

Minutes of the Pre-Proposal Conference
Date & Time: April 30, 2021 at 1100 hrs.
Venue: Zoom Meeting

Request for Proposal (RFP) for
Fostering youth-led entrepreneurship through training, boot camps, mentorship
and acceleration support

RFP-034-IND-2021- Event #IND10 - 0000009092

Participants

UNDP:

- Govindaraj Jeyachandran, State Project Head, Karnataka
- Zubair Lone, Project Officer, Project Code Unnati
- Manikandan Srinivasan, Procurement Unit

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

- Parul Singh, Head Held High Foundation
- Anuj Alphonson & Sonal, Magic Bus India Foundation
- Saketh Kothamsu, Inqui-Lab Foundation
- Faisal Jafri, CRISP India
- Rahul Khanna, Leap Skills Academy Pvt. Ltd.
- Vishesh Bhardwaj & Vishnu Rao, AILSG
- Parth Suri, Pravah.
- Aashish Beergi & Prabhu Singh - MASH Project Foundation
- Ravi Theja - Innovations Consultant - UNICEF - WASH
- Prashant R Nair, EY.
- Irina GRUZDOVA, MICE Planner at Institute of Social Technologies (Russian Federation, Estonia).
- Sarfraz Taj - Yuva India
- Dhruvit Vyas - Foundation for Capability Building
- Chand, Pravah
- Prabhu Singh, MASH Global
- Jonathan Newton & Priya - Techno Serve India
- Tanvi Gulati, IDCG
- Abhishek Gupta, AISECT
- Dhruvit Vyas, LEAAD
- Leela M, Pragathi
- Vinod Prabhu B, Seventh Sense People Development Solutions Pvt. Ltd.
- Jins N Joseph, Voice Foundation (VF)
- Rakesh Shukla, Centre of Technology and Entrepreneurship Development

Proceedings:

Mr. Manikandan Srinivasan from Procurement Unit, UNDP welcomed the representatives of the participating agencies.

The pre-proposal conference started with a brief round of introduction by the UNDP and the representative of participating agencies. Following introduction, Mr. Jeyachandaran, State Project Head, Karnataka provided an overview of the scope under the RFP. Subsequently, the bidders present raised various technical and commercial queries and UNDP's team provided responses.

Things to remember while summitting 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 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 asked, if they face any issues with e-Tendering system, they may contact 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 eTendering Portal.

Mr. Manikandan Srinivasan from Procurement Unit – UNDP concluded the meeting with a vote of thanks to the representatives of the participating agencies.

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

RFP Ref./Description: RFP-034-IND-2021 (Event #IND10 – 0000009092) – “**Fostering youth-led entrepreneurship through training, boot camps, mentorship and acceleration support**”.

| Sl. No. | Query | Response |
|---------|--|---|
| 1 | <p><u>Regarding joint venture</u></p> <p>It has been mentioned that the bidder can form a joint venture with other association or consortium for implementation. Is there a separate budget or is it a part of consultation fee?</p> | There is no separate budget for consortium, they jointly propose to implement the project as per the RFP. |
| 2 | <p><u>Evaluation of Technical and Commercial Documents</u></p> <p>We request you to kindly consider QCBS 80:20, to enable your kind office for receipt of technically competitive bids.</p> | We cannot change the weightage for the technical evaluation criteria. |
| 3 | <p><u>Regarding existing EDP curriculums including those of UNDP, Govt and other partners</u></p> <p>Please can you direct us to the source URL or location where we can view existing blended learning materials.</p> | We do not have any existing blended learning materials. |
| 4 | Please provide the number of learning hours of training program that needs to be developed for EDP and Innovation training. | We have indicated 7 days EDP training but the service provider can propose suitable learning hours both physical and digital. |
| 5 | <p><u>Content development</u></p> <p>In case the training is supposed to be conducted remotely owing to the pandemic situation, should the supplier also consider developing the entire training content as online learning?</p> | Yes, the entire content should be developed for both physical and digital training delivery depends upon the situation the decision will be taken jointly with successful bidder. |
| 6 | <p><u>Digitization/ LMS Expert</u></p> <p>Open source Learning Management System.</p> <ol style="list-style-type: none"> Please confirm that the supplier is not supposed to provide either LMS or cloud-based hosting services for the online training? Please confirm that these would be provided by UNDP If not, would a license-based Web and App (iOS & Android) based | <ol style="list-style-type: none"> The service provider should create the LMS to be hosted in any of the existing open source platform as mentioned in the RFP Open source LMS as per the RFP to be created and hosted in the existing web platform / Android based apps. |

