

**Minutes of the Online Pre-bid Meeting held on 16 March 2021 regarding the RFP For  
Hiring a national firm for Conducting Household Survey in the Selected Climate  
Vulnerable Areas of Bangladesh  
Reference: RFP-BD-2021-008**

**Members attended the meeting:**

Name	Designation
Nuzhat Imam	Gender and Climate Finance Expert, CFG Project
Farhana Gaffar	Procurement Associate, UNDP
M M Zimran Khan	Head of Exploration, UNDP
Bidders:	<p>Montosh Kumar Das, Care Services, montosh.das@gmail.com</p> <p>Rashid Omor, Manager, Org-Quest Research, <a href="mailto:r.omor@orgquest.com">r.omor@orgquest.com</a></p> <p>Mufti Md Ishaque, SRG Bangladesh Ltd., <a href="mailto:mufti.ishaque@gmail.com">mufti.ishaque@gmail.com</a></p> <p>Rubaiyet Al Zahir, Disaster Management Watch, zahir.dmwatch@gmail.com</p> <p>Ashir In Tishar, DM WATCH, <a href="mailto:ashir.dmwatch@gmail.com">ashir.dmwatch@gmail.com</a></p> <p>Fazle Rabbi, The Nielsen Company (Bangladesh) Ltd., <a href="mailto:fazle.rabbi@nielsen.com">fazle.rabbi@nielsen.com</a></p> <p>Abdul Mumit, Manager, IRG Development Services Ltd., <a href="mailto:mumit@irgdsl.com">mumit@irgdsl.com</a></p> <p>MD Kamruzzaman, Innovision Consulting Private Ltd, <a href="mailto:kamruz.zaman@innovision-bd.com">kamruz.zaman@innovision-bd.com</a></p> <p>MR Consultants, mrconsultants12@gmail.com</p>

With reference to the subject RFP issued on 10 March 2021, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

S/L	Queries	UNDP Response
1.	01 day briefing to enumerators for this specific survey will not be enough. Can this briefing period to enumerators be for 03 days?	01 day training will be provided virtually by UNDP to the team lead and supervisors, who can then train the field enumerators for another two days or as required. Researchers from UNDP will be present (in person or virtually) during the enumerators training. But this is subject to changes depending on the situation to ensure collection of quality data.
2.	Can the list of villages be shared with the firm for ease of cost calculation?	The list of villages will be provided to the selected firm during the briefing meeting.
3.	If the beneficiary list for survey can be shared with bidder now?	The list of beneficiaries will be provided to the selected firm during the briefing meeting.
4.	Can the firm propose an advisor to the team along with the enumerators, supervisors and Team Leader?	Yes, they can, with proper justification.

5.	Is it okay for the firm to add a data cleaning personnel to the team considering the expertise needed for data cleaning?	Yes, it is okay. 1 data cleaning personnel can be added for maximum 4 days. <b>Expected qualifications:</b> Master's in preferably Statistics, Population Science, Social Sciences, or any other relevant subjects <b>Experience:</b> Minimum 2 years of experience in quantitative research, data cleaning and data analysis
6.	Who would select the samples for survey, the awarded firm or UNDP?	Tentatively UNDP. Otherwise the enumerators will be instructed to skip at least 2 households after interviewing one (and also not to interview multiple households from the same homestead).
7.	Is there any male to female ratio that needs to be maintained while selecting the enumerators? Is there any gender sensitive question in the questionnaire?	There will not be any gender-sensitive question but having a gender-balanced team of enumerators is preferred.
8.	Is there any buffer respondent list in case there are any refusal from the samples?	Yes, there will be.
	<p>1. Is there any opportunity to extend the submission date?</p> <p>2. Is it possible to increase the amount of 1st payment?</p> <p>3. Please share the list of selected households, Upazila, unions, and villages from these 12 districts.</p> <p>4. Is it possible to extend the contract duration?</p>	<p>1. No</p> <p>2. No</p> <p>3. Answered above.</p> <p>4. No, at this moment.</p>
<p>It is requested to submit your bid a day prior or well before the closing time. Please avoid last minute submission.</p> <p>Any bidder seeking E-tendering access/submission related support should specify 'Request for Proposal number' on the Email subject line and send it to <a href="mailto:bd.procurement@undp.org">bd.procurement@undp.org</a>.</p> <p style="text-align: center;"><b>The submission deadline is 04:30 PM (BDT), March 24, 2021</b></p>		

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