



Minutes of the Pre-Bid Meeting

Date & Time: August 25, 2022, at 1030 hrs.

Venue: Zoom Meeting

Request for Proposal (RFP) for

“Organisation of Youth Co:Lab India Springboard Programme, National Innovation Challenge and Dialogue and other initiatives to identify and support innovative youth entrepreneurship”

RFP-103-IND-2022

Participants

UNDP:

- Sneha Pathak, Youth Co:Lab, UNDP
- Marion Sinha, Youth Co:Lab, UNDP
- Astha Chandra, BIOFIN, UNDP
- Manikandan Srinivasan, Procurement Unit, UNDP
- Ranjan Sinha, Procurement Unit, UNDP

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

- Chinmay Pant, PWC
- Saurabh Shah, Lemon Ideas
- Anil Alex, Lemon Ideas
- Deepak, Lemon Ideas

Proceedings:

The summary on RFP of **“Organisation of Youth Co:Lab India Springboard Programme, National Innovation Challenge and Dialogue and other initiatives to identify and support innovative youth”** was given by Sneha Pathak. This was followed by a Q&A and discussion round.

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 a day prior or well before 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. Name, Email id. and contact number of the authorised person submitting the proposals should be clearly mentioned on the cover letter.
5. 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.
6. Please go through the eligibility criteria carefully.
7. Please make sure that the user ID and password on the e-bidding portal is functioning well before the closing day as technical assistance with the same requires a 24-hour time frame.

UNDP clarified that only written responses through the minutes of meeting should be considered as final. Participants were asked, if they face any issues with e-Tendering system, they may contact UNDP focal person mentioned in the RFP. It was also informed that the minutes of the Pre-Proposal Conference would be uploaded on the eTendering Portal.

Mr. Manikandan Srinivasan from 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.

RFP Ref./Description: – RFP-103-IND-2022**“Organisation of Youth Co:Lab India Springboard Programme, National Innovation Challenge and Dialogue and other initiatives to identify and support innovative youth.”**

Sl. No.	Query	Response
1	For the Financial Bidding Quotation, would the amount quoted by inclusive of the 34000 USD to be disbursed as Grant to the selected startups?	Yes, the grants amount should be included in the financial proposal
2	2 of the 4 themes on which the Youth Co Lab will accept applications are very similar (Fintech to preserve biodiversity). Please clarify the understanding of the 2 themes.	<p>Developing FinTech solutions focused on biodiversity conservation: solutions shall cover a broader landscape of biodiversity conservation Examples of areas where solutions may be sought -</p> <ul style="list-style-type: none"> a. Augmenting seafood supply chain transparency b. FinTech enabled digital marketplaces for agriculture c. Solutions for landscape and community-based conservation <p>Promoting biodiversity-friendly lifestyles through technological solutions in finance: solutions will include promoting green consumer behavior and enhancing investments in conservation through FinTech. Examples: e-wallets, biotokens, wildcards</p>
3	<p>We understand that the bidder's role would be limited to only providing inputs on the disbursement and management of grants.</p> <p>We further understand that consultant shall not be engaged directly in any transactions and the role would be only advisory in nature.</p>	The Service Provider will manage directly the grant amount and the disbursement.
4	We understand that any expenses pertaining to organization of 2-month national springboard programme and	The expenses will be managed by the Service Provider.

	conducting 2-day National Innovation, if any, would be borne by UNDP?	
6	We understand that any expenses pertaining to onboarding speakers, entertainers such as musicians, poets, emcees, if any, would be borne by UNDP?	The eventual expenses will be managed by the Service Provider.
6	We request UNDP to limit the scope of hosting the applications in the microsite and not on the service provider's webpage?	Youth Co:Lab India applications microsite has been hosted on Atal Innovation mission website throughout years. Please refer to Youth Co:Lab 2021 microsite: https://aim.gov.in/youthcolab2021.php
7	We understand that OPE expenses pertaining to Outreach and Communications strategy (such as engaging various platforms, media agencies, influencers etc.) would be borne by the client.	The expenses will be managed by the Service Provider.
8	We request for the relaxation on the number of applications and limit it to 50. The rationale behind it is that at present there may be very few startups in India by youth (age 16-29) which are building products/solution pertaining to biodiversity conservation and promotion of biodiversity-friendly lifestyles through technological solutions in finance.	According to our experience, the target is realistic. It is a pan-India call for application, we believe that the 4 topics offers various scopes of project. As for the FinTech based themes, FinTech in India is a fast-growing space and different industries (private sector, financial sector, conservation and tech start-ups) are featuring FinTech solutions. Also, the applications invited and accepted need not only be full-blown start-ups, but they can also be business models or projects in their initial stages of development or ideation, which through our support can then be further developed and scaled up.
9	Signature of the grant agreements, including provisional use and expected outcome. Request you to please elaborate on the scope.	The service provider will be requested to prepare the grants disbursement with the grantees. Defining with the grantees the allocation of the money in their project and how it will help them to achieve their target.
10	The overall structure will be mostly online? Or will it be a mixed of online-offline?	The springboard programme is pan-India, so it will have to be online.

		Some events of the National Dialogue might happen offline in New Delhi.
11	Would the eventual travel cost be covered by the proposal or by the individuals?	In the case of organizing offline events, UNDP will cover the travel of one member per start-up.
12	What should be the communication strategy alignment?	<p>Youth Co:Lab Programme has two communication peaks:</p> <ul style="list-style-type: none"> - Call for application will require intense and qualitative communication to insure 200 qualitative applications - The National Dialogue need communication support to engage youth, start-ups and partners. <p>However, Youth Co:Lab will involve regular communication outreach for the epublication, a showcase campaign of the stat-ups,...</p>
13	On the portal, the form required to fill the unit price, regarding the confidentiality of the financial proposal how should we address this item?	Please put the value as 1.
14	The grants will be disbursed to 8 teams, is this figure fixed or variable?	There will be 8 grants for a total amount of 34000 USD. (For currency conversion, UNORE operational rates will be applicable on the date of closing of bid)
15	When will the grant's amount be disbursed?	The disbursement will happen after the pitch day and shortlisting of the top 8.
16	Page 5, point 4 states <i>“Conduct the 2-month national springboard programme with 20 teams (2 members each), including the pitch day/innovations showcase”</i> & Page 13 – <i>“Implement and manage a two-month incubation (Springboard) programme for the shortlisted 20 teams (maximum 3 people per team) in coordination with the YCL team.”</i> Request to clarify that whether to meet the programme requirement, the service provider will have to provision for incubation space with the partnerships it brings on-board.	No physical incubation space will be required.
17	Request to clarify whether Service provider has to provision for any	No, the service provider does not need to provision for physical space for incubation.

	physical space for incubation, handholding etc. activities as a part of the engagement.	
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Kindly check UNDP e-tendering portal for updates.

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>
