

Minutes of the Pre-bid Meeting held on the Request for Proposal for  
**Hiring a Firm for Conducting Final Evaluation of EALG Project**  
Reference: RFP-BD-2022-009  
Venue: Zoom Meeting Room; at 11:30 AM on May 26, 2022

**Meeting Participants:**

Name	Designation
Md. Shariful Hoque	Project Coordinator, EALG Project, UNDP Bangladesh
Md Mozammel Haque	Programme analyst, Democratic governance, UNDP Bangladesh
A Z M Saleh	Monitoring and Evaluation Analyst, UNDP, Bangladesh
Jakia Sharmin	Monitoring, Evaluation & Learning Associate, EALG Project, UNDP Bangladesh
Azizul Haque Sarder	Capacity Development and Gender Officer, EALG Project, UNDP Bangladesh
Asma Nargis Sultana	Program Support Officer, UNDP Bangladesh
Bidders	

SL.	Queries/Comments	UNDP Responses
1.	The bidders are requested to propose robust data collection methodologies/ tools and data analysis methodologies in the Proposal (Ref page no 32 under Proposed Methodology, 3 <sup>rd</sup> para.) Do we need to propose a detailed data collection tool? what does it mean?	You need not to be that much robust but write about the data collection process/methodologies you will follow in your proposal. Try to talk about data collection tools, meaning what data collection tools you will use to collect data from the household survey and from the various stakeholders, including communities. Be very brief but clarify in such a way so that your data collection tools and the process is easily understandable. For example- what type of tools you are using for data collection like structured or semi-structured questionnaires and how you will use etc.
2.	Payment Provisions under section 44 (page 19) mentioned that the payment would be made by bank transfer. What will be the contract currency, and where will it transfer?	The contract will be in local currency for the local vendor and USD for the international vendor. The amount will be transferred to the vendor's bank accounts accordingly.
3.	The proposal submission deadline is too short for this requirement. Is it possible to extend the submission deadline to June 09, 2022?	The proposal submission deadline has been extended up to June 09, 2022.
4.	Do we need to submit the CV of the data scientist (page no 26, under technical evaluation criteria)?	Yes, the CV of the data scientist is required. Moreover, you need to follow those criteria mentioned in RFP regarding data enumerators selection and field coordinator. Primarily we are not taking the CV's of the field coordinator (s) and data enumerator(s). When the firm is on board, they need to strictly follow the position selection criteria.
5.	Should we need to include the CV of any financial experts or analysts/chartered accountants in the bidding process (page-32 para-3 under Proposed Methodology)?	If the firm requires the position, they can include it.
6.	Can a consultant/firm engaged in the baseline apply for the end evaluation?	No. individual/firm engaged in the designing phase (e.g. baseline) is not eligible to conduct the mid-term or the final evaluation of any project/programme.
7.	Can a consultant/firm engaged in the Mid-term Evaluation apply for the end evaluation?	Yes. Since the evaluations are conducted during the implementation phase, a consultant/firm is allowed to conduct both mid-term and final evaluations considering the nature of the project.

		However, a consultant/firm can not conduct both evaluations for the vertical fund projects.
8.	We would like to request the Baseline survey questionnaire and EALG Baseline and mid-term evaluation report to support the proposal drafting within the stipulated timeframe.	The mid-term and baseline reports have been uploaded, and the questionnaire is available in the baseline report.
9.	Team Members, who worked on the project Titled “A Study on Identifying Policy Recommendations and Developing Strategies for Advocacy for Rural LGIs in Bangladesh” of Efficient and Accountable Local Government (EALG) Project” of UNDP, 2018 to 2019” are eligible for the Final Evaluation or not?	Yes, the team member(s) is eligible for the evaluation.
10.	-Which format is applicable for the financial proposal? -Where can we highlight the Bid validity in our proposal?	-Please follow the Financial Form: G. You can insert row(s) if you want to include any other cost(s). -Please see FORM-F FINANCIAL PROPOSAL SUBMISSION FORM
11.	Do we need to submit the Power of Attorney if any firm participates alone, not as JV.	Please see Joint Venture, Consortium, or Association under sl 14 on page-9.
<b>Special Note</b> <b>1.</b> In some where the project has intervention in Union only, somewhere in Upazila only and somewhere both in union and Upazila. Regarding these we have four sub-groups. Bidders need to submit their proposal keeping this sub-groups in consideration. Sub group 1: Intervention in Upazila and Union Parishad Sub group 2: Intervention in Upazila Parishad but not in Union Parishad Sub group 3: Intervention in Union Parishad but not in Upazila Parishad Sub group 4: Control Group (no project intervention) Your proposal should consider these sub-group issue for distributing samples.  <b>2.</b> The Financial Proposal and the Technical Proposal files <b>MUST BE COMPLETELY SEPARATE</b> and uploaded separately in the system and named as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL”, as appropriate. <b><u>The file with the “FINANCIAL PROPOSAL” must be encrypted with a password.</u></b> Please DO NOT put price anywhere in the submission or the e-tendering system other than an encrypted financial proposal. Please <u>insert ‘1’ as your bid price in the e-tendering line item. Please do not mention the amount in the forwarding letter as well.</u>  <b>3.</b> If you face difficulty logging in the atlas, please write to us at <a href="mailto:bd.procurement@undp.org">bd.procurement@undp.org</a> with the subject line RFP-BD-2022-009 with the user ID and a dedicated email address where our help desk team can fix it and address your queries.		

**Note: Above Clarifications in response to queries raised during the pre-bid meeting and amendments (if any) shall be an integral part of the RFP document and supersede all provisions as applicable.**