**Pre-Bid Minutes of the Meeting**

Among: UNDP and Service Providers

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| **United Nations Development Programme (UNDP)** | | |
| **Subject: RFP Ref. No -**  **UNDP/AFG/RFP/2021/ 0000009386 - RFP Title: Provision of Perception Survey for Independent Election Commission (IEC) and Independent Election Complain Commission (IECC)** | | |
| Venue: | Via Zoom Call | |
| Date of Conference: 21 June 2021 | From: 12:00 PM | To: 1:00 PM |
| Closing Time & Date of RFP: |  | |
| Pre-Bid conference was opened with following agenda: | 1. Information, instructions and explanation on RFP document by procurement unit – administrative requirements (closing date, submission form & method, required documents, Bid data sheet, TOR, e-tendering submission procedure, proposals submission requirement, UNDP rules and regulations, etc.) 2. Clarifications provided to Bidders’ Technical Questions and Administrative Questions. | |

The following queries were raised by the participating representatives from the prospective bidders, and the following respective responses are provided:

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|  | Queries | Responses |
| 1 | Clarification from page # 24  Please provide a copy of your company’s previous work experience in performing surveys / research compilation / data analysis including copies of past completed contracts, Purchase Orders as part of your technical proposal.  The Documents are confidential and can not be shared with the third party, is it acceptable to just include satisfactory performance letter or may be closing letters instead of Purchase Orders or Contracts? | The company shall provide sufficient documentation to demonstrate it meets the minimum requirements established in the RFP. Confidential documents in nature do not have to be provided, however the company should ensure there is adequate information presented to enable a UNDP evaluation panel to assess the firm’s conformity to its requirements. |
| 2 | Clarification from Page# 32:  An appropriate sampling methodology will be designed to select respondents from the above specified locations and target groups.  Does the bidder supposed to pick up the sample size or UNDP already have the appropriate amount of respondence in each province? | As stated in the RfP, a minimum sample size should be 5,700, representing 34 provinces. A minimum of 4,000 should be for the questionnaire survey and the rest for FGDs (at least 3 FDGs per province), KIIs (at least 3 KIIs per province) and other tools proposed by the bidders (if they deem necessary). It is up to the bidder to suggest how they would like to divide the sample size per province. They are factors specified in the RfP, including population size. For easy reference, population size (18 yrs and above) per province is attached with the RfP . |
| 3 | For the Focus Group Discussions, the RFP suggests 10 to 15 members per FGD, which we believe is too much. Our experience is that when there are too many people participating in an FGD, it is difficult to have everyone’s voice and difficult to manage the group as well. We would like to propose 5 to 7 members in a group instead to permit everyone to share their idea.  Would UNDP allow us to make such changes?  Would it be necessary to keep the same number of total participants and to increase the number of FGDs as a result? | In the RfP it is suggested that the company should carry out at least 3 FGDs per province (1 with women’s group, 1 with youth and 1 with media/CSOs) with 10- 15 members per FDG. The bidders can propose more FDGs with fewer participants per FDG. However, the bidder should cover the total number of respondents for FDGs. |
| 4 | For the quantitative survey, the TORs suggest to undertake a survey in the 34 provinces, but 4000 surveys would not be enough to allow a disaggregation per province but only to produce national results.  However, it would be possible to sample a reduced number of provinces within each region of Afghanistan. This sample would be representative of Afghanistan and would allow to produce disaggregated results per region as well.  Would UNDP allow a survey that does not take place in the 34 provinces but in a selection of them allowing to produce representative results at the national level and disaggregated per region in addition (all the other disaggregation required by the RFP will be produced as well)? | As stated in the earlier section, the minimum sample size for this survey is 5,700 (minimum 4,000 for questionnaire survey). The survey must cover all provinces. However, it is for the bidders to propose how they will collect data for the questionnaire survey (face-to-face, online and phone), particularly in difficult provinces due to security situation. The proposed sample size should be representative of all provinces. Disaggregated data per province is annexed to the RfP for reference. |