Pre-Proposal Conference Minutes
Ref: UNDP-RFP-2022-255

Hiring of Firm for the development of an online platform for engagement of youth in parliamentary affairs.

Held on 19th September 2022 11:00 AM till 1:00 PM
Venue: Zoom meeting

The Pre-proposal meeting was organized by UNDP for the subject Request for Proposal, following members presented UNDP in the Pre-proposal meeting:

1. Mr. Hamza Hassan, Senior Social Inclusion Officer, SELP-UNDP
2. Mr. Muhammad Tahir ul Islam, Procurement Officer, UNDP-Country Office

Invited Bidders,

- Muhammad Anas <muhammad.anas@riksof.com>;
- Zeeshan Zafar <zeeshan@micromerger.com>;
- Mykola Pylypenko <Mykola.Pylypenko@softengi.com>;
- Umar Taj <umar.taj@cogco.co>;
- diana.cazeto@inevent.com;
- fbaalbaki@cloudsystems.tech;
- 'Ali Hamdar' ahamdar@cloudsystems.tech

During Pre-proposal meeting following major Questions were raised by bidders. Point wise reply of these Questions are given below for information of vendors.

- The meeting was attended by representatives from three local IT firms including Ricks of Private Limited, SEED Ventures, and Micro-merger Private Limited. The meeting started with the procurement representative outlining the agenda and format of the meeting. This was followed by introduction of the meeting participants and UNDP team.

- Following a brief introduction of the programmatic aspects of the interventions, the SELP representative addressed a number of queries related to the programmatic aspects of the intervention. These are summarized in the following points.

- In response to the question about the structure of the conversations on the platform, the UNDP/SELP representative informed that multiple conversations on a range of development and public policy issues will run parallel on the platform without merging or integrating. In this regard, the software will provide end users with a single hosting platform where they can access several conversations on young people's development challenges in four countries.

- In response to a question about the time period for hosting conversations, the SELP representative stated that this will be decided at the time of implementation and will be based on the relevance, urgency, and traction of particular conversations with young people in the target countries.

- In response to a question about uploading informational material with conversations to the platform, the SELP representative informed that the purpose of the platform was to assess young people's perceptions about key development and policy changes. In this regard, while the platform could display basic information about these issues, it was not required to upload detailed research studies or policy documents for consultation before participating in the survey.

- In response to a question about the feasibility of developing a new platform when an older version is available online, the UNDP representative informed that the updated version will have more features and will require reworking with technical experts to ensure that the same (reflected in ToRs) are integrated the newer version.

- In response to a question about using POLIS for real time data monitoring, the UNDP/SELP representative stated that the proposal should include reference to the POLIS software; however, the suitability of using an alternative can be discussed in the project inception meeting.

- In response to a question about the hosting costs of the software, the UNDP representative informed that the Platform will be hosted on a UNDP domain and only the costs mentioned in the deliverables table will be incurred during the course of implementation. Furthermore, UNDP also informed that all youth conversations will be managed by UNDP in terms of providing questions to the IP for hosting on the platform.

- In response to question about the volume of responses and generation of SMS through the Platform, the UNDP representative stated that the 1.2 million figure is a baseline for 4 countries and the responses might be more than this.

- Following the exchange on programmatic issues, the procurement focal discussed key issues pertaining to technical and financial evaluations, maximum expected duration of the assignment and performance security; bid security for this assignment is not required.

- He also informed that the financial proposal must be password protected and that the bidders must write 1 in the financial proposal submission field inquiring about the size of the budget.

- The SELP focal person also informed that while project management will be done by the position advertised in the ToRs the backend work on the platform will be done by the IT team. If a PhD in Behavioral Sciences in not available, the firm must engage a PhD in Psychology with experience and understanding of Behavioral Science methodologies.

- The Procurement focal person stated that he will upload Form A and Annexure A along with the minutes of this meeting within 24 hours. The link to the Youth Conversations Platform is provided (http://youthconversations.org/pk)

Muhammad Tahir ul Islam
Procurement Officer
UNDP Pakistan