



BIDDER'S CONFERENCE – MINUTES OF MEETING, and Q&A
RFP/UNDP/RESTORE/131254/011/2021

Assignment Name:

The Impact Evaluation of Pre-Employment Card as COVID 19 Recovery Program

Date and Time:

12th of March 2021, 1000 hrs (Jakarta Local Time, GMT+7) in Zoom virtual meeting platform.

Recording available at:

https://undp.zoom.us/rec/share/yq23MbDU_2hcXFUj-wKFdGX9Lu2YwePiC1Aypy04X-CTn7USl7jNC4psfNBAziXF.QFAXIDUFyctN8O-x

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TO ALL INTERESTED BIDDERS

No.	Introduction and Guidance
Information	Pre-Bid Conference was opened with following agenda: 1. Attendance List 2. UNDP team introduction 3. Explanation of Annex I - Description of requirements 4. Explanation of Annex II – Submission Form 5. Q&A for Annex I and II 6. Explanation of Annex III – Terms of Reference 7. Q&A for Annex III <i>*Bidders were encouraged to carefully read the RFP document before preparing the offer and to check regularly UNDP E-tendering & UNDP website for any update/amendment to this tender document</i>
Q&A session is incorporated into the below minutes	

TECHNICAL ASPECT		
1.	Q	If the data collection will be done online, how about the availability of recipients data?
	A	UNDP and PMO encourage research team to do the survey online, considering that cost of offline data collection is high. UNDP expect that the study can be finalized on July 2021.
2.	Q	Relate to quantitative sample, can we obtain list of Pre-Employment Card?
	A	List of recipients will be provided by PMO. This list will include the control. PMO will request a formal hand over letter to the winner of this tender.
3.	Q	Relate to the research methodology, it is stated in the tender document that methodology for this process will use mix methodology. Considering that the variant of mix methodology is huge, how far can the feature be interpreted to design the expected ideal mix methodology? Considering that one of the outputs is policy recommendation, is it possible that part of interview done to decision makers because it is expected that 10-15% of total respondents should be interviewed?
	A	It is true that survey should be done to 2000-3000 people however it is just indicative. Bidder can propose alternative methodology however for comparative evaluation in the procurement process, bidder is expected to follow the TOR and proposed the budget accordingly. If selected, bidder can adjust their methodology however the budget will remain the same as stated in the initial financial proposal. Bidder who can provide clear and better methodology will have a higher chance to win this tender.
4.	Q	In relation to the substance of proposal, there should consist of institutional profile and proposed research methodology however it is not requested to include motivation, purpose, ration of the proposal, does the expected result methodology only?
	A	Bidder should include the objective and motivation that being adjusted from TOR, however the weighted on the scoring will be focus on the proposed methodology.
5.	Q	Is it possible to get detail waves?
	A	PMO will provide the detail and it can be adjusted with the proposed methodology.
6.	Q	For an institution who already has agreement with PMO as curator of Pre-Employment Card, is it possible to participate in this tender?
		Bidder still can participate in this tender however it is suggested to refer to the general terms and conditions of their current agreement as curator of Pre-Employment Card whether it is allowable to joint another tender with different team member. Bidder can send a PKS to PMO team.
7.	Q	Will the survey be through online? If yes, how many response rates required from respondents? For group control which will be taken from registrants who did not qualify as recipient, is it internal (relate to individual characteristic) or external reason (i.e. fiscal capacity)?
	A	Survey will be done only to the recipients of Pre-Employment Card online. PMO will provide questionnaires to the winner of this tender. To

		determine whether a person is qualified or not to be a recipient is based on its characteristic, i.e., whether a person is directly or indirectly impacted by COVID-19. People who unemployed will get higher weighted score. The selection of a recipient is based on randomization with weighted score. So a person with higher weighted score is not automatically become a recipient of Pre-Employment Card because there is randomization process.
8.	Q	Does the quota of Pre-Employment Card calculate in province category? Can we know range of duration of Pre-Employment Card, i.e., including 6 months or only available for T+1 or 3 months?
	A	Yes, the quota is based on province category (not district). In relation to the data, it is proposed to use the Pre-Employment Card recipient impact data in year 2020. PMO will provide basic information of survey evaluation result in strata to the winner of this tender. It is expected that bidder can capture its impact to competitiveness, competency, productivity of workforce among recipients of Pre-Employment Card.
9.	Q	Is it possible to get the information of provincial weighted score in accordance with employment availability?
	A	It is highly confidential based on the internal SOP so it cannot be shared to outsider.
10.	Q	Are there any specific total words in submitting the technical proposal, i.e., research methodology should not exceed 1000 words?
	A	No, there are no limitation on maximum words for the technical proposal.
11.	Q	Who is permitted to do the online survey? Is it only local enumerator, or we as a bidder can also do the online survey?
	A	Ideally, online survey is done by the bidder so there will be no extra cost for enumerator.
12.	Q	If we take Yogyakarta as a sample case, can we act as local enumerator so we can do online and offline survey/in depth interview?
	A	It can be done by bidder because there will be no travel cost between provinces/regions and only local transport is allowable.
13.	Q	Who will prepare framework sampling (based on total population of Pre-Employment Card recipients and higher control)? Is it the bidder or UNDP?
	A	It will be proposed by bidder in their proposal however the finalization will be done among UNDP, BKF, and PMO of Pre-Employment Card.
14.	Q	Will all recipients and registrant's data of Pre-Employment Card be provided along with update information i.e., number of waves, detail address and telephone number?
	A	Yes, all information will be provided by PMO of Pre-Employment Card.
BID SUBMISSION ASPECT		
15.	Q	When will be the deadline of submission?
	A	The deadline of this submission will be on 17 March 2021 at 10.45 hours (New York time)
16.	Q	Is it possible to know the minimum and maximum ceiling for this tender in relation to the financial proposal?
	A	No, it is confidential. Bidders may submit their financial proposal based on their own estimation.

17.	Q	Is there any specific format for written confirmation from each personnel that they are available for the entire duration of the contract?
	A	There is no specific format for this statement. Bidders may add this statement in the CV and signed by each personnel.

END

March 15th, 2021.