present such information in the following manner:</p> <p>a. Those that were undertaken together by the joint venture; and</p> <p>b. Those that were undertaken by the individual entities of the joint venture expected to be involved in the performance of the requirements defined in the RFP.</p> <p>- Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the joint venture or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p>
10.	N/A	N/A	During the ToT whether there will be any ICT platform available to use the digital content of life skills orientation by the firm or they have to use paper documents and materials.	ToT-content will be uploaded in a platform called Konnect-‘Kishore Batayan’.
11.	N/A	N/A	Whether any assistance would be provided by UNDP for ensuring participants of workshops and training	UNDP and staffs under LOAs with Hill District Councils will assist in selecting and ensuring participation from the participants of workshops and training.
12.	N/A	N/A	In the budget form there is mention of Guest Speakers (A category) so we would like to get an explanation about the category.	These Guest Speakers (A category) are basically High level Govt. Officials who might be invited to take sessions on any of the topic decided for the ToT for effective collaboration and coordination at local level.
13.	N/A	N/A	UNDP focal point	UNDP Focal point will be the authority who signed in the RFP Document ; i.e. Senior Operations Manager, UNDP Bangladesh.

Note: Above Clarifications in response to queries raised during the pre-bid meeting and amendments (if any) shall be an integral part of the RFP document and supersede the all provisions as applicable.



PRE-BID ATTENDEE FIRMS

Zoom meeting interface showing a grid of participants. The participant **Jhuma Dewan** is highlighted with a yellow border.

Participant Name	Status
BCCP - A. Khan...	Muted
Md Rashedul Isl...	Muted
Ehsanul Karim Chowd...	Unmuted
Asia Sumi-Glob...	Muted
Jhuma Dewan	Unmuted
EY India	Muted
Off Track	Muted
Md. Shefatul Isl...	Muted
badal halder-BC...	Muted
Ratan Khisha	Muted
Protul Dewan	Muted
Prashant Ernst...	Muted
Global Research...	Muted
Mahmud Hasan	Muted

Bottom toolbar: Unmute, Stop Video, Security, Participants (14), Chat, Share Screen, Record, Reactions, More, End.

Participants (14)

Find a participant

Participant Name	Status
Ehsanul Karim Chowd... (Host, me)	Unmuted
BCCP - A. Khan M. Islam	Muted
Jhuma Dewan (Co-host)	Unmuted
Asia Sumi-Global Research and ...	Muted
badal halder-BCCP	Muted
EY India	Muted
Global Research and Marketing	Muted
Mahmud Hasan	Muted
Md Rashedul Islam (GRM Mana...	Muted
Md. Shefatul Islam, a2i	Muted
Off Track	Muted
Prashant Ernst & Young	Muted
...	Muted

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