

Minutes of Pre-proposal meeting Clarification and responses

United Nations Development Programme (UNDP)	
Subject: UNDP/AFG/RFP/2021/0000012587	
Title: Design and implementation of community-led activities addressing a variety of local needs in the Western Region of Afghanistan	
Venue:	Virtual via Zoom Call
Date of Conference: 30/05/2022	Time: 10:00 a.m.
Pre bid conference was opened with following agenda:	<ol style="list-style-type: none"> 1. Introduction of UNDP team 2. Briefing on scope of RFP (Administrative and Technical) 3. Questions and answers

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

No.	Queries	Responses
1	Initially there was a detailed explanation about the use of the bidding forms and the importance to provide all the information. Also, there was an explanation about the evaluation criteria and the structure of the scoring. All this information is already explained in the RFP Document.	
2	Will this intervention include beneficiaries from De Facto authorities? This may represent an issue.	<p>The purpose of this case is to support communities, not individuals.</p> <p>UNDP regional office will be in the ground. SP will start the communication with the relevant departments in order to get the letter of permission to enter the region. The work with the community is closely coordinated with population from Afghanistan. If there are some issues the regional staff will support, you.</p> <p>The coordination and consultation with communities should take place prior to the meeting with our UNDP regional Office.</p>
3	Related to the communities, will there be any support from UNDP to reach them?	The selected SP will have to approach the communities in order to get the information on the ground. UNDP would not negotiate directly but of course will provide the support in terms of consultations and guidance. It is the implementing partner who will be in charge.
4	Is it possible to have information about the budget?	<p>No, as per our procedures it is not possible to disclose the information of the budget.</p> <p>Please refer to the activities mentioned in the TOR</p>

		All the activity needs to be implemented by October. The selection process is consultative, and each community will have the ownership of the activities.
5	What if the communities request additional activities?	The additional activity out of the scope will be declined and also if their needs are not aligned with the proposed estimation. Please refer to Financial proposal template.
6	How many workers we must target for the project?	Not all the activities may involve labors. It depends in the communities.
7	There may be some households that do not have production capacity. Will they be considered for unconditional cash transfer?	Unconditional cash transfer is not considered in this activity. This current case is focus to community.
8	Considering the community and needs, please kindly clarify if this is intervention will be at provincial or district level?	<p>Priority of intervention is the community. 100 communities among 3 provinces.</p> <p>The distribution of the activities is as follows: 40 activities – Herat 30 activities – Badghis 30 activities – Farah</p> <p>This change has been included in the RFP Document Amendment 1.</p>
9	Considering the geographical areas. Is it possible to send one per province?	The RFP is for all the regions. Only one proposal covering all the 3 provinces of Western region will be accepted.
10	How the distribution of the amount among the activities should be considered? For example, if the activities are under health and you go to communities, and they demand something else like education.	<p>The target is 100 activities.</p> <p>Bidders are advised to include an illustrative estimate figure per community activity for each region. During identification/prioritization of community activities, communities will be guided to select those activities that can be implemented at the proposed budget.</p>
11	Is it possible to consider some subcontracting? If this modality is not considered in the beginning, would it be possible to consider during the implementation?	<p>Please refer to Sub-Contracting requirements mentioned in the RFP. Yes, subcontracting modality is possible to consider.</p> <p>Any potential sub-contracting should be considered at the proposal preparation stage. This will be reviewed according to the evaluation parameters.</p>
12	Please kindly mention the deadline to submit the proposals?	The deadline is by 7th June 06:00 AM (New York time)