

**Questions and Answers
Pre-Bid Minutes of the Meeting
Among: UNDP and SPs**



United Nations Development Programme (UNDP)		
Subject: RFI Ref. No - UNDP/AFG/RFP/2022/ 00000011472		
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:	<ol style="list-style-type: none"> 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:

	Queries	Responses
1	In reference to the tools that should be used to determine the beneficiary selection criteria, is there UNDP published tools selection criteria for Afghanistan provinces? or we must formulate a specific tool to be adopted for selection criteria which apply to the scope of this project?	Please note that, as mentioned during the call, UNDP has no published tools, and the selection criteria are included in the TOR.
2	If we should abide by UNDO already published tools of selection criteria, then please refer us to the correct documentation.	As above
3	Regarding the Databases which are the final deliverable of this project, should they include the complete data structure along	The database should be complete and contain all the records/data and be fully searchable

	with actual household records, or just database structure	
4	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?	The data collection is part of this project and will be utilized for the disbursement part of the same
5	Can we bid for only one region like southern region where we have experience and physical setup?	Yes, you can. The RFP will be revised accordingly.
6	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.	Please read the Bidders' User manuals for registering in the ATLAS e-tendering system
7	should the 350 HH interview be scheduled for the whole region (that each contain five provinces), or each province?	Each region will see 350HH surveyed + 30 community consultations as per the TOR. 350HH is for each region in total (350HH North region, 350HH South region)
8	What is the budget range for the Cost Proposal?	It cannot be disclosed.
9	Do all Key Personnel need to be resident in Afghanistan? Can some be located in other countries?	No, all key personnel need to be resident in Afghanistan.
10	Can the RFP submission due date be extended beyond 14 February 2022?	Yes, it is extended till 22 Feb 2022
11	Selection criteria Is there a tool, or we have to develop. Who decides? .	According to TORs Eligible Criteria should apply
12	Sample of data bases or more records. include data structure or just data base	Complete data base requested to 350 households per region
13	RFP – CBI cancelled now exception on Lot 1 and Lot 2?	There will be separated case for disbursement. Current case is related to survey and monitoring
14	Comprehensive monitoring it is only one monitoring? Disbursement had happened Disbursement will be determined case by case.	Total household 700. Monitoring include information about complains not only verification

15	Cash working group - recommend the amount of transfer. Should this case go with this group?	The current case is independent
16	Output – Service provider determine the amount	<ul style="list-style-type: none"> - 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-Tendring 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.