



Minutes of the Pre-Proposal Conference

Date & Time: July 01, 2021, at 1100 hrs.

Venue: Zoom Meeting

Request for Proposal (RFP) for

“Green Recovery Pathway for India – transitioning towards a green and resilient COVID-19 recovery”

RFP-063-IND-2021 - Event #IND10 - 0000009638

Participants

UNDP:

- Amit Kumar, Inclusive Growth, UNDP
- Supriya Khound, Inclusive Growth, UNDP
- Swayamprabha Das, Inclusive Growth, UNDP
- Garima Sharma, Inclusive Growth, UNDP
- Manikandan Srinivasan, Procurement Unit, UNDP
- Jagdish Singh, Procurement Unit, UNDP

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

1. Mohammad Asif, SEEDS Technical Services Pvt. Ltd.
2. Narendra Garidi, Access Livelihoods Consulting India Limited
3. Suvendu Rout, ACCESS Development Services
4. Ira Gupta, ARUP India Pvt. Ltd.
5. Sonia Shukla, Indian Institute of Energy Conservation

Proceedings:

Introduction on the RFP was given by Ms. Supriya Khound, Coordinator- Green Recovery, on UNDP's focus on green jobs with an emphasis on promoting e-mobility and green transport by empowering and creating participation of women, youth, and girls in this sector. The project aims to develop training module for training approximately 3000 youth, women and girls, with a commitment of providing placement to at least 2000 individuals.

It is also important for agencies involved to engage with partners, Government and other stakeholders to further policy and dialogue on the green jobs and transport sector, with focus on the two selected states and centrally. Subsequently, the bidders presented raised various technical and commercial queries and UNDP's team provided responses.

Things to remember while submitting 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. Just mention the value as '1'. Otherwise, proposal will be disqualified.
6. Please go through the eligibility criteria carefully

UNDP clarified that only written responses through the minutes of meeting should be considered as final. 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 agency.

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

RFP Ref./Description: RFP-063-IND-2021 (Event #IND10 – 0000009638) – “Green Recovery Pathway for India – transitioning towards a green and resilient COVID-19 recovery”

Sl. No.	Query	Response
1	Are the job roles specific to a sector and if placements can be in industries, NGOs etc.? Is participation limited to a specific demography or community?	There is no restriction for sector however the focus is on creating green jobs in the green transport/ e-mobility sector where handholding can be done for at least 3 to 6 months for placed candidates. All forms of placements are encouraged. Participation is open to all with a mandate of over 60% women for the two states of Delhi NCR and Karnataka.
2	Is it open only to not for profit agencies?	This opportunity is open for all.
3	Is there any requirement of minimum bids in the process then to proceed with the procurement?	This is a public procurement and UNDP always looks for maximum participation to achieve best value for money.
4	If an agency doesn't meet one of the eligibility criteria can we partner with another agency to fulfil the criteria?	Yes, consortium is allowed. In such a case, please clearly mention the role of each partner and the contract will be awarded in the name of Lead agency only. Also, all the partners in the consortium should be legally registered entity.
5	Can the financial estimate be shared?	Cannot be shared.
6	What is the time duration and form of the training?	Time duration is not specified, and it will be as per the job role identified, industry and sector skill norms. The method for training could be mix of physical and online (or both), based on nature of training and ability to access online facilities.
7	Is it required to adhere to SSCs guidelines or develop new curriculum? Is the focus on wage employment or self-employment?	Designing training as per SSCs and NSQF aligned is encouraged, however if there are job roles identified as per demand, these can also be designed. Type of employment is not specified but the agency will have to handhold the placed candidates for 3 to 6 months. Placement under NAPS will be considered.

8	Does experience in livelihood and skills count, even if there is no experience in green mobility?	Eligibility criteria includes previous work either in skills, TVET, automobile or e mobility, is acceptable, however experience in green transport/e-mobility would be advantageous.
9	Do we have restriction for physical or e learning can only be imparted?	It would be mix of offline and online depending upon the job roles
10	Number for job roles any specification	Job roles have to be balanced between Delhi-NCR and Karnataka. It isn't defined but should reflect the demand and market.

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-notice/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>
