Subjects: RFI Ref. No - UNDP/AFG/RFP/2022/0000011472
Title: Community Survey and Monitoring Services

Venue: Via Zoom Call
Date of Conference: 10 Feb 2022
From: 14:00 AM
To: 15:00 PM
Closing Time & Date of RFP: 22 Feb 2022 at 4:PM kabul time
Number of Participants attended the pre bid meeting: 10 plus

Pre-Bid conference was opened with following agenda:

1. Information, instructions and explanation on RFP document by procurement unit – administrative requirements (closing date, submission form & method), required documents such as (a) Request for proposal (RFP)
2. Clarifications provided the bidders’ Questions and Administrative Questions.

The following queries were raised by the participating representatives from the prospective bidders, and the following respective responses are provided:

<table>
<thead>
<tr>
<th>Queries</th>
<th>Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. In reference to the tools that should be used to determine the</td>
<td>Please note that, as mentioned during the call, UNDP has no published tools, and the selection criteria are included in the TOR.</td>
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<tr>
<td>beneficiary selection criteria, is there UNDP published tools</td>
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<td>selection criteria for Afghanistan provinces? or we must formulate a</td>
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<td>specific tool to be adopted for selection criteria which apply to the</td>
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<td>scope of this project?</td>
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<td>2. If we should abide by UNDO already published tools of selection</td>
<td>As above</td>
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<td>criteria, then please refer us to the correct documentation.</td>
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<td>3. Regarding the Databases which are the final deliverable of this</td>
<td>The database should be complete and contain all the records/data and be fully searchable</td>
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<td>project, should they include the complete data structure along</td>
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<td>4</td>
<td>Regarding the actual personal beneficiary’s data collected that is related to this project, are we required to collect the data as part of the scope of this project or the data will be utilized during a separate project which will be published later?</td>
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<td>5</td>
<td>Can we bid for only one region like southern region where we have experience and physical setup?</td>
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<td>6</td>
<td>As per RFP requirements and instruction of BDS 22 the proposal submission is E-tendering what we need to submit in Atlas. Therefore, we seek your support to register to obtain the Username and Password to get accessibility in the E-Tendering system via Atlas.</td>
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<td>7</td>
<td>should the 350 HH interview be scheduled for the whole region (that each contain five provinces), or each province?</td>
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<td>8</td>
<td>What is the budget range for the Cost Proposal?</td>
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<td>9</td>
<td>Do all Key Personnel need to be resident in Afghanistan? Can some be located in other countries?</td>
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<td>10</td>
<td>Can the RFP submission due date be extended beyond 14 February 2022?</td>
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<td>11</td>
<td>Selection criteria Is there a tool, or we have to develop. Who decides?</td>
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<td>12</td>
<td>Sample of data bases or more records. include data structure or just data base</td>
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<td>13</td>
<td>RFP – CBI cancelled now exception on Lot 1 and Lot 2?</td>
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<td>14</td>
<td>Comprehensive monitoring it is only one monitoring? Disbursement had happened Disbursement will be determined case by case.</td>
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<tr>
<td></td>
<td>Question</td>
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<td>--------------------------------------------------------------------------</td>
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<tr>
<td>15</td>
<td>Cash working group - recommend the amount of transfer. Should this case go with this group?</td>
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</tbody>
</table>
|16 | Output – Service provider determine the amount                            | - All cash transfers details.  
- Frequency,  
- Disbursement.                                                                                   |
|17 | Districts included?                                                       | Districts not identified                                                                         |
|18 | 2 regions, 60 communities. 700 households, which criteria to identify the survey? | Information is in the TORs. Community consultation.                                                |
|19 | Recording complains. Are there requirements in place to develop complain system? | There is not a mechanism in place. It has to be developed by the bidder                           |
|20 | Can you quote for one region? Pending answer                               | Yes, the RFP was revised accordingly.                                                              |
|21 | What is the definition for community consultation?                        | As explained during the call, the objective of the consultation is to engage communities in the identification of HH with beneficiaries meeting the criteria set in the TOR. As such, we expect the selected company to organize meetings at the community level with different members and stakeholders to have comprehensive and inclusive consultative processes |
|22 | Separate contract of survey and monitoring? Would there be a conflict of interest? | No, the survey and monitoring are the same contract. It is not conflict of interest at all.        |
|23 | Are all national NGOs eligible?                                           | Yes, everyone invited to participate                                                               |
|24 | Physical submission? Electronic submission on e-tendering                | Only e-Tendering submission                                                                         |
|25 | Bid security?                                                             | No proposal security                                                                              |
|26 | Qualification’s experience?                                               | All of them have to complied                                                                        |
|27 | Data Base beneficiaries and format                                        | No pre-determined format, to be finalized with the selected company                                |
|28 | Is satisfactory Performance mandatory?                                    | No                                                                                                 |

End of Questions and Answers.
Thank you.