Minutes of the Pre-proposal Meeting held on the Request for Proposal for **hiring an IT firm for developing an interactive M&E and Knowledge Management web portal for the Project titled "Enhancing Adaptive Capacities of Coastal Communities, Especially Women, to Cope with Climate Change Induced Salinity, Bangladesh"** AKA **Gender-responsive Coastal Adaptation (GCA) project**

Reference: RFP-BD-2021-024

Venue: Zoom Meeting Room; at 2:30 PM on 03 August 2021

Meeting Participants:

Name	Designation
Rezwana Hoque Chaity	Head of Procurement, UNDP Bangladesh
Asma Nargis Sultana	Program Support Officer, UNDP Bangladesh
Alamgir Hossain	Project Coordinator, GCA Project, UNDP, Bangladesh
Md. Ahasanul Hoque	Knowledge Management Expert, GCA Project, UNDP, Bangladesh
Abdullah Al Harun	M&E Specialist, GCA Project, UNDP, Bangladesh
Sudeb Kumar Das	M&E officer, GCA Project, UNDP, Bangladesh
K F Ifekharul Alam	Safeguard Officer, GCA Project, UNDP, Bangladesh
Md. Ariful Islam Shah	ICT Officer, GCA Project, UNDP, Bangladesh
Md. Kamrul Hasan	IT & Logistic Assistant, GCA Project, UNDP, Bangladesh
Kazi Obeydur Rahman	Finance and Admin Associate, GCA Project, UNDP, Bangladesh
Md. Razibul Alam	Admin and Accounts Officer, GCA Project, UNDP, Bangladesh
Bidders	Attendance sheet attached.

- The meeting started with welcome address by Ms. Rezwana H Chaity, Head of Procurement of UNDP following introduction of the participants and then a brief description on the project and the assignment given by Mr. Alamgir Hossain. He explained the project activities and objectives of the ToR, key expectations from the portal and the potential IT firms.
- Mr. Hoque presented some key requirements for each subsequent modules mentioned in ToR and started the Q&A session for better clarifications of the attended IT personnel.
- Ms. Chaity, presented an outline of the technical and financial proposal and submission process
- There are three amendments in the ToR which are listed in **Annex 1** of this document: (i) in the training workshop table in page no. 35 in published ToR; (ii) server installations, room configuration and cooling management (page no. 34 in published ToR); (iii) Duration of initial contract and deliverables and schedule of Payments

The participants were allowed to ask questions for further clarifications on the proposal submission. Questions or clarifications sought by the IT firms and feedback provided by UNDP is included in the Table below:

SL.	Queries/Comments	UNDP Responses
1	Drupal/Joomla are not specifically designed for handling secured data. So, what would be the data storage and if CMS is integrated within the system itself. Would that be acceptable? Is there any alternative web architecture can be proposed that use SPA and acts like a native application ?	GCA prefers the Drupal and added the extra SSL certifications to ensure extra security mechanism for the system. GCA is not interested in a typical website. So, it is strongly recommended to all the participants to visit the funding agency's website (https://www.greenclimate.fund/) and it's architecture, specially the real-time changes in dashboard.
2	Would it be acceptable if we use transformation server, which transforms the request in unified request mechanism for handling the website? So, adding in 7ᵗʰ component basically.	Yes, API will be interacting with all components but not limit to other server/system if required.
3	Do you need revised technology specification or is there some reason to mention all together? If we suggest some solution based on .NET core or something, is it acceptable?	In the ToR, all the potential technological options are mentioned for the application development. Interested firm/s is/are requested to come up with proposal for different language or technologies among the mentioned list in ToR. ASP.NET is mentioned in the technology list in the ToR (page no 37).
4	In terms of the vendor delivery, are GCA open to have the project done from remotely or wants on-site presence as well? Considering the current situation, is it acceptable to complete training and website development from remote location? In terms of language expertise, would the team members required to have Bangla language expertise for interaction, or would the communication language remain as English?	For training, on-site presence is mandatory. For the website development, off-site is fine. There are various tiers of capacity building GCA is targeting. First, for GCA PMU team, then 2 government partners (DWA and DPHE) and their IT staffs. And finally, the partner NGO staffs (almost 200 personnel); these partner staffs need to be trained on their role-based access and engagement. In case of training for Partner NGO staffs, DPHE& DWA staffs and their IT staffs; Bangla language competency is highly recommended for the trainer/s.
5	Is it possible to set-up in-premises cloud system? Will the two servers be set-up in same place or two separate places in Dhaka?	No. GCA prefers only two physical server installations as mentioned in ToR and wants to setup the servers along needed infrastructures in its two different offices located in Dhaka and Khulna. One is in GCA satellite office (DWA Premises, Dhaka) another in regional office, Khulna (H-31; R-6; Sonadanga R/A, Khulna). [*Amendment-2; see the Annex-I of this document*]
6	Will it be considered if we offer alternative suggestions of individual elements of the bid or should we just strict to the ToR?	Firms are welcome to propose alternative solutions but that should have a limit in terms of budget implications. So, GCA prefers to follow with the technologies and options mentioned in published ToR.
7	In your project, do you want to track the activity planning, project log frame indicators and assets through the system?	Yes, GCA wants to track the activity planning, assets and progress of the log frame indicators and