| Sl. No. | Query | Response |
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| | <p>cloudhosted plug and play LMS be considered to expedite the project deliverables</p> <p>3. DoesServiceproviderhavetobudget the licenses of 5000 learners</p> | <p>3. It will be open source LMS and the IP remine with UNDP. It will not based on the learners/per unit cost.</p> |
| 7 | <p><u>Relevant Qualification (Inclusion of content development experts)</u></p> <p>Digitizationofcontentisdifferent from providing LMS services. Content development/digitization requires several skills sets such as Instructional designers, visual designers, programmers, SCORM 1.2 experts. LMS expertise. Would the agency consider inclusion of such Qualifications / credentials in line with the scope of work of developing blended and e-learning contents.</p> | <p>The service provider free to propose the LMS services/no of experts to create the blended learning materials as per the RFP.</p> |
| 8 | <p><u>Qualification and experience of Proposed Team</u></p> <p>Please provide the expected man-months required for each position such as Team Lead, Development Expert, Innovation Lead, Trainers, Digitization Expert, and others.</p> | <p>The service provider is expected to propose the man months/days as per the RFP requirements.</p> |
| 9 | <p><u>The service provider are expected to prose the man months as per the RPF requirements.</u></p> <p>Is this a cyclic process/ activity that will take place every 1-2 years in line with the sustainable development goals (SDG) that will ensure mentorship, guidance, counselling and skills are developed in a sustained manner.</p> | <p>The Project is till 2023 March, one academic year will be covered at present and the contract will be till dec 2022.</p> |
| 10 | <p><u>EDP / Ideation Challenge</u></p> <p>From the 5000 candidates how will the students be shortlisted to 3000? Will this be based on their scores obtained in the blended training program? Will the service provider be required to propose an evaluation methodology for this stage as well?</p> | <p>Yes, the service provider is expected to propose.</p> |

| Sl. No. | Query | Response |
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| 11 | <p><u>Youth Start- up challenge</u></p> <p>Mentoring / Industry and incubation linkages.</p> <p>Please confirm that apart from the 15 winners constituting about 100 participants, all the remaining 200 youth from the Start- up challenge will all be provided with access to mentoring, incubation / handholding & funding opportunities</p> | Yes, the service provider is expected to create the linkages. |
| 12 | <p><u>Jury/Expert panel</u></p> <p>Are there any pre-requisites for deciding on the jury members or does the service provider have free reign in deciding on the jury.</p> | Service provider is free to propose. |
| 13 | <p><u>Collaboration/networking between local enterprises / MSMEs, industry associations, etc.</u></p> <p>The convergence and collaboration to be built as part of the EDP programme and Bootcamp workshops – Will the service provider be responsible for the identification of local/regional enterprises and entrepreneurs and facilitate interface with the youth & women, including planning logistics, travel, etc.?</p> | Yes. |
| 14 | <p><u>Boot camp can be fully or partly residential training.</u></p> <p>Considering the size of the target audience it is highly unlikely that such mass gatherings would be allowed during the indicated project implementation timespan. In light of current government regulations around the global pandemic, will there be flexibility to conduct the trainings, interviews, evaluations and shortlisting using an online medium, platforms and tools.</p> | The service provider can propose the methodology of conducting the boot camps. |

