

**Pre- Bid Meeting Minutes - (LOT 1)**

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| 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- 02:00 pm GVA time (12 00 hrs UTC)</b>  |
| Location         | Virtual through Google Meet  |
| Participants     | <p>UNOPS Representatives:</p> <p>1. Anton JANTUNEN, Sanitation Market Specialist SHF, UNOPS, Geneva <i>ANTON JANTUNEN</i></p> <p>2. Sadia Ali, Procurement Senior Analyst, SHF, UNOPS <i>Sadia</i></p> <p>Number of supplier companies attended the Pre-bid Meeting: 1</p>   |
| Q & A            | <p><b>Question 1:</b> Can you please give some additional clarification on three different frameworks mentioned in the RFP</p> <p><b>Answer 1:</b> No answer - question is not specific (we can exclude this from the bidder's clarifications)</p> <p><b>Question 2:</b> How was this different from the work done by SHF previously and Guy Hutton's work?</p> <p><b>Answer 2:</b> Guy Hutton's work focuses on creating a tool (including a set of indicators) to analyze sanitation market maturity from multiple perspectives. Some of this work is interconnected to that and may provide data points to the tool (e.g. market sizing work).</p> <p><b>Question 3:</b> Is this RFP means to fill the methodological gaps comparing to the already existed public studies</p> <p><b>Answer 3:</b> The existing methodologies will be made available to the selected service provider and can be leveraged where appropriate.</p> <p><b>Question 4:</b> Can we get the available studies for review?</p> <p><b>Answer 4:</b> The existing methodologies will be made available to the selected service provider and can be leveraged where appropriate.</p> <p><b>Question 5:</b> Is SHF going to pay for travel and workshops if required.</p> <p><b>Answer 5:</b> All costs needed to provide the deliverables set out in the RFP should be included in the bid. No travel to countries is expected as part of this RFP.</p> <p><b>Question 6:</b> Market size estimation is focused on the household consumers and not</p> |

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|                               | <p>on the commercial or public institutions, need some more clarity on this</p> <p><b>Answer 6:</b> Market sizing methodology is to be proposed by the bidder, but generally market size includes the full sanitation economy market size including institutions and commercial sectors.</p> <p><b>Question 7:</b> The 60:40 scoring split skews incentives towards 'cost-cutting' rather than technical rigor, approach and the ability to generate value to stakeholders. We request the procurement team to consider a 80:20 (tech: financial) or at least a 70:30 scoring split to encourage strong technical responses.</p> <p><b>Answer 7:</b> The scoring is changed to 70:30.</p> <p><b>Question 8:</b> Do you expect close consultation with Govt Agencies regarding Market sizing estimates, do you think any workshop would be required in this regard.</p> <p><b>Answer 8:</b> Virtual workshops can be carried out but in person are not required under this RFP. Government agencies may be consulted virtually as part of the RFP..</p> <p><b>Question 9:</b> Is training and socializing included in handholding?</p> <p><b>Answer 9:</b> Initial guidance regarding the application of frameworks to in-country consultants/service providers may be required to ensure frameworks are understood and applied in a appropriate manner.</p> <p><b>Question 10:</b> In the Sector status framework, we might not get all the data in secondary research. How would you suggest interacting with the govt agencies or introduction by SHF.</p> <p><b>Answer 10:</b> Secondary research is not required for this RFP. The RFP includes framework creation for the sector status framework, not research in countries.</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>12:35 UTC</b>  |