Minutes of the Pre-Proposal Conference

Date & Time: September 09, 2021, at 1600 hrs.
Venue: Zoom Meeting

Request for Proposal (RFP) for

“Document the UN in India’s UNSDF Achievements and Key Results in 7 States and the North-East Region”

RFP-103-IND-2021 (Event #IND10 – 0000010300)

Participants

**UNDP:**
- Ms. Yangerla Jamir, RCO
- Ms. Nabila Jamshed, RCO
- Mr. Manikandan Srinivasan, Procurement Unit, UNDP
- Mr. Rajan Sinha, Procurement Unit, UNDP
- Mr. Mahima Rao, UNIC

Representatives of the following agency attended the Pre-bid meeting:
- Mr. Ujjwal, Sr. Analyst, M-CRIL
- Dr. Udita Ghosh Sarkar, IPSOS Research Private Limited
- Ms. Malini Bhattacharya, EvalueServe
- Ms. Meher Soni, KPMG
- Mr. Sudipto Patra, Lucid Solutions
- Mr. Trinanjan Chakraborty, Evalue Serve
- Mr. Partha Banerjee, Dex-Deft
Proceedings:

The Pre-Bid Meeting was started with the introduction of each participant and members and background of assignment was briefed by Ms. Yangerla Jamir. Thereafter, Bidders was asked to raise queries one by one, and responses was given. Details are in Annexure – I.

Mr. Manikandan Srinivasan from Procurement Unit – UNDP concluded the meeting with a vote of thanks to the representatives of the participating agency.

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.
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| 1.     | 1. What are the number of case studies, methodology and extent of work expected?  
2. Will the results and key achievements for the aspirational districts be shared by the state or will agencies have to develop content themselves? | 1. Will be looking at maximum 6-7 agencies per state, will be looking at joint-collaboration and individual successes in the case studies. The scope of work will vary on a state to state basis.  
2. RCO will support in the acquiring of information and state offices will provide information on the aspirational districts. |
| 2.     | 1. Referring to eligibility criteria for the RFP documentation team on page 6 of the document what kind of documents are to be submitted as proof of eligibility?  
2. Will the agency that takes on the project have a single point of contact to be able to obtain these stories and case-studies for documentation?  
3. Does a Completion Certificate from previous project qualify as Letter of Reference from the client? | 1. Evidence for resources within organization such as CV/work-experience of professionals in organization and also including samples of previous projects that are similar to the current assignment.  
2. One communications person and one person from the RCO programme team will be appointed as points of contact between the agencies  
3. Yes, as long as remarks are specified on the certificate. |
| 3.     | 1. Is the agency expected to cover all aspirational districts that have been elaborated or is there space for selective documentation?  
2. Will the documentation only be based off of case studies provided by UN organization or is some extra research | 1. Not expected to document all aspirational districts listed under NITI Aayog. All the aspirational districts under the 7 identified UNSDF States and the North-East are expected to be documented.  
2. Most of the information will be provided by the UN system in India led by the RCO within state offices. Travelling might be required to |
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<td>Is the project at hand only a communications matter or is there a requirement for subject matter expertise and stake holder consultation process to be showcased through the documentation?</td>
<td>The assignment is strictly a documentation of raw information and data that will be provided by the UN system in India. The purpose is to illustrate the achievements and impact of 7 priority areas between 2018-2021. Some analysis work will be required in terms of crafting existing information into strategic documents for future referencing. We aim to document the success of development programming within the UNSDF. Organising formal stake holder consultations, communication strategies and designing of publication are not deliverables.</td>
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<td>What has changed in the scope of the work?</td>
<td>Change in the years that are being covered. Increase in chapters under each state, the North-East Region and COVID-19 Response.</td>
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<td>Query as to whether there are 6 or 7 specialized areas.</td>
<td>There are 7, the North-East region is a separate specialized area.</td>
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<td>What is the extent of elaboration, particularly with reference to case study, expected from the agencies?</td>
<td>2. The case studies need not be too elaborate or exhaustive. We are looking at focusing on 80% of each chapter on project impact and achievement and 20% on case studies. Brief examples in the form of Box Items will suffice.</td>
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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

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