Minutes of the Pre-Proposal Conference
Date & Time: June 21, 2021, at 1030 hrs.
Venue: Zoom Meeting

Request for Proposal (RFP) for

Youth Co: Lab India National Innovation Challenge and other initiatives to identify and support innovative youth entrepreneurship.

RFP-056-IND-2021 - Event #IND10 - 0000009512

Participants

UNDP:

- Sneha Pathak, Programmes and Partnership (Youth) Officer
- Anisha Jindal, Youth Community Engagement Assistant
- Manikandan Srinivasan, Procurement Unit
- Athul Muraleedharan, Intern, Inclusive Growth

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

- Aashish Beergi, MASH Project Foundation
- Prabhu Singh, MASH Project Foundation
- Pratap Raju, Climate Collective Foundation
- Chandini, Climate Collective Foundation
- Ekanto Ghosh, InfoEdge Centre for Entrepreneurship, Ashoka University
- Saltanat M Kazi, TERI - Bengaluru
- Raghunandan Rajamani, IKP Knowledge Park
- Vinod Prabhum, Seventh Sense People Development Solutions Private Limited
- Raj Prakash, Ernst & Young
- Mona Singh, Appworkstechnologies
- Shabnam Mohan Raj, VASU - NGO
- Dhanaj, Kerala Startup Mission
- Nasif NM, Kerala Startup Mission
- Harish Reddy, Intellecap

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, Sneha Pathak, Youth Co: Lab Head 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 summiting 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. 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.

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RFP Ref./Description: **RFP-056-IND-2021** (Event #IND10 – 0000009512) – "**Youth Co: Lab India National Innovation Challenge and other initiatives to identify and support innovative youth entrepreneurship.**".

Sl. No.	Query	Response
1	<u>Difference while applying as a Joint Venture and a Consortium</u> 1. If it is listed as a consortium, should every activity of member organization be detailed out or is it enough to give a broad plan and the list of members? 2. If there is a consortium, would the experience of the consortium be considered.	1. While applying as JV or consortium, all the roles and responsibilities of every organization must be detailed in the proposal. The final contract will be however in the name of the lead agency, and not JV or consortium. 2. Yes, the individuals/agencies in the consortium need to be working in the space of climate and social entrepreneurship.
2	<u>Sub-themes in the proposal</u> Should the agency suggest sub-themes or will it be decided by UNDP.	We would prefer mentioning the agency's areas of super specialization and other areas that work best for the agency in the proposal.
3	<u>Criteria for Applications</u> 1. Any specific criteria for the 350 start-up applicants. 2. Is there a higher weightage for start-ups that are out in the market with traction/revenue?	1. Legal entity is not necessary, but we prefer someone who is experienced in the entrepreneurship spectrum. While they need not be registered, the focus is on a viable business idea, model or product line. 2. No
4	<u>Age of the organization/ Members</u> What is the upper limit for the age of the start-up or the founders?	The founders need to be between the age group of 18 to 29. There must be 2 members in the team, and the start-up must be less than 4 years.
5	<u>Springboard programme</u> 1. Is the two-day innovation showcase connected with the finale? 2. How is it coincided as the dialogues continue till January, but the incubation ends in December? 3. Is the National Innovation Challenge and National Showcase inter-changeably used?	1. The finale and showcase are related. A combination of the springboard and dialogue forms the Co: Lab. Last 10 days of the springboard and the dialogue will coincide. 2. The Springboard program and the Dialogue will happen simultaneously in December. However, the deliverables we need can be assessed by January. 3. Yes, in that context. 4. It would be designed by the agency in consultation with UNDP. We have some

Sl. No.	Query	Response
	4. Is springboard a structured program that is already developed? Is the implementation partner supposed to follow the same blueprint? Or are we supposed to redesign it and run it?	overarching guidelines that are to be considered. There is no curriculum in place, however Youth Co:Lab does have an LMS on the regional springboard that can be used to guide the national springboard.
6	<u>For- profit and not-for-profit split</u>	We focus on social enterprises who are inherently for- profit and look at how they work for the implementation of SDGs. We are not focussing on not-for profits and NGOs at this point.
7	<u>Network of the Network Alliance</u> Should they commit resource for all 40 teams?	They must commit at least for 10 teams.
8	<u>Stage of applicants</u> What stage should the focus entrepreneurs be at? Is it the stage where they are looking for customers or at the incubation stage?	Early-stage entrepreneurs who are looking to improve their business model, product, build a customer base, scale their businesses are invited.
9	<u>Themes</u> 1. Will any other themes like health-tech qualify? 2. Would Early Customer Validation be the theme of the Springboard Program?	1. No, the focus would remain on climate change and green recovery. 2. Yes

