

<p align="center"><b>Pre Proposal Conference</b>  <b>Hiring of Agency for Process Monitoring under NRETP</b>  <b>Ref. No. IN-BRLPS-178695-CS-QCBS</b></p>			
Sl. No.	Bid Ref. No.	Query	Clarification
1.	Section-7: Terms of Reference	<p>The process monitoring assignment should provide support to project management at all three levels of the project: i) Implementation Level ii) District level or DPCU, and iii) State level or SPMU.</p> <p><i>As we understand, the synthesis of learnings will feed into the project and guide the implementation at each level. Kindly specify if there is any other specific support required/expected at each level of the project.</i></p>	Yes, well understood. Nothing else.
2.	Section-7: Terms of Reference	<p>The project is scattered in 89 blocks of 18 districts in Bihar.</p> <p><i>It would be very helpful if you could share the spread of implementation of the four components (numbers) of the study (model CLF, BCs model, non-farm enterprises and PC/PGs) across the 89 blocks in 18 districts? This information will be critical in determining the sampling frame for each component.</i></p>	Not possible right now.
3.	Section-7: Terms of Reference	<p>Process monitoring planning. The processes identified should be in relation to the indicators mentioned in the Results framework (Logical Framework Analysis) of the project and, critically, to the project principles and processes detailed in the enterprise manual.</p> <p><i>Please let us know if an LFA/result framework/Theory of Change matrix has been prepared for the assignment. If yes, it would be helpful if you could share it with us.</i></p>	Not prepared so far.
4.	Section-7: Terms of Reference	<p>Reporting requirements: Additionally, raw data in the form of interview transcripts and notes, focus group and PRA reports, audio and video interviews etc. should be provided to state unit along with the quarterly reports.</p> <p><i>Kindly clarify how many case studies are expected to be documented using video stories/documentaries.</i></p>	As Mentioned under <b>Section. 8 – Deliverables</b> of ToR.

5.	Section-7: Terms of Reference	<p>Process Monitoring Reports: 1st QTR report only for one month.</p> <p><i>Kindly clarify if the 1st quarter process monitoring report would only entail 'non-farm enterprise' component of the project or all the four study components.</i></p>	Flexible, will be decided during table talk with the successful agency.
6.	Section-7: Terms of Reference	<p>Quarterly reports: • 25 individual case studies related to best practices in each quarter in well designed and printed form (25 copies). Within One month of the closure of the contract: 100 individual/group cases submitted</p> <p><i>Kindly clarify if these case studies will be from the panel survey or sample survey. Also, it would be good to know if there is any minimum representation in terms of the number of case studies to be presented from each of the four themes.</i></p>	It may be from both panel survey and sample survey. Theme wise number is not fixed. It will depend on suitable cases.
7.	Section-7: Terms of Reference	<p>A detailed protocol for the exercise will be developed with guideline starting from the capacity building of CBOs leaders and staff including relevant anchors.</p> <p><i>As per our understanding this is not the scope of work for agency. Kindly clarify.</i></p>	Yes
8.	Section-7: Terms of Reference	<p>Sample survey will be presented on monthly basis.</p> <p><i>Please clarify if the presentation is to be made every month?</i></p>	Yes
9.	Section-7: Terms of Reference	<p>It is anticipated that on monthly basis a simple 15- 25 page process report shall be prepared in matrix form indicating the key learning emerged and actions recommended for the District and State to take action.</p> <p><i>We assume the monthly reports will be a consolidated report of the findings of all the districts covered. Kindly clarify.</i></p>	Both separate(for districts) and consolidated(for state)
10.	Section-7: Terms of Reference	<p>At the State Level, following Members Team will be deployed:</p> <ul style="list-style-type: none"> <li>• Project Head (01)</li> <li>• Co-Project Head (01)</li> <li>• Data Analyst (01)</li> <li>• District level Process Monitors (18).</li> </ul>	<p>Full time requirement means –</p> <p>1 person x 24 months x 30 days = 720 days</p> <p>18 persons x 24 months x 30 days =</p>

