



Pre-proposal meeting minutes against meeting held on 27 June, 2021
For Agency to Carry Out the First Representative Crime Victimization and Drug Use Survey in
Cox's Bazar as part of UNODC Project on Countering the Threats of Drugs and Crime in Cox's
Bazar District, Bangladesh

Reference: RFP-BD-2021-021

Members attended the meeting

Srl	Name	Designation
1	Mr. Shah Mohammad Naheean	Officer-in-Charge-UNODC-Bangladesh
2	Mr. Mohammad Masud Parvez Siddique	Procurement Associate, cluster CO/BD
3	Bidders	In Zoom meeting

With reference to the subject **RFP issued on 21 June, 2021**, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh. Also, as per request of Invitees, UNDP Bangladesh has amended in some points as stated below.

S/L	Queries from Invitees (Bidders)	UNDP Response on behalf of UNODC
1	In which currency we will propose our financial proposal, only in BDT or both in BDT and USD?	You can propose both in BDT and USD. In either case, we will convert using the UNORE rate.
2.	Do we have to follow the given format for financial proposal?	Yes, but any additional items that the agency thinks necessary can be included.
3	We need more time for submission of this proposal. What is possibility for submission of timeline till 15th of July?	We will discuss internally on this. Can be extended till 8th July .
4	What is the Definition of enumerators and sourcing of CVs for Recruitment of enumerators for implementation of the survey?	The enumerators will support the implementation of the survey including data collection, analysis etc. The agencies need to propose the team of enumerators including CVs.

5	<p>The Agency is expected to Liaise with local actors to secure the necessary authorizations for carrying out fieldwork and conduct the survey. The engagement shall include liaising with local authorities, stakeholders and data users like department of narcotics control and civil society organizations</p> <p>Can you provide clarity on what kind of authorizations are envisaged from agency on this?</p>	<p>For any activity in the Rohingya refugee camps, prior permission is required from the Refugee Relief and Repatriation Commission (RRRC). Also, the agency requires to liaise with DC office, Narcotics control office, law enforcement entities whenever required to implement the survey.</p>
6	<p>The questions is about the Physical or Face To Face Survey and Remote surveys in Coxes-Bazar. Also, Can we consider sample sizes based on the populations sizes on Rohingya Communities and Host communities accordingly?</p>	<p>Conducting remote surveys are discouraged as it decreases the quality of data. Sample size will be jointly decided along with UNODC which will properly reflect majority opinion and geographical variation.</p>
7	<p>What kind of information / details on the population will be made available around individuals for identification of samples to be covered?</p>	<p>UNODC had already developed a Crime Victim and Drug Use survey instrument which will be used to administer the survey. Further details be decided in discussion with the agency.</p>
8	<p>Is there any requirement to cover crime victim and drug user for this survey?</p>	<p>Yes, drug users also need to be interviewed for this survey. Exact number to be decided later.</p>
9	<p>Will the agency reports of the review be publicly available? Will this report be published anywhere? Who all will be the beneficiaries of the report?</p>	<p>Yes, the report will be shared with the Government and also published. As this survey is part of the larger research that is going on, this report will feed into the larger one also.</p>
10	<p>There is an item A18 for audit of expenses. What is this regarding?</p>	<p>There will be a review of project expenses.</p>
11	<p>Is it mandatory requirement for the agency and the team to be physically present at Cox's Bazaar to conduct the survey during the duration of the engagement period? Considering the current pandemic scenario and the personnel risk involved, is it acceptable that the agency connect with the enumerators remotely and visits the affected survey area as needed?</p>	<p>The team has to be physically present at Cox's Bazar to conduct the survey. Connecting with enumerators remotely will not support achievement of intended results.</p>

12	With technical support from UNODC, the Agency will be responsible for the survey implementation. The Agency will recruit required number of enumerators and train them accordingly in order to implement the survey. Can UNODC Define the role of enumerators and who shall be responsible for sourcing the CVs and resumes of such enumerators	The enumerators will collect the data on field, coordinate and help in organizing sessions to collect data with refugees and host communities. The agency has to propose the number of enumerators required and their CVs as per TOR.
13	Request you to provide information/ details of the population around individuals for identification of samples to be covered.	The population will cover both host and refugee communities, and respondents will be considered based on age (15-60 years), gender, geographical location (for refugees- both Ukhiya and Teknaf, and for host communities – various upazillas including the drug prone ones), profession etc.
14	Briefly describe the survey sample frame which the agency should ideally develop for sampling	People live in Cox's Bazar district and those who regularly visit the district such as bus drivers, goods carriers etc.
15	What is the proportion in which sample mix needs to be set to cover drug user and crime victims?	To be decided during the planning phase.
16	Can the sample size mix vary basis the size/ percent of Host and Refugee community?	To be decided during the planning phase.
17	What will be the expected utilisation of the report? Will the reports issued by the Agency be publicly made available and published in media? Who are the beneficiaries of the report issued and how will UNODC use the report? What is indemnity in case of cover against any claims being made against the agency by any third party?	The survey will inform about the non-organized drugs and crime patterns in the area and will contribute to the larger research report. UNODC will share the findings with the Government and other relevant agencies. Government and UNODC are the primary beneficiaries of the survey report and the report will be used to formulate policy and programmatic interventions in future.
18	Considering COVID-19 pandemic, what are the provisions for delay in delivery timelines and will there be any penalties levied? If yes, request you to elaborate on the same?	As of now, the deadline is 31 December 2021, however, for any unforeseen situation, decisions will be taken later on extension.

19	What are the terms on restriction on subcontracting of the assignment further by the agency?	The agency itself is expected to engage in conducting the survey.
20	Taking into account the proposed quality assurance framework, UNODC will identify specific quality standards that will have to be met by the Agency. Such standards will form part of the contractual agreement with the Agency. What are these standards that are referred to in the RFP?	The agency is expected to enforce their own quality control measures. In addition, there might be some requirements to ensure data authenticity which will be informed later.

It is requested to submit your bid 1 or 2 days prior or well before the closing time. Please avoid last minute submission. Please protect your financial proposal with a password while submitting proposal. *Any bidder seeking E-tendering access/submission related support should specify RFP number' on the Email subject line and send it to bd.procurement@undp.org within **04 July, 2021**.

Note: Above Clarifications in response to queries raised during advertising period shall be an integral part of the RFP document and supersede the all provisions as applicable.