	Do you want to use beneficiary training as separate module or will be integrated in activity planning? If COVID situation continues, will there be extension for training?	visualize data on dashboard based on custom queries and timeframes. Desired application should be able to record the beneficiary training. Any valid reason especially due to COVID would be considered.
8	Would you also prefer to have dynamic report generation?	Yes, GCA wants to generate dynamic reporting as demanded by any field criteria.
9	What will be the secondary data channel? Is it in digital format? Will there be required to use user's biometrics to ensure data protection and data authenticity ?	GCA prefers to have an open option for inserting secondary data in mirror template in collected database and analyze against indicators, time etc. Secondary data will come digital format in mirror template like excel/any other file format supported in RDBMS. No need of Biometric verification. Users will login only using their credentials.
10	Do we need to provide data operators to process secondary data?	No. It is GCA's responsibility.
11	Who will be the user base of this system?	There will be different level of users from GCA's project management unit as well as RP-NGO's. Data management part and knowledge management part will be separate. Data management will take part in different tiers - there will be different kinds of access. For example: A Ward Facilitator would be able to inject data but would not have any authority to modify the data. However, the management should have some discretion to modify certain degree of data.
12	Will the beneficiaries be the user of the system? Do you want to follow the supervisor model, like one employee would be the supervisor who would have the permission to approve recorded data?	At this moment we are not considering beneficiaries as the agent for data input. However, they can access our knowledge portal because all the reports, results and data will be there. If they want, they can register and can access the data that is available for public. If s/he need more information can submit a request. And once the data manager approves the request s/he would get access to additional data. Yes, GCA wants to follow the supervisor model.
13	Will it be required to develop a Human Resource Management system - having the profile of the employees, their training records, and details?	No. We do not want any HR profile. We just want a system where a user can register and his/her record should be saved in the system with his/her credentials
14	Are you rigid on the operating system or we can suggest any other compatible operating system other than Windows server for you?	GCA prefers Windows Server Operating System as mentioned in ToR.

15	Should we include the financial amount for purchasing servers, ACs, online UPS, cooling systems or responsibility only to setup and maintenance? The quote price many be varied during purchase time. Any solution? Who will responsible for Internet bandwidth for on-premises infrastructure?	The firm will be responsible for purchasing all components of the system infrastructures as mentioned in ToR. GCA did a market survey and cost estimation prior to ToR development. The price change will impact to all not only individual bidder, and it is considerable phenomenon. The internet bandwidth will be ensured by GCA.
16	Is it necessary to submit SLA costing amount in our financial proposal?	Yes. It is mentioned in ToR.
17	We already have a question regarding point C on page 31. You mention compatibility with the DPHE database system. We have tried to find a definition without success. Could you provide us a link from which we can get that information? (Conceptual model or anything else on this subject).	As mentioned in TOR, the firm has to conduct technical needs assessment at DPHE's ICT unit for ensuring the compatibility. For detail about DPHE, please visit: http://www.dphe.gov.bd/
18	Who would cover the attendance remuneration for the Government officials?	That would be covered from GCA project.
19	Any preferred framework for Android for mobile app? Will mobile apps be online or offline mechanism?	Only Android that is mentioned in ToR. The app will follow remote delayed synchronization mechanism. Data will be saved in device storage and field staffs will be able to send the data only when s/he gets internet connection.
20	What type of external backup storage solution for Mobile Application you are looking for? What type of solution are you looking for transferring data from one device to another or from one user to another?	External storage solution will not be needed. Data can be saved locally through cable or some other means. Here device means from mobile to PC or vice versa. All data will be transferred one to one/many computing device/s using secure encrypted process.
21	Will the mobile app functionality be limited to data collection or some backend functionalities that we do from the portal will also be performed through the mobile app?	Yes, the mobile app needs to have some information exchange as well. It would be 'push & pull' system. Sometimes GCA may need to send some information, infograph and data to the user using the mobile app.
22	Would a person with higher authority be able to do backend approval and generate reports from the mobile app?	This role would be strictly limited to the data manager of the project management unit. S/he would be the Super Admin. S/he can login to his/her account in the mobile to perform those operation.
23	There is a concern about the timeline of the task. Is it flexible or fixed to accomplish all the tasks within 4 months? Will it be possible to extend time?	Considering the requests came from the bidders participated in meeting, GCA decided to extend the accomplishment time more 02 months. So, the amended contract period will be **06 months** from the date of issuance the contract. See the amendment number 3 in **Annex-I**. **[page no. 29 & 37 in published RFP Document]**

