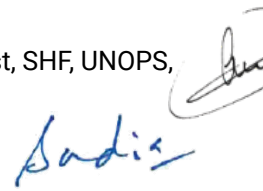


**Pre- Bid Meeting Minutes - (LOT 2)**

Case Description	<b>Development of sanitation economy frameworks (Lot 1) and menstrual health markets frameworks (Lot 2) for technical assistance (TA) and market sizing estimates</b>
Case Reference	<b>RFP Ref. RFP/2024/52262</b>
Date	<b>Friday 14 June 2024- 12:30 GVA time (10 30 UTC)</b>
Location	Virtual through Google Meet
Participants	<p>UNOPS Representatives:</p> <p>1. Adrian Marcel DONGUS, Menstrual Hygiene Markets Specialist, SHF, UNOPS, Geneva</p> <p>2. Sadia Ali, Procurement Senior Analyst, SHF, UNOPS</p> <p>Number of supplier companies attended the Pre-bid Meeting: 3</p> 
Q & A	<p><b>Question 1:</b> This RFP is really focused on enabling the right government environment. So how much regulatory expertise are you requiring versus business expertise? And so how would you weight these two aspects?</p> <p><b>Answer 1:</b> Both regulatory and policy experience and market experience are relevant experience for the successful development of the deliverables, as outlined in the RFP, the purpose of the deliverables is to develop frameworks and methodologies for analysing national MH markets and providing the target audience (governments) with detailed insights into their national markets and potential regulatory reforms. For this deliverables, SHF foresees market experiences is a primary qualification and regulatory a secondary qualification for an offeror. For weighting and requirements, please refer to the Schedule of Requirements.</p> <p><b>Question 2:</b> Would you be open to developing these frameworks by having used cases?</p> <p><b>Answer 2:</b> Bidders are required to submit a proposal as a best solution to achieve the deliverables of this RFP. How the bidder intends to achieve the deliverables and what activities the bidder considers as essential for delivery have to be decided by the bidder.</p> <p><b>Question 3:</b> How many mandays are required for each deliverable and what is the budget of the RFP.</p> <p><b>Answer 3:</b> Deliverables need to be completed within a set timeframe, please refer to the table under section 4 of the Schedule of requirements. There is no minimum or maximum number of days for the delivery of each deliverable. Bidders will need to submit a work plan, timelines and budget for providing the requested deliverables. The allocated budget for this RFP will not be disclosed.</p> <p><b>Question 4:</b> What are the target countries and will they be common for SH and MH</p> <p><b>Answer 4:</b> Most deliverables do not require specific in-country work and will, once</p>

completed, be applied across a wide range of countries. For the “market potential estimates: and “oversight and control” the countries will be selected by SHF after the completion of the RFP. The awarded supplier is not required to be present in the country or travel to these locations. It is assumed that this work will be supported and completed remotely.

**Question 5:** what cost of in action entails and would you like a common way of estimating for both SH and MH or would you like the supplier to share the details to be included in the cost of in action.

**Answer 5:** Cost of inaction is an analysis of the consequences and associated costs if a certain problem or issue is left unaddressed. The overall approach to menstrual health and sanitation may share similarities, however the specific data and methodologies to come to a cost of inaction estimate in both sectors is expected to be different.

**Question 6:** Can we propose alternative methodology?

**Answer 6:** Bidders cannot provide an alternative offer for this RFP. The offer should meet all the requirements set out in the RFP. The specific deliverables in this RFP include the development of methodologies for some deliverables. For these deliverables, bidders are required to submit a best solution/methodology to achieve the deliverables. The bidder should provide their approach for how to achieve this.

**Question 7:** Regarding country specific frameworks and public sector reforms, do we need to look at a particular country or its an overarching framework that can be applied to countries you will select?

**Answer 7:** This should be an overarching framework that can be applied to any individual country.

**Question 8:** What is the logic of splitting the RFP in Sanitation & Hygiene (SH) and Menstrual Health (MH) lots

**Answer 8:** There are significant and structural differences between the menstrual health market and the sanitation economy. These include, but are not limited to: the role and level of involvement of national and local governments; funding, financing and investment from public and private stakeholders; the differences between users and paying customers; the types of markets (FMCG, SMCG vs infrastructure) and types of market actors (SMEs vs corporates, manufacturers, distributors and wholesalers, vs construction, maintenance and service providers)the level of subsidy for access; the pathways for product and services access; the value chain; and demand generation strategies. The deliverables under this RFP ultimately are designed to gain thorough insight into these specific markets. Governments are the primary audience, which is what these outputs have in common, but the information required to be collected and shared vary widely. Therefore SHF has purposefully opted to provide two separate lots within this RFP. Offerors with the necessary market expertise in both areas can bid for both lots. To ensure sufficient quality proposals from qualified offerors are submitted, this RFP includes these two lots.

**Question 9:** What qualifies as relevant menstrual health market experience

**Answer 9:** Relevant MHH market expertise refers specifically to work on markets, not any other components of menstrual health. This may include, but is not limited to, supply chains, pricing, willingness to pay, demand generation strategies, value

chains, business model development, taxation or the role of regulations and policies on market development. This does not include general MHH related themes such as MH advocacy, MH training and education, broader MH research.

**Question 10:** What exactly is the expectation or extent of engagement needed

**Answer 10:** Bidders are requested to include any and all engagements, and the associated activities and costs associated with those activities, into their proposal that they see as essential to successfully complete the development of all deliverables.

**Question 11:** Do we have to share our technical proposal in the template provided in RFP Section III "Returnable bidding forms"? If so, could you clarify what is expected in answers to form D (questions 3.2 in section 1 and 3.5 and 3.8 in section 2)?