Sl. No.	Query	Response
10	<u>Outcomes and Assessment Criteria</u>	1. We would do a baseline and end line, pre and post the Springboard programme, we may also do a midline. 2. We may have fixed milestones with modules that would be reviewed every one to two weeks. 3. The basis could be entrepreneur's service-oriented user experience, e-commerce, social media and platform utilization etc.
11	<u>Jury/Expert panel</u> Are there any pre-requisites for deciding on the jury members or does the agency have free reign in deciding on the jury.	Agency is free to propose, the jury members would be approved by UNDP. However, UNDP strongly recommends an equal representation of females in the panel/jury.
12	<u>Funnelling process</u> How many get through at different levels?	1. We will have 350 applicants out of which the top 40 shortlisted team will go through the National Springboard 2. Following the Innovations Showcase, two winning teams will be identified that will represent India at Regional Summit 3. The Top 5 winning teams that will be part of Regional Springboard and 10 shortlisted teams will get support from the Stakeholder Alliance
13	<u>Sustenance for the members</u> Does UNDP provide any investment?	No, but the agency is free to find partners willing to do that.
14	<u>Multi-stakeholders alliance</u> 1. Can impact investors be include in the multi-stakeholder alliance. 2. Can the agency put forward suggestions for new parties in the multi-stakeholder alliances?	<u>It is mentioned in RFP under the 'scope of work'.</u> 1. Yes, but LoI signing with individuals wouldn't be possible. 2. Yes, the agency is required to suggest and onboard partners for the alliance. It will be created and facilitated by the agency.
15	<u>Post- Program</u> Will it be conflicting if the agency absorbs the start-up in the next year?	No, it will not be.

Sl. No.	Query	Response
16	<u>Compulsion for members</u> Is there a compulsion that all the start-ups selected must go through all the webinars and related sessions, as it might be redundant for some start-ups?	We would have some mandatory and elective sessions. The onus of ensuring attendance does not lie on the service providers. However, regular correspondence between the participants and the service provider must be maintained.
17	By when can we expect the contract to be awarded post the submission deadline?	We would inform this within two weeks' time.
18	Would impact of the entrepreneurship be a criterion for the shortlisting process?	The closer the impact is to our theme, the higher is their chance to get selected.
19	How unique must be the idea of the start-up?	We do not expect the idea to be unique or original. Taking inspiration from existing projects is also acceptable.
20	Is it necessary that the start-up be an early start-up?	Yes, four years old is the upper limit.
21	Is there a specific focus on technology start-ups/green entrepreneurship? Can the cohort be mixed?	The cohort can be mixed.
22	<u>Level of detail in the proposal</u> 1. Should a week wise schedule of the program be given? 2. Do we mention the people that we engage with (as juries or panel)? Should such an indicative list be given in the proposal?	1. You can give a concrete idea of the program panning out, and a month wise timeline would be useful. 2. This need not be mentioned in the proposal. The discussion can happen during the course. Providing an indicative list in the proposal would be useful.
23	<u>Collaborations with other programs of agency</u> Can we leverage resources from the programmes to some other program that the agency is already performing? How separate should the two programs be?	Knowledge exchange between the programmes and cohort is allowed but the programs cannot be merged.

Sl. No.	Query	Response
24	<u>Agency engagement</u> Should the lead agency necessarily be in a position to entertain general service agreements?	Yes
25	<u>Duration</u> Is there any minimum duration of LOIs validity that needs to be signed?	It is one year. We do not sign LOIs for less than a year.
26	What is the primary agenda of LOIs?	The primary agenda is to support the entrepreneurs.
27	Template for CV	A one-page CV with relevant bids would be ideal.

Clarifications for queries received on email-

Sl. No.	Query received on email	Response
1	Can you please share details / links of past collaterals that were created for Youth Co:Lab India initiative?	https://www.facebook.com/UNDPinIndia/photos/3385044561586169 (Please see UNDP India Facebook page for more)
2	For the past Youth Co:Lab initiatives in India, could you provide details of the implementation agency.	Head Held High Foundation
3	Could you please elaborate on the role that the members of Multi-Stakeholder Alliance are expected to play?	Please refer to the RFP.
4	What role will the members of the Multi-Stakeholder Alliance play after the program ends?	Not mandatory but they will be expected to connect the youth teams to Impact Investors/Venture Capital etc.

Sl. No.	Query received on email	Response
5	For the first eligibility criteria would demonstrable experience of supporting social enterprises be considered on par with start-ups.	Yes
6	Will the top 10 rankers will have an opportunity to be part of the multi-stakeholder alliance partners? From this group of 10 top teams: ▪ Will the first and second rankers will represent at the Regional Summit ? ▪ The third, fourth and fifth rankers will get an opportunity to participate in the Regional Springboard Program?	No, the Top 10 will have opportunity to leverage the alliance by getting support. • Yes • Top 5 will get the opportunity

Bid submission date has been extended till **5th July 2021**. Kindly check UNDP e-tendering portal regularly for updates.

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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

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