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Meeting Minutes

Event: Pre-Proposal Conference for RFP 2021.14 – Hiring of Fund Manager for the Mongolia-China Sustainable Fibres Fund (MCSFF)

Date: 18 May 2021, 10am BKK time

Venue: Virtually via Zoom

UNDP Attendees:	Bidders Representatives:
<ol style="list-style-type: none">1. Sahba Sobhani, Director, Istanbul International Center for Private Sector in Development2. Enkhzul Dambajantsan, Project Coordinator for UN Joint Programme “Rolling Out an Integrated Approach to SDG Financing in Mongolia”3. Qing Xu, Programme Analyst, UNDP China4. Noah Beckwith, Financial Appraisal Consultant5. Nicole Ng, Procurement Specialist, RBAP	<ol style="list-style-type: none">1. DAI Capital: Carolina Benevides Lima2. Jl Capital: Melissa Kang, Yasushi Ujioka, Kian Woon Yap3. Mongolia Opportunities Fund: Batsaihan B. Jamichoi4. Premium Equity Mongolia: Bat-Erdene Boldbaatar5. Sagamore Investment Management: Pei Yeing Ong, Valeriy Voronin6. The Palladium Group / Bamboo Impact Investment: Eduardo Tugendhat, Preeth Gowdar, Andrew Tillery, Ray Moule

1. The virtual conference started with a brief introduction by Nicole Ng on the purposes of the session, attendees from UNDP, agenda, and some meeting ground rules.
 - The session aimed to provide an overview of the project and give opportunity for bidders to raise questions.
2. Mr. Sobhani then opened the session and briefly explained the context of the project.
3. Subsequently, Mr. Beckwith gave a detailed explanation on the project, which covered the following elements:
 - i. Pastureland degradation in Mongolia and China
 - ii. Core thesis of the Mongolia-China Sustainable Fibres Fund (MCSFF)
 - iii. Particularities of the Mongolia and China portfolios
 - iv. Additional priorities pursued by UNDP via MCSFF
 - v. Key tasks to be performed by the Fund Manager
4. The session was paused after the project explanation to take questions. Below questions were received:



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- a. There is a discrepancy between the “estimated duration (months)” and “estimated target due dates” in the table under Section IV (Expected Outputs and Deliverables) of the TOR. Please clarify which one is to be followed.
UNDP’s response: *UNDP will review this and confirm via written clarification.*
- b. The Financial Proposal Form (Form G) asked for breakdown of “Professional Fees” and “Other Costs”. What should be covered under “Professional Fees”? Should third party charges, such as legal fees, be considered part of professional fees?
UNDP’s response: *“Professional Fees” should cover all costs associated to the main project team deployed to carry out the work for the project, including human resources costs, equipment to enable their job functions, social benefits, etc. One off cost, even if it is related to professional services carried out for the project such as legal fees, should be classified as “Other Costs”.*
- c. The Financial Proposal Form also asked for a breakdown of “In-Country” and “Home-Based”. Please clarify the definition of these two categories.
UNDP’s response: *“In-Country” refers to costs associated with team(s) deployed to operate from Mongolia and China, and “Home-Based” refers to teams operate from their duty stations outside of Mongolia and China, if any.*
5. The session continued with a presentation of procurement timeline (target is to have the contract ready for signature in the last week of June 2021), some key instructions on bid submission, selection process, key evaluation criteria and important points for tender participation via e-Tendering.
6. No question was raised during the second round of Q&A session.
7. The session was adjourned at 10.45am Bangkok time.