

Minutes of the Pre-Bid Meeting
Responding to Emerging Needs and Enhancing the Resilience of the Most Vulnerable Groups
Date of Pre-Bid Meeting: 18 July 2022

Participants:

- Dr. Alireza Mohammadi, Programme Analyst, UNDP
- Dr. Arghavan Farzin, Senior Economist, UNDP
- Dr. Reyhaneh Masoudi, Coordinator of EU Multi-Agency Project, UNDP
- Ms. Zahra Golshan, Procurement Assistant, UNDP

Background of the Bidding Process:

United Nations Development Programme in Iran (UNDP) intends to conduct a competitive process to identify qualified company(s) to establish a contract for responding to emerging needs and enhancing the resilience of the most vulnerable groups in Poledokhtar county- Lorestan Province.

To this end a Request for Proposal package was prepared and advertised through UNDP website on 3 July 2022. The pre-bid meeting was held on 18 July 2022 at 10:30 a.m. virtually to elaborate the requested services, present the Request for Proposal package and provide clarification to the raised questions.

Detail of Pre-bid meeting:

The meeting was opened by introduction session and was followed by explanations provided by coordinator of EU Multi-Agency Project and Senior economist on EU project and the main purpose of the term of reference. Afterwards, the different sections of RFP was elaborated by procurement assistant with emphasis on the evaluation method, the eligibility criteria, the accurate approach of completing the bidding forms including Financial Proposal.

The meeting was followed by question-and-answer session which are detailed below:

Question1: Should the urban and rural population of Poldakhter be considered to identify the target groups?

Answer1: Yes, both urban and rural population is considered.

Question2: Will the previous existing studies conducted by the UNDP be shared with contractor?

Answer2: Yes, if there are relevant reports in the study area.

Question3: What does the TOR mean by “vulnerable groups”? Does it include children, drug addicts and disabled people?

Answer3: The focus is on women, female headed households and youth. But there may be families with disability members who are also considered.

Question4: Disaster risk reduction is mentioned in the TOR introduction. Please clarify if all kind of disaster and their risks should also be considered in this study.

Answer4: Recent vulnerabilities are taken into account. There is no need to list different kind of disasters.

Question5: Which government agencies should we cooperate with?

Answer5: There is no limit to work with only one specific department or agency, in some part of the work you may need to collect data from MCLSW or State Welfare Organization.

Question6: In the TOR, “Close cooperation with UNFPA” is mentioned. Dose the contractor need to coordinate with UNFPA?

Answer6: There is no need for coordination by the contractor and the necessary coordination will be done by UNDP.

Question7: How many members are needed to do this assignment? Minimum 3 members?

Answer7: The number of members must be three, including a team leader and two members

Question8: Why did you consider 5 months for the duration of the contract? It is too long for such a contract.

Answer8: The duration of the contract is 5 months, but there is no limit for earlier delivery of the work.

Question9: Considering the possibility of a gap between the study and implementation phases, is it necessary to consider the assessment in relation to the identification of advantages comprehensively and monthly?

Answer9: Identifying the advantages is separate from the implementation, and if the are identified correctly, they can be used at any time. You can focus on two different advantages in the first and second half of the year.

At the end of the meeting, it was mentioned that the minute of the Pre-bid meeting will be shared with the participants and will be also uploaded on e-tendering. In case of further inquiries, the bidders can send their questions in writing and through email and UNDP will reply accordingly. Any revisions or extension will be uploaded in the UNDP website.

End.