



Minutes of the Pre-Proposal Conference

Date & Time: May 23, 2022, at 1100 hrs.

Venue: Zoom Meeting

Request for Proposal (RFP) for

“Financing for Disaster and Climate Resilient Infrastructure”

RFP-059-IND-2022 (Event ID – IND10-000012491)

Participants

UNDP:

- Manish Mohandas, Programme Officer, UNDP
- Arun Jacob Mathew, National Project Manager, UNDP
- Aishwarya Raj, Research Associate, UNDP
- Swapnil Saxena, Research Associate, UNDP
- Manikandan Srinivasan, Procurement Assistant, UNDP

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

- Sandeep Lanjewar, Palladium
- Shreya Majumdar, Palladium
- Nalini Shankar, Palladium
- Puspak Ghosh, PricewaterhouseCoopers Private Limited
- Daipayan Ghosh, PricewaterhouseCoopers Private Limited
- Partha S Banerjee, DEX-DEFT Research and Consulting
- Vikrant Panwar, ODI, London
- Marian Albano, Willis Towers Watson
- Anand Iyer, Jana Urban Services

Proceedings:

The meeting started with introduction of Procurement team, Flagship Report team and agencies participating in the pre-bid meeting. The context setting of the RFP for “**Financing for Disaster and Climate Resilient Infrastructure**” was provided by Mr. Manikandan Srinivasan, Procurement Unit, UNDP India.

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 48 hours prior to 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. Please check if you have a valid user id and password. UNDP will need minimum of 24 hours to rectify any problem that may arise.
5. Please clearly mention the focal point name and contact details. In case any clarifications are needed and he/she should be available for 10 days post the bidding is closed.
6. Name, Email id. and contact number of the authorised person submitting the proposals should be clearly mentioned on the cover letter.
7. Please index your proposal to easily access all relevant documents within the proposal. Also mention the Annexure numbers.
8. 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.
9. Please go through the eligibility criteria carefully.
10. Any further queries in writing can be submitted by COB on May 23, 2022.

Mr. Manikandan Srinivasan from the 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.

**RFP Ref./Description: RFP-059-IND-2022 (Event ID-IND10-000012491)–
“Financing for Disaster and Climate Resilient Infrastructure”**

Sl. No.	Query	Response
1	Have the ‘Lead Authors’ been identified and is that information possible to be shared? Further, is there a budget with respect to the RFP?	The process for selection of ‘Lead Authors’ is ongoing. The list of the same will be shared when it is finalized. With respect to the second question, information is not being shared here. It is open ended and can be worked out based on the TOR.
2	The end date for this RFP is May 31, is there a possibility of an extension for a few days? Secondly, in the form for submitting Service Provider’s Technical Proposal, you’ve listed that the bidders need to put in a track record. Are you looking at the number of assignments or is it open ended and we come in with whatever experience we have.	This RFP is open for two weeks and any request for extension will be considered and decided upon by the PMU. The bidders are advised to submit the bid within the published deadline. On the second question, the RFP has spelt it out the eligibility criteria. Bidders are encouraged to showcase the most relevant work that they’ve done under this particular theme so that they don’t miss out in the scoring.
3	Can you give us a perspective on how other chapters are developing in terms of this Report and what are your timelines in terms of the Report coming out?	The work under Pillar 1 and 2, has commenced from November 2021. An international consortium has been contracted for this piece of work. Page 14 of the RFP has the timeline clearly explained. By June 2022, the bidder for this RFP, as the Coordinating Lead Author of Pillar 5 shall be onboarded and, by December the final chapter draft should be ready.
4	A global perspective has to be brought into the research. We wanted to understand some preliminary insights from you regarding – any focussed geographies or spatial characteristics that we are looking at? Because ultimately for resilience financing, the nature of financing gets rooted to the kind of disasters that get varied across geographies. Are we looking at more of an Asia-Pacific context or developed nation examples as well?	Yes, a global perspective is required, including all income and geographic regions.
5	Regarding the need for any data generation. Most of the work is focused on secondary research but if at all any primary survey or focussed group discussions are warranted, we will need to incorporate that in our budgets because	Secondary data is required. No primary data generation is required.

	we will need to reach out to our contacts locally.	
6	Under page 13, Section 2 of the RFP document, we have five opportunity areas. We wanted to have a consensus between the differences in economic and financial cases that you are looking at. We understand the primary differences but there are still overlaps. What are we looking at for the economic case and for the finance case?	Economic case is fundamentally about understanding and estimating the risks i.e. contingent liabilities as well as the longer term benefits of resilience. The financial case builds on the economic case and looks at the best blend of financial instruments that optimise the investment. For example, strengthening standards or enhanced infrastructure governance (prospective), risk financing (compensatory), early warning systems (reactive).
7	With respect to the Workshop, is the responsibility for that solely with the consultant or the consultant is only supposed to share content for the workshop and provide hand holding support?	The organising of the Workshop is completely the responsibility of CDRI. The Coordinating Lead Author of Pillar 5 would do only the technical coordination of the Workshop. Organising of the Workshop is not the responsibility of the bidder.
8	Are Certificates and Accreditation documents compulsory? If so, which are the minimum that we need to submit from the ones listed (Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.) to qualify for the RFP?	These are not mandatory; however, bidders are welcome to submit the available ones.
9	Apart from the Team Leader, is there a maximum number of other team members (whether support/ expert/ specialist) to be included in the RFP?	No.
10	Do you have a cap rate for international experts?	No.
11	What qualifies as Substantive Coordination for the expected first and second workshop with lead authors?	Substantive coordination requires the Coordinating Lead Author of Pillar 5 to engage with the Lead Authors of Chapter 5 by holding discussions on the position paper abstracts and integration of the position papers into Chapter 5, in order to arrive at a narrative for the Chapter that has been built upon through consensus.
12	Does the assignment require travel to India for the 1st and 2nd workshops?	No.
13	On budget, is there an amount you have budgeted for the assignment or a limit?	This information cannot be disclosed
14	We request you to kindly extend the date of submission by 15 days as the RFP would require significant preparation in terms of planning, resource allocation,	An extension by an additional 15 days will not be possible.

	and approach development including coordination with our global teams to put together a well-structured response.	
15	We request you to allow for consideration of individuals without Doctorate degree, but with relevant field / domain experience.	The criteria cannot be modified.
16	Kindly clarify if there is any desired educational preference and experience for the key personnel or this may be at the discretion of the bidder.	Please see the Amendment 1 to the RFP document issued for details.
17	Kindly clarify if the bidding organization/institution responding to this RFP should be single entity or if a consortium or partnership with 1 or more institutions is permissible under this RFP. Kindly confirm the number of partnerships allowed under this RFP.	JV / Consortium with one or more agencies is allowed. There is no limit on the number of partnerships. However, you need to explain the roles and responsibilities of each partner and the percentage split of work they will deliver. Further, please note that if selected, the Contract will be entered into with the lead agency only.

Kindly check UNDP e-tendering portal for updates.

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-notice/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>
