Minutes of the Pre-Proposal Conference
Date & Time: July 06, 2022, at 1100 hrs.
Venue: Zoom Meeting

Request for Proposal (RFP) for

"Developing and Piloting Climate Information Systems at Gram Panchayat (GP) Level for selected GPs in West Sikkim District (Sikkim) and Uttarkashi District (Uttarakhand)"

RFP-079-IND-2022 (Event ID – IND10-0000012986)

Participants from UNDP: Mr. Dilip Singh, Ms. Shweta Koshy, Mr. Manikandan Srinivasan, Dr. Swati Singh.

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

- RMSI Private Limited,
- Ummid Foundation,
- RIKA India Pvt Ltd,
- CTRAN Consulting,
- SEEDS India,
- Innovante Water Solutions,
- Geovision infotech,
- Ernst & Young LLP,
- Global Agri System Pvt. Ltd.,
- Partners in Prosperity.

Proceedings:

The meeting started with introduction of UNDP team and agencies participating in the pre-bid meeting. The context setting of the RFP for **"Developing and Piloting Climate Information Systems at Gram Panchayat (GP) Level for selected GPs in West Sikkim District (Sikkim) and Uttarkashi District (Uttarakhand)"** was provided by Mr. Dilip Singh, 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 at least 24 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 and submit the relevant documents.

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.

<p align="center">**********************</p>

RFP Ref./Description: RFP-079-IND-2022 - (Event ID – IND10-0000012986)

"Developing and Piloting Climate Information Systems at Gram Panchayat (GP) Level for selected GPs in West Sikkim District (Sikkim) and Uttarkashi District (Uttarakhand)"

S. No.	Queries	Response
1.	What kind of parameters is required for weather information?	Improving upon the current weather information services in a way that is more user friendly, useful and actionable is the key requirement for the Climate Information Services (CIS). The CIS also would include identifying and/or designing the most appropriate mode by which the community members can easily access the information.
2.	How many Gram Panchayats covered for HRVA?	15 GPs each in West Sikkim and Uttarkashi district - 30 GPs in total
3.	What should be the resolution of the data collected?	IMD already had weather data available. The objective of this assignment is to make this weather information available in easily understandable format at GP level so that it can be used by the community in planning their annual activities. Hence the resolution will be the same that is currently made available by IMD
4.	Time duration of the project is too tight to see the impact of the intervention	For impact assessment third party will be involved after the current intervention is completed.
5.	Is there any training needs assessment that has also been incorporated with the project work to educate the locals regarding the climate resilient practices?	Yes, it is the part of the project under the capacity building component.
6.	Could you please elaborate on the expected role and level of engagement of the Technical Expert (IT & Comms)	Please see the Terms of Reference given in the RFP. The role of technical experts may be required for designing or developing the communication system which will be used to deliver the climate information to the community
7.	Is there a need to develop completely new dashboard for climate information or need to be integrated into the existing one?	We do not expect to develop a new dashboard. The new mode of information services can be integrated with the existing system(s) in a manner that will ensure long term sustainability and can be used as a template for further scaling up

8	Is HRVA report one of the deliverable of the project?	Yes, HRVA forms the baseline for this activity based on which further work will be done. HRVA report for both the districts (of 15 GPs each) would be one of the deliverable.
9.	What is the approximate budget of the project?	This is a competitive bidding process,
10.	Extension of the bid by two weeks	Not possible due to time constraints.
11	Please clarify whether self-declaration or any other project document would suffice the project completion requirement, in lieu of the completion certificate.	The final project report or the project completion certificate should be provided.
12	Could you please clarify whether the expectation is to have one expert in each state or one expert from each sector (agriculture and water)?	Expert from each sector is required (water and agriculture)

Kindly check UNDP e-tendering portal regularly for updates.

<div align="center">***</div>

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-notices/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

<div align="center">******</div>