



**Pre-Bid Meeting on Request for Proposal**  
**Ref: UNDP/RFP/05/2021 (RE-BID)**  
**for**  
**Biodiversity Expenditure Review and Biodiversity Finance Plan Preparation for**  
**BIOFIN Nepal**

**Date** : **20 April 2021**  
**Time** : **2:30PM**  
**Venue** : **BIOFIN Project Office, Babar Mahal, Kathmandu, Nepal**

A Pre-bidding meeting was conducted at BIOFIN Project Office, Babar Mahal, Kathmandu, Nepal on 20 April 2021 where following participants from the bidders as well as officials from UNDP/BIOFIN Nepal were present:-

S.N.	Participant's Name	Organization	Remarks
1	Mr. Sanjeev Poudel	Global Institute for Interdisciplinary Studies	
2	Mr. Kulendra Kunwar	Centre for Green Economy Development Nepal	
3	Mr. Bijendra Basnyat	BIOFIN Nepal	
4	Mr. Randhir K. Singh	BIOFIN Nepal	
5	Mr. Umesh Gurung	UNDP Nepal	

The meeting started with brief introduction of the participants. Mr. Umesh Gurung provided briefing about the administrative process and requirements of the RFP and Mr. Bijendra Basnyat briefed about the technical aspects of the required services and the Terms of Reference (ToR).

Bidders' representatives did not have any significant questions as they found the RFP documents clearly understood. The information in the RFP document was reiterated to the bidders for better clarity and the meeting was successfully concluded.