

PRE-PROPOSAL MEETING MINUTES

DATE: 20th September 2022

TIME: 10:00 AM till 12 PM

VENUE: Zoom

UNDP-RFP-2022-090: "Engagement of Organization/Firm to execute 05 Trainings on Climate Change Adaptation Action Plans (CCAAP)"

PRESENT MEMBERS:

1. Mahwish Khan, Communications and Reporting Officer , GLOF-II
2. Hammad.M.Baig , M&EA Khyber Pakhtunkhwa, GLOF-II

AGENDA: Follow up of the queries raised in the pre-bid meeting.

PROCEEDINGS:

In follow up of the queries raised in the pre-bid meeting for Activity 1.2.1.a of the AWP 2022 of GLOF-II project; a zoom meeting was held at the PMU to deliberate on the queries and draft the responses. The point wise queries and their subsequent responses are given below:

1. What is the minimum and maximum number of days per training?

Clearly mentioned in TORs , each training will be 03 days each.

2. Names and venues (districts) for the trainings?

NO	DESCRIPTION OF TRAINING	NUMBER OF TRAINING	VENUES
1	Federal Level	1	Islamabad
2	Provincial Level Training	2	Peshawar, KP
3	Provincial level training	2	Gilgit , GB
	<u>TOTAL</u>	<u>5</u>	

3. Number of participants per training?

20-30 participants. Numbers may vary depending on the nominations received from the government departments.

4. Will TA/DA /DSA/etc be paid by the firm or UNDP?

As mentioned in TORs:

For the firm:

The firm/organization/company will bear all their own travel and logistic cost incurred for the said assignment and include it in the proposal.

For the participants:

GLOF-II Project will bear the cost of travel and logistics on actual basis with all documentation completed beforehand, vendor id formation, Tas TRs approval

5. Who will provide the list of participants?

Project team will seek nominations from the government line departments and share the final lists with the firm. The time and dates will be finalized with mutual consent. The project team will commence the process of nomination from the departments once the timeline and workplan of training is shared by the firm.

Duration:

The duration of the contract will be for Six (06) Months. The latest completion is expected to be in April 2023.
