

**Minutes of the Online Pre-bid Meeting held on 27 July 2021 regarding the RFP For
Hiring a firm for Programme Evaluation of National Resilience Programme
Reference: Re-advertisement-RFP-BD-2021-015**

Members attended the meeting:

Name	Designation
Arif Abdullah Khan	Programme Specialist - Disaster and Resilience, UNDP
Mohammad Iftexhar Hossain	Programme Coordinator, NRP-UNDP
Kazuyoshi Hirohata	M&E Specialist, UNDP
Saidul Islam	Programme Result Officer, NRP - UNDP
Farhana Gaffar	Procurement Associate, UNDP Procurement Cluster
Bidders:	Abdul Hamid - GRM Solaiman Muhit-Oxford Policy Management (OPM) Maqbul Hossain Bhuiyan-Data Management Aid Foysal Ahmed - GRM Abu Shahidllah, Commitment Consultants, Bangladesh Tamanna Rahman, DM WATCH Rubaiyet Al Zahir, DM WATCH AKM Saifullah; PMID Monir Chowdhury, PDID Khandaker Ali Hossain, Commitment Consultants, Bangladesh

With reference to the subject RFP issued on 19 July 2021, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

S/L	Queries	UNDP Response
1.	Is it possible to extend the proposal submission deadline considering the challenges the firms are meeting during C-19 Emergency Situation?	Yes. Considering COVID 19 situation, We have extended our time till 10 August 2021 for proposal submission.
2.	Is there any basic change in the ToR than 1st advertisement ?	Minor changes were done in the deliverables, Timeline, printing specification and individual expert qualification area.
3.	Can any International firm take the lead as there is one international position-Team Leader?	Yes
4.	Can any national firm join on a JV partner or sub-consultant with another national firm?	Yes
5.	Financial budget can be proposed separately for international & national and can be paid separately in their bank account?	No. Only Lead agency's account will be used for payment against deliverables through EFT (Electronic Fund Transfer).

6.	Can sample sizes be flexible? Or it is fixed?	We expect the bidders to propose same sample size and geographic areas following baseline sample.
7.	Can international expert work from home? If he needs to visit Bangladesh, that should be how many days?	We expect the Team Leader to be an international citizen or dual citizenship (like as Bangladeshi and others international citizenship). Please note that Team leader is responsible for all deliveries over the period, considering that the bidder can decide how many days the team leader should be engaged for ensuring quality outcome. Please note that Team Leader qualifications as mentioned in the ToR will be strictly followed.
8.	Can the field team collect the data through mobile phones?	Yes, alternative methodology for field data collection can be proposed by the firm, but the bidder also has to describe the proposed methodology for ensuring data quality control and mechanism.
9.	Provided that there is a position called Infrastructure Expert, is it okay to have a background in Urban Development for that position?	It is expected that Infrastructure Expert will be with academic background in civil engineering, development planning, project management, and other closely related fields. If the bidders propose for Infrastructure Expert position with academic background in Urban Development, that is also acceptable but s/he needs to fulfill others qualifications like area of expertise and experience in such like program evaluation.
10.	The Duration of the assignment is 70 days, which means we have to complete the assignment within 100 days. Keeping the corona situation in mind, does UNDP have kept any plan for contingency, like extending the duration of the project?	Yes, we have 70 working days over three and a half (3.5) months. If the COVID situation becomes worse UNDP has a plan for contingency, like extending the duration of the project.
11.	Is it possible to give us an idea about the budget range?	It is entirely up to the bidders' judgement.
12.	Printing specification	Please see the Request for Proposal (RFP) page-45 for detailing the printing specification.
	Special note	The Financial Proposal and the Technical Proposal files MUST BE COMPLETELY SEPARATE and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. The file with the "FINANCIAL PROPOSAL" must be encrypted with a password. Please DO NOT put price anywhere in the submission or in the e-tendering system other than encrypted financial proposal. Please insert '1' as your bid price in the e-tendering line item. Please do not mention the amount in the forwarding letter as well.

It is requested to submit your bid a day prior or well before the closing time. Please avoid last minute submission.

***Any bidder seeking E-tendering access/submission related support should specify Request for Proposal number' on the Email subject line and send it to bd.procurement@undp.org. ***

The extended submission deadline is 04:30 PM (BD), 10 August, 2021

Note: Above Clarifications in response to queries raised during the pre-bid meeting and amendments shall be an integral part of the RFP document and supersede all provisions as applicable.