



**Pre-proposal meeting minutes against meeting held on 11 October, 2021  
'Hiring Mentorship Firm to support "Youth Co: Lab Springboard Programme 4.0'**

**Reference: RFP-BD-2021-042**

**Members attended the meeting**

Srl	Name	Designation
1	Mr. Mahmudul Hasan	Youth Coordinator and Programme Officer, cluster CO/BD
2	Mr. Mohammad Masud Parvez Siddique	Procurement Associate, cluster CO/BD
3	Antara Islam	UNV Civic and Youth Engagement Assistant, cluster CO/BD
4	Bidders	In Zoom meeting

With reference to the subject **RFP issued on 05 October,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
1	Who will select the top eight entrepreneurs and how?	The top eight entrepreneurs will be selected by UNDP Bangladesh according to set criteria.
2.	Page 6, point 2 (currency of the proposal) – do we need to mention the total amount in USD, or do you need every head in USD?	Both options (BDT & USD) are open. Vendor can quote either any of the options.

3	On page 18, point 6 (Facilitate Award Money), it is mentioned that the mentorship firm will monitor the implementation of the action plan of awarded 3 startups. How long the monitoring and evaluation will be?	Once the selected mentorship firm receives action plans from the Top 3 start-ups, it must disburse the award money and commence the mentorship support. The monitoring period will start from the day of disbursement to up to three/ four months. Regular and intensive monitoring is not required, but the selected mentorship firm must submit an abridged progress report on how the money was being utilised by the start-ups and if the award money positively impacted the growth of the organization.
4	On page number 20, point 2 (Relevant Experience) of the Technical Proposal, you mentioned that you need technical specialization of the Firm in undertaking large scale data collection. Why do you need large scale data collection experience?	Large scale data collection experience is not mandatory, however the bidders need to demonstrate relevant experience for conducting needs assessment of the start-ups
5	Would you please clarify the “Tools and Methodologies” and “Quality Assurance” sections on page number 20, point 5? It doesn't seem relevant to this project	<p>The revised texts for the “Tools and Methodologies” and “Quality Assurance” on Page 20 in the amended TOR will be as below:</p> <p>5. Tools and Methodologies – Outlining how your firm's specific approach for conducting needs assessment exercise and designing and delivering mentorship programme. The bidding firm/ organisation should also propose the outline of final report.</p> <p>6. Quality assurance – The firm must outline how it will ensure quality at all stages of the project but with an emphasis on the comprehensiveness of their mentorship plan, mode of delivery of mentorship support, level of expertise of the mentors engaged in the mentorship programme and quality of final report. This will be subject to review by the Project management team during project implementation.</p>

6	Page no 21, the last line “Enterprise image stories of mentorship for social media” (item number 15), can you please clarify this line item?	This is referring to content for the start-up journeys from initiation to the future ambitions of the Top entrepreneurs which will be promoted in social media posts.
7	Page 23, last line (organization name with seal) – is seal mandatory or signature will be enough?”	Yes, this is mandatory.
8	Can University apply for this project?	There are no restrictions for the kinds of entities that can submit proposals. As long as the qualifications are met, anyone can apply.
9	Will the global experience be counted in the minimum requirement? Basically impact hub Dhaka is a part of impact hub global.. impact hub global has 12 years of experience but impact hub Dhaka has only one year of experience in Bangladesh .	While applying as the global entity/ mother company, all relevant documents attesting to the legal and experience requirements must be that of the global entity/ mother company. Interested bidders cannot apply on behalf of the local entity by submitting documents of the mother company.
10	Would you please clarify the first point of Deliverable 3?	a. Two online Pitching sessions with ecosystem partners including the investors, needs to be organised. b. The final report should include the needs assessment, state of the Top 8 start-ups before the mentorship, the support they have received during the mentorship period, the outcomes as a result of the mentorship support, outcomes of these pitching sessions, and how the award money was utilised by the Top 3 entrepreneurs.
11	There is a mistake in project name under: “Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment.”	Please read <b>“Youth Co.Lab”</b> instead of <b>“Accelerator Lab”</b> under “Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment.”
12	How many years of activities should be demonstrated in the financial statement submitted by the bidders?	Updated financial audited reports/Bank statement for the last three years.
13	There are two templates for Cost Breakdown mentioned in Annex 2 (Page 13) and Annex 3 (Page 21), which of these templates should bidders use?	Bidders must use the Cost Breakdown template provided on Annex 2 (Page 13).

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](mailto:bd.procurement@undp.org) within **13 October, 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.

A small, handwritten signature in black ink, appearing to be 'M. Ahmed', is located in the bottom left corner of the page.