24	Can we have the power point presentation of pre-bid meeting and the data flow diagram of the project? Can we also have the project results monitoring framework?	Yes. The presentation slides and the data flow diagram have been shared in **Annex –II** and **Annex – III** of the meeting minutes. Please be informed that the data flow diagram is the draft version, and needs to be updated based on the consultation with hired firm. Yes. project results monitoring framework has been shared in **Annex-IV** of this document.
25	We are requesting to extend the submission deadline minimum 7 days, considering the present situations. There is a correction required in the ToR for submitting queries for clarification and bid submission.	Yes. GCA considered the request and extended 11 more days for submission. The amended deadline for submission is **22nd August 2021**. **[page no. 20 in published RFP Document]** For any technical clarification, the queries need to be submitted by 4th of August 10:30. The bid needs to be submitted by 16th August 2021 (4:30 PM Bangladesh Time Zone). **[page no. 20 in published RFP Document]**
26	Is there any channel other than email to reach out UNDP for technical clarification?	No. Email is the only official way reaching UNDP through bd.procurement@undp.org
27	The date is showing August 12, 2021 for deadline for submitting requests for clarifications/ questions	This was a typo. The date was August 3, 2021
28	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. FORM F : Should be password protected

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

Annex 1: Amendments

Amendment-1:

After completion of development of different system components, the firm must facilitate technical and operational workshops (listed in table below) by expert trainer pool who are well oriented of the developed system and/or part of the development process.

Agency	Number of training	Number of estimated participants	No. Of days for each training	Venue/Location
GCA-PMU staffs	1	15	2	Dhaka
DWA & MoWCA	1	15-20	1-2	Dhaka
DPHE	1	10-15	1-2	Dhaka
RPs (PNGOs)	3	(i) Dacope – 35 (ii) Paikgacha – 21 (iii) Koyra – 27	2-3	Dacope, Paikgacha and Koyra Upazila of Khulna District
RPs (PNGOs)	2	(i) Assasuni – 44 (ii) Shyamnagar – 33	2-3	Assasuni and Shyamnagar Upazila of Satkhira District

Amendment-2:

- **Server Setup locations:** GCA wants to setup the servers with needed infrastructures in its two different offices located in Dhaka and Khulna. One is in GCA satellite office (DWA Premises, Dhaka), and another in Regional office, Khulna (H-31; R-6; Sonadanga R/A, Khulna).

- **Server room dimension (in two locations):** 5ft x 8ft x 9ft

- **Cooling management (AC): C**apacity should be 1.0 Ton, preferably original General Brand.

Amendment-3:

Duration of Initial Contract: 06 Months (15 September, 2021 – 14 March, 2022)

Deliverables and Schedule of Payments: For each Phase, UNDP will make payments, by bank transfer to the contractor's bank account, upon acceptance by UNDP according to the deliverables specified in the ToR. Payments will be made in tranches based on milestone deliverables upon submission of invoice and upon certification of the work completed:

SL	Deliverable	Timeline	Payment
1	Delivery the Software Requirement specifications (SRS) documentation, Project Management plan, Solution Architecture, Workflow Diagram, Data Flow Diagram, Deployment Diagram, Security Control and Management, Business Continuity plan, Support and maintenance Plan, Risk Management plan, quality Assurance plan, Use Case	4 weeks upon the signing the contract.	**15%**

	diagram, schema diagram, UI and UX design for the website, mobile app & MIS application.		
2	**Live Website, Domain name & SSL certifications credential, Servers and infrastructure installation & configuration and other below deliverables.**		**35%**
2.1	Delivery Domain name and SSL certifications for 4 years with all credentials.	End of 3 months upon the signing the contract	
2.2	Delivery Servers, Power management, Cooling system (AC), LAN, Server Rack, Online UPS		
2.3	Delivery and confirmed with the logical test between MIS and Content Manage System (CMS) full functioning website		
2.4	Delivery the demo version of Livelihood, water and Early Warning system and M&E modules		
2.5	delivery final version of UI and UX design and development		
2.6	APIs for exchanging data with mobile app & websites contents with MIS		
2.7	Delivery and ensured to protect website, mobile app and MIS application security from external users.		
2.8	Delivery the SRS documentation, schema & use case diagram for DPHE regional relational database management system (RDBMS) & digital exchange survey tool		
3	**MIS Application, architecture of DPHE RDBMS, Digital exchange survey tools and below deliverables**		**20%**
3.1	Delivery rest of the module with rectification of delivered 2 modules. - Enabling query building, custom search, custom report generation with graphs, charts, map, table	End of 5 months upon the signing the contract	
3.2	Demo version of regional RDMS for DPHE - Geospatial integration of the dashboard and location integrated custom visualization		
3.3	Demo version of dynamic digital exchange survey tool		
3.4	Prepare the website and applications hosting environment on-premises servers		
4	**Final version of MIS application, DPHE regional RDBMS, Digital exchange survey tool and other below deliverables.**		**30%**
4.1	Deliver the final product of all modules of MIS and Mobile Apps	End of 6 months upon the signing the contract	
4.2	Delivery DPHE regional RDBMS applications		
4.3	Delivery Digital exchange survey tool		
4.4	Ensured required maximum level of system security		
4.5	Handover User guide and Training Manual preparation and submission, verified Final version of source code for Android app & MIS, CMS		
4.6	Provide technical training		

4.7	Delivery 6 months maintenance support with free of cost after deliver all products & services		
			100%

Annex –II: Presentation slides of pre-bid meeting

Annex – III: Draft data flow diagram

Annex-IV: Project's results monitoring framework