Minutes of the Pre-Proposal Conference

Date & Time: January 25, 2022, at 1000 hrs.

Venue: Zoom Meeting

Request for Proposal (RFP) for

"**Policy research and advocacy towards mainstreaming climate resilience and data-driven approaches in Food Systems of Telangana**"

RFP-011-IND-2022 (Event ID-IND10-0000011384)

Participants

UNDP:

- Swetha Kolluri, Accelerator Lab, UNDP
- Pallavi Kashyap, Accelerator Lab, UNDP
- Vijay Thapliyal, Procurement Unit, UNDP
- Jagdish Singh, Procurement Unit, UNDP

Representatives of the following agency attended the Pre-bid meeting:

- Jyoti Jha, PricewaterhouseCoopers Private Limited
- Bhumika Pandita, PricewaterhouseCoopers Private Limited
- Dandapani Varsha, Thinkthrough Consulting
- Pranav Bhardwaj, Thinkthrough Consulting
- Samudra Mukherji, Delliote Consulting India
- Taramani Agarwal, SMEC India
- Madhusudan Hanumappa, SMEC India
- Sujit Kumar Singh, SMEC India
- Srinivas Vunnava, Hill & Knowlton Strategies
- Nidhi Taparia, Kamtech Associates Pvt. Ltd.
- Abhishek Misra, NCML
- Sairam, Athena Infonomics
- Rajesh Khanna, Athena Infonomics
- Suryamani Roul, Global AgriSystem
- Neha Singh
- Arpan Mitra

- **Proceedings:**
  The meeting started with setting context of RFP of Policy research and advocacy towards mainstreaming climate resilience and data-driven approaches in Food Systems of Telangana by Ms. Swetha Kolluri, Head of Experimentation, UNDP India, followed by introduction of procurement team, programme team and agencies participated in the pre-bid meeting.

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.

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

Clarifications requested during the Pre-Proposal Conference & sent via email; and UNDP's response attached as Annexure-1.

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RFP Ref./Description: RFP-011-IND-2022 (Event ID-IND10-0000011384)– "Policy research and advocacy towards mainstreaming climate resilience and data-driven approaches in Food Systems of Telangana"

Sl. No.	Query	Response
1	If there is any extension of date of RFP due to COVID restrictions?	Extension of deadline is only one day since this RFP is a revised version of the RFP that was first published in November 2021.
2	Query on 'Evidence collected by citizen scientists from the field'	We expect the service provider to act as an advisor for the citizen science engagement under the TOR, which will be carried out by one of our partner agencies of the project. Further, we expect service provider to participate in design of citizen science engagement. However, the service provider shall not be fully responsible for the training, mobilization, selection and data collection from citizen scientists.
3	Query on expectation to collect field stories, Is it virtual or field visit?	Field visits are not part of revised scope of work in TOR. The field stories would be through partner agencies of this project. Service provider must oversee the whole process and provide project coordination and advisory support.
4	Query of qualification criteria - The Service Provider must specialize in capacity building as demonstrated by atleast 06 projects, with atleast 2 projects in domains of agriculture or climate change. Do UNDP consider global case studies/projects done outside India?	Yes, consultancy projects, policy advocacy and research projects in the context of agriculture and climate change outside India will also be considered. The expectation for 'projects' are not small case studies or documentation but full-fledged research projects along with proof of publication in context of agriculture, climate resilience and data driven policy.
5	Query on location of project and office of service provider in the state of Telangana	We do not expect service provider to have offices or staff in state of Telangana.
6	Query on data mining- Is it expected to develop separate software or dashboard for data mining purposes?	The wider scope of project is to look into journey from new data driven approaches to policy making. There is separate geospatial platform for data mining and data analysis. This is not part of the scope of work of this RFP. After launching of data platform, service provider has to work out on strategies/approaches on how to use this data and translate them into policy insights.
7	Query on deliverable of 'National Conference on data driven Climate resilience input systems'- How do UNDP expect service provider to conduct this consultant, in terms of	The conference will be virtual only. It will have key stakeholders in agriculture from the state of Telangana, policy makers, participants from government, NITI Aayog etc.

	stakeholder participation, number of participants and logistics etc ?	The service provider is expected to organize, coordinate and curate the virtual conference.
8	Query on similar RFP announced in December, 2021, Is this a same RFP or if that is already closed?	The service providers are expected to submit bids (fresh proposal) again, as the scope of work has been revised in this RFP.
9	Query on develop a training module on data for climate resilient food systems for the senior government officials and decision makers across departments of Telangana state- Will service provider have to develop e-learning module for trainings?	We do not expect service provider to prepare any e-training module for this purpose, only self-explanatory content is expected which should be submitted within the duration of contract.
10	Query on deliverable of 'National Conference on data driven Climate resilience input systems' – what will be platform of virtual meeting?	Virtual platform of consultation will be handled by service providers only.
11	Query on timeline of Deliverables	The service provider, while submitting proposal, can propose timeline for each deliverables.
12	What is the level and access of data?	The service provider has to work out on approaches/strategies on how the available data will be useful for policy makers. The access of data available on our digital platform will be open access and open source.
13	Is the platform of data ready?	The work is under progress and we are expecting to launch it by mid of February, 2022.
14	Any concerns of software used for data?	Service provider does not need any consent to access data. The platform is a digital public good. Meaning, once the platform is launched, it will be available as open data for everyone.
15	Query on – UNDP will sign institutional contracts with one Service provider for this purpose. Kindly allow joint venture/association/consortium of parties/companies to participate in this bid	Yes, consortium of parties is allowed. But the roles and responsibilities of each party needs to be clearly mentioned.
16	Query on estimated budget of this RFP	Budget estimate cannot be provided in competitive bidding.
17	Request to give 14 days after issuance of pre-bid clarifications for the consultant to prepare the final proposal	Extension of deadline is only one day since this RFP is a revised version of the RFP that was first published in November 2021.
18	Query on qualification and experience of team leader and other key personnel – Is weightage of 20 marks for team leader only or it includes other team members also.	Yes, it includes other team members also. Team leader and key team members qualifications, relevant work experience and publications will be evaluated under this criteria.
19	Query on clarification on requirement of other team members apart from team leader	The service provider can propose team based on their understanding of the requirements of RFP.
20	The revised ToR also mentions that the service provider will synthesize	Yes, majority of the consultations would be virtual.

	evidence generated by the project from both quantitative data from the digital platform under this project as well as qualitative data and field stories to produce policy insights on climate resilient agriculture. We assume that all consultations with all stakeholders will be virtual, and no field visits will be required as a part of the engagement.	
21	Is this current RFP titled Policy research and advocacy towards mainstreaming climate resilience and data-driven approaches in Food Systems of Telangana REFERENCE: RFP-011-IND-2022 dt 19th January 2022 same with that of RFP titled "Conduct of research, policy advocacy and knowledge product development towards mainstreaming climate resilience and data-driven approaches in agriculture policies of Telangana REFERENCE: RFP-139-IND-2021 Dt 18 Nov 2021?	Yes, this RFP-011 is similar to the RFP-139. The scope of work has been revised in this RFP; hence fresh proposals are expected.

Kindly check UNDP e-tendering portal for updates.

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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

https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/

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

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