| Sl. No. | Query | Response |
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| 15 | <p>Regarding online platform</p> <p>Is there an existing online platform for following tasks:</p> <ol style="list-style-type: none"> Mobilizing 5000 students Collection of documents for evaluation and screening Other implementation activities <p>If not, will the UNDP be onboarding a website team for the same?</p> | <p>No. At present all the data will be managed in simple excel sheet. We may come up with online platform in the future.</p> |
| 16 | <p>Implementation Approach /Timeline</p> <p>Will the EDP culminate in an assessment of the participants that helps to whittle the number of applicants down from 5000+ to 3000+ for the next stage?</p> <p>If not, what is the consideration?</p> | <p>The service provider is expected to propose methodology to select the students/youth.</p> |
| 17 | <p>Timeline</p> <p>The numbers for the Ideation Challenge in the Gantt chart do not line up with numbers stated in the sections above it. Please clarify.</p> | <p>The Grant charts is indicative, the service provider can propose to methodology to conduct the session as per the RFP.</p> |
| 18 | <p>EDP workshop setup & concurrency</p> <p>Given that the EDP workshop is proposed to be a 7-day curriculum for a batch of 30-50 people, and given that 5000+ participants across 3 Karnataka districts are to be covered in 8 months, our assumption is that within each implementation cycle, there will be concurrent batches in 3 or more locations (across the chosen districts). Please confirm if this understanding is Correct.</p> | <p>The Service provider can propose the implementation plan to achieve the target as per the RFP.</p> |
| 19 | <p><u>Training model</u></p> <p>Will the EDP and Bootcamp workshops be led by the 100 selected college faculties and oriented on the process of training, mentorship, incubation, etc.?</p> <p>If not, is the service provider responsible for the delivery of the classroom/virtual workshops?</p> | <p>The service provider is responsible to conduct the orientation to 100 faculties - the delivery methodology can be proposed by the bidder.</p> |
| 20 | <p>Financial proposal to include resources to be allocated to each activity, one-time</p> | <p>The service provider is expected to deliver all the activities mentioned in the RFP. The methodology can be proposed by the service provider.</p> |

| Sl. No. | Query | Response |
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| | <p>and recurring costs, activities and events.</p> <p>Kindly share the size and scale of events. Is the agency expected to organize the events or can professional services be hired for organizing the events.</p> | |
| 21 | <p><u>Table 4: Deliverables</u></p> <p>Regarding funding opportunities</p> <p>It is mentioned that 200 students will be provided linkages to funding opportunities for a minimum of 6 months</p> <ul style="list-style-type: none"> • Who will be supporting? • Will UNDP be providing any Credit guarantee for loan component? • Is this fund to be facilitated through Debt, equity or grant? • Can the deliverables be restricted to letter of sanction or letter of approval by investors | <p>The service provider is responsible to provide the linkage to 200 students.</p> |
| 22 | <p><u>Legal query</u></p> <p><u>Pt.13. Insurance and Liability</u></p> <p>EY maintains professional indemnity insurance only. Such professional indemnity insurance covers our professional liability up to an appropriate level sufficient for the purposes of this engagement. We request you to kindly consider changes in the contract agreement accordingly</p> | <p>These are global terms and conditions and leading organisations are working with UNDP under the same conditions.</p> |
| 23 | <p>Pt 16.</p> <p>Copyrights, patents and other proprietary rights.</p> <p>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</p> | <p>As part of the project, all the training materials/LMS / others are the IP of UNDP and mentioned in the RFP.</p> |

| Sl. No. | Query | Response |
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| | 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. | |
| 24 | <p>Pt.19.1 Force Majeure, other changes</p> <p>It is recommended to add below clause under Force Majeure to facilitate remote working (EP to evaluate the requirement of below clause)</p> <p>(ii) To the extent that the provision of the Services is impacted by a pandemic (including COVID-19) and any reasonable concerns or measures taken to protect the health and safety interests of either Party's personnel, the Parties will work together to amend the Agreement to provide for the Services to be delivered in an appropriate manner, including any resulting modifications with respect to the timelines, location, or manner of the delivery of Services.</p> <p>(iii) Where any Personnel are required to be present at Client's premises, they will use reasonable efforts to provide the Services on-site at [Client] offices, provided that, in light of a pandemic the parties agree to cooperate to allow for remote working and/or an extended timeframe to the extent (i) any government or similar entity implements restrictions that may interfere with provision of onsite Services; (ii) either party implements voluntary limitations on travel or meetings that could interfere with provision of onsite Services, or (iii) resource determines that he or she is unable or unwilling to travel in light of a pandemic-related risk.</p> | <p>As programmatically, if any issue/pandemic/natural disaster the service provider can request for time extension/deliverable amendments/any other related support to amend the contract.</p> <p>We mutually discuss and agree for the amendments and the contract can be amended.</p> <p>As the service provider are not deputing the personal in the client premises, as its deliverable based contract and they are responsible to deliver as per the RFP including the HR, program activities either physically or virtually. The service provider is free to propose the methodology and in case you foresee any risks. It can be part of the proposal.</p> |
| 25 | Termination | Termination clause stays as per the terms and conditions. |

