

MINUTES OF THE PRE-BID CONFERENCE

02 August 2022, 15:00 UTC+2, online Zoom meeting (Meeting ID: 89649505547) on the technical and procedural issues of preparation and submission of proposals under RFP/UNDP/IRFF/2022/06 for delivering high impact diagnostic reports for Ecuador, Egypt, Ethiopia, Madagascar, Mozambique, Nepal, Dominican Republic, Tunisia, Comoros and Senegal

The RFP document content and Forms for submission were explained to the participants. Special attention was given to the importance of submitting bids on or before the indicated deadline for submission and the price being all-inclusive and final.

The following questions were asked during the pre-bid conference:

Question: Is one contractor expected to deliver a report that includes all countries, or could it be done in just a few countries?

Answer: Partial quotes are not permitted under this RFP and the contract will be awarded to one and only one service provider who will be responsible for providing the full scope envisaged by the assignment. Therefore, the selected contractor shall be delivering 2 reports (full diagnostic report and summary diagnostic report) for each of the countries named in the Terms of Reference.

Question: Is there any leeway on the timeline for completion of services?

Answer: The current deadline for completion of services as indicated in the RFP document is 31 March 2023 and it's expected that the services will be provided by this timeline. You may indicate another timeline for completion of services in your proposal supported with a work plan that will be further reviewed by the evaluation panel.

Question: Does the indicated timeline for completion of services include the review process and how long do you expect the review of results by UNDP would take?

Answer: The timeline indicated in RFP is meant for completion of services by the contractor. The Contractor shall submit to UNDP a report, describing in detail the Services provided under the Contract during the period covered in each report. UNDP shall make every effort to accept the report/deliverable completed or advise the Contractor of its non-acceptance within a reasonable time from receipt.

Question: Are the 2-3 experts/leads expected to be in all the countries?

Answer: No, there is no such requirement. The assignment demands a contractor to have a certain pool of experts, however, the bidder may decide to subcontract any experts in the field to complete the assignment, if necessary. It is expected that there is a Lead Expert and one or two key personnel to coordinate the work from the various countries. The Lead will also be the liaison with UNDP and should be a permanent staff of the bidder (not a subcontractor).

Question: Do you have an indication on expected price/price range?

Answer: UNDP certainly has some budget estimations for this case; however, it is not disclosed in line with UNDP procurement policies and procedures. Bidders should carefully consider the requirements of the assignment and calculate all related costs to offer their best price.

Question: Is it possible to extend the deadline for submission of proposals due to summer vacation period to allow sufficient time for preparation of proposals?

Answer: UNDP will extend the deadline for submission of proposals for additional 10 days. Corresponding Amendment to the RFP document will be issued and published accordingly.

Question: Page 5 indicates that the Inception Workshop should be a maximum of 5 days per country. Can you elaborate the expectations for the Inception Workshop? As currently described, it seems more like a 1/2 day or 1 day event, not a multi-day event?

Answer: The inception workshop will be the first opportunity for the selected contractor to visit the country. Prior to the inception workshop all work undertaken will be by desk review unless the contractor has a local consultant/office in that country. The 5 days is suggested with the inception workshop taking half a day and the remaining time can be spent for meeting key stakeholders and/or holding focus group meetings etc.

Question: Shall the inception workshop be in-person?

Answer: Yes, bidders should budget for an in-person workshop.

Question: Is there equal weight/emphasis on the inclusive insurance and risk finance angles in all countries, or will the emphasis be determined by the country context?

Answer: During the inception phase the selected contractor shall develop an understanding of the current situation in each country. The inception report will indicate based on the initial analysis which weighting is likely to be given to either risk finance or inclusive insurance.

Question: Should we add the CVs for Consultants' assistant?

Answer: Bidders should provide CVs of a Lead Expert and a Supporting Expert who will be evaluated in the technical proposal. Bidders are given the opportunity to propose more experts (i.e., a bigger team) required to complete the assignment but there is no requirement to provide their CVs.

Question: Is it up to us to propose an approach in line with the areas you identified, or do you have an existing methodology in mind from the 15 diagnostics done to date?

Answer: There is an existing methodology that is currently being refined that will be shared with the selected contractor at the contract signing stage. The TOR presents an accurate summary of our expectations for the diagnostic report.

Question: Is it possible to get this methodology beforehand since it can impact the approach, timeline and cost of our proposal?

Answer: We consider the Terms of Reference that is part of the RFP document provides the sufficient level of detail required to prepare the proposal.

Question: Is your assumption that the demand side perspective draws from secondary sources as opposed to primary data collection with consumers?

Answer: The preference is for both.