		Do the team members have to be based out of Bihar?	12960 days May be resident of Bihar or outside
11.	Data Sheet 14.1.2 and Section 7 - Terms of Reference (ToR)	<p>Estimated input of Key Experts' time-input: 570 Man Days And Man day requirement as per table on page 50 •</p> <ul style="list-style-type: none"> <li>• Team Leader - 60 man days</li> <li>• Project Head (01) - 720 man days</li> <li>• Co-Project Head (01) - 720 man days</li> <li>• Data Analyst (01) - 720 man days</li> </ul> <p><i>There seems to be a discrepancy between the man day requirement (key experts) specified in the data sheet and the terms of reference. Please clarify on what is the current number of man days required for the key experts (Team Leader, Project Head (01) , Co-Project Head (01), Data Analyst (01) )</i></p>	<p><b>Team Lead</b> – 60 man days in two years(As per requirement)</p> <p><b>Project Head, Co-Project Head, Data analyst</b></p> <p>1 person x 24 months x 30 days = 720 days for each</p> <p><b>Process Monitors</b></p> <p>18 persons x 24 months x 30 days = 12960 days</p>
12.			
13.		Considering the prevailing scenario of Covid-19, does the team leader need to be available in-person for all the quarterly presentations or presence through online mode would be acceptable?	It will depend on situation and Govt. guideline
14.		Can the team composition include a panel of advisors? Would that be acceptable?	Depends on agency but no additional cost to BRLPS
15.		ToR mentions that "Apart From above mentioned three major activities the Process monitoring agency may be assigned some other activities based on new requirements or priorities". Assuming the change in scope of the study, would it be allowed to change the budget of the assignment and request for an increase?	The scope and nature will remain same. It has been just mentioned for unseen requirement.
16.		Do we need to submit CVs for 18 Process Monitors at the proposal stage?	No
17.		The required man-days for each of Project head/Co-project head/Data analyst/Process Monitors are 720 for this assignment. The ToR of the study suggests the duration of the study as 02 years. Second footnote in the TECH-6 indicates "One (1) month	Already clarified. Please see point no 11

		equals twenty two (22) working (billable) days"; which sums upto 528 man-days (billable) for each of the key experts. Kindly clarify the same for budgeting purposes.																									
18.	Section-3: Technical Proposal Standard Forms	The column on 'Page Limit' has been left blank. Please confirm if there is any page limit for respective sections that we should consider while preparing the technical proposal.	There is no Page Limit.																								
19.	Section 3. Technical Proposal – Standard Forms	List only previous similar assignments successfully completed in the last[.....]years.  Kindly clarify the no. of years for relevant past assignment.	It is clarified that "List only previous similar assignments successful completed in the last 05 years.																								
20.	Section 4. Financial proposal - standard forms	FIN-1 Financial Proposal Submission Form FIN-2 Summary of Costs FIN-3 Breakdown of Remuneration, FIN-4 Reimbursable expenses  The forms have been deleted in the RFP. Kindly share the final format for financial proposal.	Fin forms (from 1 to 4) are available and can be seen in price schedule button on e-proc. Portal. It can be seen after registration on e-proc. site.																								
21.	Section 7 - Terms of Reference (ToR)	We would like to propose the following payment term. Please let us know if this can be considered.  <table border="1" data-bbox="555 1249 1088 2007"> <thead> <tr> <th>Deliverables</th> <th>Period from the date of contract</th> <th>Payment Schedule</th> </tr> </thead> <tbody> <tr> <td>Inception Report</td> <td>1st Instalment</td> <td>10%</td> </tr> <tr> <td colspan="3">Process Monitoring Reports</td> </tr> <tr> <td>1st Qtr report</td> <td>2nd Instalment</td> <td>7.5 %</td> </tr> <tr> <td>2nd Qtr Report</td> <td>3rd Instalment</td> <td>7.5 %</td> </tr> <tr> <td>3rd Qtr Report</td> <td>4th Instalment</td> <td>7.5 %</td> </tr> <tr> <td>4th Qtr Report</td> <td>5th Instalment</td> <td>7.5 %</td> </tr> <tr> <td>12th months from the contract date Annual</td> <td>6th Instalment</td> <td>10%</td> </tr> </tbody> </table>	Deliverables	Period from the date of contract	Payment Schedule	Inception Report	1st Instalment	10%	Process Monitoring Reports			1st Qtr report	2nd Instalment	7.5 %	2nd Qtr Report	3rd Instalment	7.5 %	3rd Qtr Report	4th Instalment	7.5 %	4th Qtr Report	5th Instalment	7.5 %	12th months from the contract date Annual	6th Instalment	10%	It is clarified that payment terms will remain the same as mentioned in the RFP.
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		reports with 2 learning notes			
		5th Qtr Report	7th Instalment	7.5 %	
		6th Qtr Report	8th Instalment	7.5 %	
		7th Qtr Report	9th Instalment	7.5 %	
		8th Qtr Report	10th Instalment	7.5 %	
		24 months from the contract date Annual reports with 2 learning notes	11th Instalment	20%	