



Minutes of the Pre-Proposal Conference

Date & Time: January 25, 2022, at 11:00 Hrs.

Venue: Zoom Meeting

Request for Proposal (RFP) for:

“Facilitating collectivization and market access for farmers, and setting-up local micro-enterprises in districts of Jamnagar and Devbhumi Dwarka, Gujarat”

RFP/007/IND-2022 – Event ID – IND10 - 000011356

Mr. Manikandan Srinivasan from Procurement Unit of UNDP welcomed the representatives of the participating agencies. The pre-proposal conference started with a brief round of introduction by the UNDP and the representative of participating agencies.

Ms. Divya Jain from Programme Team of UNDP provided an overview of the scope under RFP – “a brief about the Project Excel, its different components and geography followed by scope of work under the above mentioned RFP which covered project objective, deliverables, timelines, outcomes and processes”.

Thereafter, the participated bidders raised various queries and UNDP’s team provided responses. 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; and advised that – “financial proposal must be password encrypted, further do not disclose price on the technical proposal/ eTendering portal, otherwise proposal will get disqualified”.

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

Clarifications requested during the Pre-Proposal Conference & sent via email; and UNDP’s response attached as Annexure-1. The list of participants is attached as Annexure-2.

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 e-tendering.

https://procurement-notice.undp.org/view_notice.cfm?notice_id=87221

<https://www.undp.org/procurement/business/resources-for-bidders>



Annexure-1

RFP Ref./Description: **RFP/007/IND-2022 - Event ID – IND10 - 000011356** - “Facilitating collectivization and market access for farmers, and setting-up local micro-enterprises in districts of Jamnagar and Devbhumi Dwarka, Gujarat”.

| Query | Response |
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| If we look at the numbers the agency has to create 250 potential enterprises, form 2 FPCs, establish 2-4 procurement centers and conduct 5 market linkage transactions. So, all these deliverables are to be completed till July 2023 or it be an ongoing process? | Yes, all these deliverables are to be completed in 18 months from the time of signing the contract. |
| Formation of FPCs itself take a longer period of time. So, mobilization of farmers, institutionalization and then market linkage generally take 3-4 years of time. It is full of challenges to fulfill this task in 18 months. | Capacity building of the FPCs will be an ongoing process as project will continue for a longer duration than 18 months. Regarding formation of SHGs, we expect that that agency will start institution building with smaller collectives like producer groups and gradually federate them into the FPC. So, market linkage can be done with the producer groups also. |
| What is the profile of enterprises you are looking to establish? | We are expecting the agency to establish nano enterprises like kirana stores, garment stores, snacks shop etc. We are also hopeful that the agency post onboard will do some ground research and come up with a potential list of enterprises which can be setup. UNDP based on its experience has also prepared some profile of the enterprises which fall primarily in the area of small retails shops to little bit of manufacturing and services. |
| It appears that both the components i.e. FPO promotion and enterprise promotion are stand-alone activities and are not dependent in each other. | Yes. Both the activities are independent of each other and have clearly different targets. However, there can be some bit of convergence such as opening an enterprise related to farm inputs. |
| UNDP has indicated a range of 2-4 procurement centers in the villages. So, if | We have given the freedom to decide the number of procurement centers to |

| Query | Response |
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| we go by the range, we can establish any number of procurement centers from 2 to 4. How will we workout with the budget of this aspect? | implementing agency. If they think that locations of procurement centers are in a way that 3 centers can cater to all the areas is fine. Also, we are confident that increasing or decreasing one procurement center will not cause significant change in the estimated budget. |
| In the RFP you have mentioned that the organization should have an experience of working with 20,000 farmers and have set up 1000 micro enterprises. How will we prove that numbers or what kind of proof UNDP will be seeking for verifying these criteria? | We ask organizations to submit a track of their contracts. Whenever an organization gets into a contract with some organizations, the KPIs are mentioned in the contract document. We simply need a copy of such document where those deliverables are indicated. |
| Is there a base of members already present which can be accessed by the agencies for identification and mobilization or the agency is expected to do the mobilization from fresh? | It is a new project and mobilization has to be done from fresh. UNDP is present in the areas since past few months we can provide some guidance on the target groups, facilitate interactions with key stakeholders but mobilization part shall be taken care by the agency itself. |
| What will be the profiles of the enterprise and how will UNDP gauge that it has been established because they are very small and informal units. What is your criteria to assess that these businesses has been established? | It can be any business activity started with an investment of 4000-5000 to 1 lakh or even higher. It can be kirana store, vegetable shop or even 4-5 women collectivized together and doing some handicraft work and selling it. Regarding the question of criteria for assessing, with each set of deliverables there will associated with an MIS also. UNDP will share spreadsheets in which the agency will have to share data on monthly basis. Specifically, for enterprises, since it is a smaller number, a profile of the enterprise containing details of the beneficiary, details of investment, change in the income etc. along with some photographs will be sought. |
| Are we taking individual and group enterprises together? | Yes. UNDP intends to promote both kind of enterprises and targets under each segment has been mentioned clearly. |
| Is the RFP about both farm and non-farm components? | Yes. The RFP has two components broadly. One is the farm collectivization and other is non-farm or entrepreneurship. The agency needs to budget for all the deliverables. |