**Answer 11:** Yes, it is mandatory that the proposal is submitted in the provided template. Bidders are required to provide all information mentioned in 3.2 of Section 1 in Form D. Section 2 is regarding proposed methodology and implementation plan.

**Question 12:** Can you please clarify how the 'national snapshot methodology and framework' is different from the 'sector status' and 'public sector reforms' framework. What is the use case for each of these?

**Answer 12:** All deliverables in this RFP are needed by SHF at different stages of engagement with national governments in low and middle income countries (LMICs). SHF provides technical assistance to these governments to understand the status of the current market and provide options for interventions. The 'Government Case' should contain relevant information on the global and national mh market context from information that can be gathered through existing sources (e.g. desk research). This information should be gathered prior to engagement with a national government and it will provide the necessary background information to start negotiations with a national government to:

- highlight the opportunities of working on MH markets in the specific country.
- Develop a terms of reference for the collaboration between SHF and the government.

The 'sector status' and 'public sector reforms' are deliverables that SHF can provide to a government as part of, and only after, an agreed Terms of Reference between SHF and the government. These documents will help the government gain detailed understanding of the market and provide concrete policy and regulatory actions that governments can take to improve the national menstrual health market. These outputs will require in-depth country research, leveraging a range of different approaches and data sources to provide a detailed overview of the market and market opportunities.

**Question 13:** The first two deliverables are due at the same time which means they will be running parallel. Do you think there would be any dependency on each other?

**Answer 13:** The deadline for the first two deliverables are set as per the RFP. Within this timeframe, the bidder can determine how to structure the workflow to meet this deadline. Both deliverables can be developed completely in parallel, sequentially, or slightly staggered - starting with one deliverable a few weeks later than the other. Any and all options for how to work can be included in the work plan, as long as the final deadline is met.

	<p><b>Question 14:</b> What is the total duration of the project period? When is the estimated start date? Is there a word limit for responses in Stage 3 (Section III)</p> <p><b>Answer 14:</b> Duration of this project is 18 months after signing the contract, estimated start date is mid August. No word limit but a comprehensive proposal is expected from bidders. Avoid unnecessary details.</p> <p><b>Question 15:</b> Where can we demonstrate our eligibility for Stage 1: Eligibility and formal criteria (Pass/ Fail type)? Where can we show the proof that we are eligible? Is it acceptable if we provide a self-attested document and include it as an annexure in our proposal?</p> <p><b>Answer 15:</b> Please refer to clause 4 in document no. 2; RFP_Section_I_Instructions to Offerors.pdf in the RFP under the document's tab.</p> <p><b>Question 16 :</b>It is mentioned in Stage 2: Qualification criteria, that we need to provide audited balance sheets covering the last [3] years. We have this for FY 2020, 2021 &amp; 2022 (2023 is underway). Can we provide the audited balance sheets for FY 2020, 2021 &amp; 2022?</p> <p><b>Answer 16:</b> Yes, you can provide the most recent audited financials from the last 3 years. If you do not have audited financials for 2023 (yet) please mention this explicitly in the bid document.</p> <p><b>Question 17:</b> There is a statement of exclusivity and availability at the end of the bidding form. Does that mean that personnel are not engaged in any other projects during the periods under which the project is ongoing? Or only for the LoA needed for the project?</p> <p><b>Answer 17:</b> Form H is not required anymore for this RFP process. It is decided to remove this requirement.</p> <p><b>Question 18:</b> Form D – Section 1: could you clarify the type of answer that you expect for question 3.2? (General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted)</p> <p><b>Answer 18:</b> Please provide any supporting documents, organizational policies, management systems, management approaches, financial approaches, or other structures and approaches your organization applies that ensure the overall effective operation of the organization, that ensure effective (financial) management, that prevent and limit risks and that ensure the bidder can effectively deliver the services in this RFP within the set timeframe.</p> <p><b>Question 19:</b> Form D - Section 2: Could you clarify the type of answer that you expect for question 3.5 in section 2? (Understanding of the requirement: “Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?”)</p> <p><b>Answer 19:</b> This is not a question, but a scoring. The bid from each bidder will be evaluated and assessed whether the bidder has understood the assignment and</p>
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	<p>requested skills and expertise needed to meet the deliverables and whether these are reflected in the bid documents.</p> <p><b>Question 20:</b> Could you clarify the type of answer that you expect for question 3.8 in section 2? ("Demonstrate how you plan to integrate sustainability measures")</p> <p><b>Answer 20:</b> Provide any policies, approach and actions your organization is taking in general in your operations, and specifically within this project, to minimize environmental impacts and safeguard sustainability in line with the SDGs.</p> <p><b>Question 21:</b> As you mentioned SH and MH markets are very different, so as the framework would be. If two firms are selected for both lots, what exactly are you expecting in terms of coordination amongst the two.</p> <p><b>Answer 21:</b> We expect bidders to coordinate with one another at different stages of development to align, where possible, on overall structures and approaches for the deliverables. The quality and market specific needs and requirements for menstrual health- and sanitation- deliverables are leading, only where this is not compromised, is alignment encouraged.</p> <p><b>Question 22:</b> The work on the market maturity assessment framework that already exists, how do you think to have a national diagnostic framework on top of it.</p> <p><b>Answer 22:</b> The market maturity framework is designed to work with indicators to provide a snapshot of a market. The tools that will be developed within this RFP are meant for in depth research and analysis of individual countries. The outcomes of such work might potentially feed into parts of the framework.</p> <p>UNOPS highlighted that the clarification period was still open and bidders can send in any clarifications not addressed.</p>
Pre-bid Meeting finished time	Approx <b>11:30 UTC</b>