Pre-Bid Meeting on Request for Proposal (RFP) UNDP/RFP/32/2021– Enhancing Local Leaders’ Capacity for Adolescent and Youth Friendly Local Governance

Day and Date : Wednesday, 11 November 2021
Time : 1430 hrs (Nepal Standard Time)
Venue : Virtual through Zoom

A virtual pre-bid meeting was held on 11 November 2021 for the Request for Proposal (RFP) Ref: Request for Proposal (RFP) UNDP/RFP/32/2021– Enhancing Local Leaders’ Capacity for Adolescent and Youth Friendly Local Governance, published on 01 November 2021. Following participants from the bidders as well as officials from UNDP were present:

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<tr>
<th>S.N.</th>
<th>Participant’s Name</th>
<th>Organization</th>
<th>Remarks</th>
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<tr>
<td>1</td>
<td>Sanchita Maharjan</td>
<td>Center for Dalit Women Nepal (CDWN)</td>
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<td>2</td>
<td>Asish Thakur</td>
<td>Glocal Pvt. Ltd.</td>
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<td>3</td>
<td>Bisheshta</td>
<td>Daayitwa Abhiyan</td>
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<td>4</td>
<td>Kaajal Pradhan</td>
<td>Restless Development</td>
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<td>5</td>
<td>Manish Subedi</td>
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<td>6</td>
<td>Nagendra Sah</td>
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<td>7</td>
<td>Nirvik Thapa</td>
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<td>8</td>
<td>Prem Chaudhary</td>
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<td>9</td>
<td>Puspa</td>
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<td>10</td>
<td>Raj Bahadur Giri</td>
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<td>11</td>
<td>Saru Pyakurel</td>
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<td>12</td>
<td>Soniya</td>
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<td>13</td>
<td>Sudan Kumar Oli</td>
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<td>14</td>
<td>Sumikshya Khadka</td>
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<td>15</td>
<td>Sushila Shrestha</td>
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<td>16</td>
<td>Tilottam Poudel</td>
<td>JCYCN</td>
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<td>17</td>
<td>Ambika Amatya</td>
<td>UNDP</td>
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<tr>
<td>18</td>
<td>Binita Karki</td>
<td>UNDP</td>
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UNDP provided an update of the procurement process to be followed by firms submitting proposals, which was followed by queries being raised by interested firms present at the pre-bid meeting. It was shared that the minutes of the pre-bid meeting and discussion including clarification to queries
received at designated email address will be uploaded in the UNDP Procurement website and that any updates will be kept in the website for transparency.

The following were questions received in designated email address and raised during the pre-bid meeting:

**Query 1**: The RFP is announced again with the revised ToR. May we know what happened to the previous ToR?

*Clarification 1*: The RFP is published again with the revised ToR as expectations were not met by the proposals received in the previous ToR.

**Query 2**: The organizations who have already applied in the first RFP are still eligible to apply?

*Clarification 2*: Since this RFP is announced with the revised ToR, all the eligible organizations can apply for this whether they had applied before or not.

**Query 3**: What is the budget outline for this project?

*Clarification 3*: As per UNDP’s policy the budget outline can not be disclosed.

**Query 4**: What does evaluation price weight mean?

*Clarification 4*: At first, evaluation is done for the technical proposal. Once the technical proposal is qualified, then the procurement will ask for the financial proposal with the bidders. The financial proposal with less budget will get the highest mark.

**Query 5**: The ToR mentions that the consultations for YFLG guideline should be organized virtually. What about the pilot training in 7 provinces? Should that also be organized virtually?

*Clarification 5*: We expect the pilot training in all 7 provinces should be physical as of now. But is also depends on the situation of pandemic while implementing the project.

**Query 6**: What are the criteria for the selection of municipalities for the pilot training?

*Clarification 6*: As National Youth Council (NYC) has already been working on Youth Friendly Local Governance, we expect that the selected service provider should select municipalities in coordination with NYC.

**Query 6**: Is the RFP open only for NGOs?

*Clarification 6*: As mentioned in the ToR, any NGOs and consultancy firms with at least five years of proven experience in related discipline are eligible to apply.

**Query 7**: What headings fall under the Miscellaneous in financial proposal?

*Clarification 7*: It could be anything that the proser wish to quote for and is not covered under other cost components mentioned.

**Query 8**: Can a service provider submit the proposal as a consortium?

*Clarification 8*: Yes, they can submit the proposal as a consortium if they want but UNDP signs the contract only with the lead organization and it should be clearly indicated in the proposal.
**Query 9:** Can a new organization apply for this?

*Clarification 9:* As mentioned in the ToR, any organizations with at least five years of proven experience in related discipline are eligible to apply.

**Query 10:** The proposal format we have received contains format for both the technical and financial proposal. Are the bidders supposed to send the proposal in the same document or should we send it separately?

*Clarification 10:* The bidders are strongly advised to send the technical and financial proposal separately as mentioned in the ToR. If financial proposal found to be submitted in the same document, the proposal will be considered non-responsive and excluded from further evaluation process.