| Query | Response |
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| | And if as an agency you don't have the capacity to do both or any component independently, you can jointly apply as a consortium. But in this arrangement one agency needs to be the lead. The lead agency will be answerable for deliverables of their partner agency. |
| The deliverables related to FPOs might take a longer period of time beyond those 18 months in the terms of market linkages and other layering activities. So, creating of the FPC is the prime objective of the project? | Creation of the FPC is a major deliverable for the agency. |
| Market activities can take place later also? | You can start market linkage activities at an earlier stage also. Because producer groups will be formed initially, market linkage can be done at their level also before FPC is formally registered and is operational. |
| Linkages done before formation of the FPC will be counted under KPIs? | Yes. |
| The list of deliverables also has training to 4000 farmers which will be completed in 100-130 batches. Do you also expect it to be completed within 18 months? | Yes. The training would form the basis of mobilization for forming collectives. UNDP has a designed curriculum of the training also. |
| Is the agency expected to necessarily follow the same curriculum or they can use their own or one with modifications? | The curriculum has been designed to make sure that broad objectives of the program are met. Another objective is to keep certain degree of standardizations. If the agency feels that there is some modification required, it can be done after discussion with UNDP. |
| Can you share the findings of scoping study? | We haven't conducted any baseline study. It is just an indicative scoping study which doesn't contain much numbers. It mostly covers the gaps and potential, feasibility of livelihood interventions etc. The gist of the study has been already put in the RFP background. The scoping study can be shared once the agency is onboard. |
| Is it mandatory to declare partner agency before applying for proposal or it can be onboarded later on also? | UNDP has given the liberty to form consortium for executing this project but that needs to be defined while submitting the proposal itself. With whom you are collaborating and who will be the lead partner need to be mentioned in the consortium form provided in the RFP. |

| Query | Response |
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| | The consortium cannot be formed after submission of the bid |
| Is the incubation center also a part of the deliverables? | Incubation center is not a part of deliverables under this RFP. It has been provided to give a background of package of interventions we are doing. The incubation center has been primarily envisaged for youth and skilling activities. |
| Can UNDP share some tentative budget of this assignment? | UNDP has a strict policy not to disclose any budgets, even indicative ones. This is important to maintain a transparent and fair procurement process. |
| Is that organization should have executed a minimum 2 projects with a value not less than INR 80 lakhs each is mandatory and rigid? Or can the timeline be extended to another 5-10 years? | UNDP will consider for last 5 years only. |
| Is it a rigid criteria or can be relaxed? | It is a rigid criteria. |
| Is it for a single project worth a minimum INR 80 lakhs or it's an aggregated over 5 years? | It should be a single contract in last 5 years. So each contract should have a minimum value of INR 80 lakhs. |
| The RFP mentions 15 villages in Jamnagar and Devbhoomi Dwarka but also talks about scope of expanding beyond these 15 villages. So are these additional villages already identified or it will be identified during the course of the project? | UNDP has already identified around 30 additional villages beyond mentioned 15 and all these villages are located in the same taluka i.e. Lalpur and Khambhaliya. Initially the implementation will start with 15 villages and gradually you can expand in the other villages in a phased manner. |
| What if there is an extension project from the same donor in similar scope activities? | At this stage the bidders are requested to adhere to the RFP and TOR |
| Can the consortium have multiple partners? | Yes. It can have multiple partners but the roles and responsibility matrix with lead partner should be mentioned. |
| If the number of villages are increased, the number of deliverables will remain same? | Yes. The deliverables will remain same irrespective of change in the number of villages. |
| Can we include statement of satisfaction from the donor/funding agency against an ongoing project? | No. The agencies can provide statement of satisfaction for completed projects only. |

| Query | Response |
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| We are doing a project with a state government. After completion of one year we got addendum of another 2 years. So, can we include statement of satisfaction of that one. | Yes, you can use it. Please mention the details of work you did in that one year also. |
| Is the minimum 3 years of experience in working with FPCs mandatory and rigid or can be relaxed to 2 years? | No, it is mandatory and rigid also. |
| Is the presence in Gujarat mandatory? | No. |
| Do we need to submit proposals also to establish the experience of promoting 1000 enterprises? | No. Only contract document is required. |
| Is there any chance that deadline is going to extended? | No, not as of now. If there is any decision later, it will be updated on the procurement portal. |
| Is the organization commitment to sustainability component mandatory? | No, it is optional. If an agency complies with any of the commitments and is able to furnish relevant proof, it will be awarded mentioned marks in the RFP. |



Annexure-2

List of Participants who attended the Pre-Proposal Conference held on January 25, 2022 at 11:00 hrs. through ZOOM [RFP/007/IND-2022]

A. The following were present from UNDP

- Divya Jain
- Krishna Mohan Gupta
- Manikandan Srinivasan

B. Representatives of potential bidders who attended the pre-proposal call at 11:00 hrs

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| • Jyoti Jha | PricewaterhouseCoppers Private Limited |
| • Neha Singh | PricewaterhouseCoppers Private Limited |
| • Ravi Kumar | Kamtech Associates Private Limited |
| • Himanshu Vaghela | Friends of Women World Banking |
| • Abhishek Das | ICRISAT |
| • Dharmendra Prasad | Cohesion Foundation Trust |
| • Anupam Ghosh | Arya Collateral Warehousing Private Limited |
| • Abhinav Ashesh | Micro-credit Ratings International Limited |
| • Rajnikant | Indian Grameen Foundation |
| • Kedar | Raman Development Consultants Private Limited |
| • S S Bhat | Friends of Women World Banking |
| • Sumit | Friends of Women World Banking |
| • Neha Kansara | Friends of Women World Banking |
| • Shalendar Kumar | ICRISAT |
| • Induja | Indian Grameen Foundation |