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| | <p>We request you to kindly add this clause as “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> | |
| 26 | <p>Confidentiality</p> <p>Our standard confidentiality period is 3 years. For a period beyond 3 years please contact SL Quality Leader for approval.</p> <p>Please include the below mentioned clause in the proposed agreement: 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 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>These are global and stays same across all contracts in UNDP.</p> |
| 27 | <p>In the requirements from the bidders (other than financial standing which have to be met by the lead partner alone) for all other requirements, does it suffice if the partners jointly satisfy</p> | <p>Yes, cumulatively the JV / consortium partners can fulfil the criteria.</p> |

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| | the criteria and need not do so individually (E.g. years of experience - Is it enough if cumulatively we meet the numbers outlined and so on) | |
| 28 | In the case of JV, do the individual partners of the JV have to fill Forms A, B and D individually. | No, only the lead partner has to fill all the forms. |
| 29 | Which sections in the RFP need data from both the partners of the JV? | All the evidence of both the partners including registration certificate, financial transaction, contracts/MoU, experience, etc. as per RFP requirements. |
| 30 | What is the mode of signature on the forms when we have to upload (some of the forms also need seals of the bidders and therefore do we sign, affix the seal, scan and convert to PDF before uploading) | Digital signature is fine in the letter head. |
| 31 | Is it enough if the JV provides a letter of intent to form the JV or is a notarised agreement absolutely essential (In Form C you permit us to provide the letter of intent to form the JV) | A letter of intent signed by all the consortium partners with clear roles and responsibilities defined. |
| 32 | The BDS clearly tells us to enter all data in INR but the financial standing section in Form D wants us to enter data in USD. Can we highlight that we have entered in INR and enter the financial data in INR in Form D. | Yes, please highlight and enter the data in INR. |
| 33 | Is there a requirement that the bidder builds the LMS or does the entity only have to use an existing open source platform to upload and provide access to all | Yes, the LMS created by the services provider and to be hosted in any of the existing open source platform only. |
| 34 | Our understanding is that the bidder will have to screen students and invite participants to the EDP. Please clarify if our understanding is correct. | Yes. |
| 35 | Faculty members will be selected by UNDP (to participate in the faculty orientation) | Yes. |
| 36 | We have planned the program to happen simultaneously in the 3 districts while the indicative timeline given suggests a staggered approach. Is it ok if we propose to go ahead with what we have planned | Yes, the service provider can also propose alternative suggestion if any to achieve the targets within the timeframe. |

| Sl. No. | Query | Response |
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| 37 | For online interactions with resource persons can the strength of the batch be more than 50 students | The service provider can propose the methodology and no of student in a batch. |
| 38 | Can we allow students to form teams as long as the number of participants, number of ideas, number of incubated ventures etc remain same or more than what is given in the deliverables | Yes. |
| 39 | Does the boot camp and start up challenges have to be residential or can it be programs where students visit a central location for the program | The service provider can propose the methodology. |
| 40 | Should the Residential boot camps be budgeted by the bidder or will it be taken care of by UNDP? | The entire activities proposed by the service provider should be budgeted in the proposal. |
| 41 | Do we have to conduct the program outside college hours or can we get the participants to take part in our sessions when other classmates who are not a part of the EDP will have regular classes | The service provider can propose the methodology, it can be both depends upon the interest of the students and faculties. |
| 42 | At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions - Does this mean that we could be asked to accommodate 25% more students or can each variable be enhanced by 25% by UNDP after the award of the contract. Will help in creating provisions when we submit the financial proposal | <p>No, you don't need to keep provision for accommodating 25% more students.</p> <p>It is a standard clause in the solicitation document and only be used as an exception if a situation arises.</p> <p>UNDP shall use the cost breakdown provided in the current process for calculation of price, in the event that both parties have agreed to add new deliverables to the scope of services.</p> |

Bid submission date has been extended till 18 May 2021. Kindly check UNDP e-tendering portal for updates.

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-notices/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>
