

Minutes of the Pre-proposal meeting

Minutes of the Pre-Proposal Meeting on NGO consultancy services to implement Social & Communication activities for the Closure & Containment of Municipal Solid Waste dumpsite, Kadapa, Andhra Pradesh held on 20th November, 2014

Date & time: 20.11.2014 & 11.00AM

Venue: Meeting Hall-II, Head Office, Hyderabad

Members present:

1. Sri A Ramchand, Head PIU(I/C), CBIPMP/CEE, APPCB
2. Sri. W G Prasanna Kumar, SSS, TSPCB
3. Sri SSS Murali, EE, CBIPMP
4. Sri. Y Atchyutha Ramaiah, Procurement Specialist, CBIPMP
5. Sri. D Prasad, MES, CBIPMP
6. Smt. Sudha Poleni, SCO, CBIPMP

NGO consultants:

1. Sri. D Naga Raju, Rural Action In Development Society (RAIDS)
2. Sri. S Praveen Babu, RAIDS
3. Sri. Vijay Chandra, Sukuki Exnora
4. Sri. Shravan Kumar, Center for Environment & Development

The Head PIU welcomed the NGO consultants for the pre-proposal meeting and requested them to raise their queries on the Request for Proposal (RFP) issued to them. The queries of the NGO consultants were taken one after the other. The details of queries and clarifications are mentioned below:

Sl. No.	Section Clause/Pg. No	Original Text	Description of Query	Remarks/Reply of APPCB
1	Eligibility of Sub-Consultants –Pg. No. 11	1.11 In case a shortlisted Consultant intends to associate with Consultants who have not been shortlisted and/or individual expert(s), such other Consultants and/or individual expert(s) shall be subject to the eligibility criteria set forth in the Guidelines.	Association with the consultants who have not been shortlisted can be involved in the works.	The clause given at 1.11 holds good. The association with the consultants/individual experts is subject to meeting the eligibility criteria set forth in the guidelines.
2	FormTECH-7: Staffing Schedule – Pg. No. 36	Staff input: Foreign Staff Local Staff	Please clarify, what is the meaning of foreign staff in World Bank guidelines?	Experts who are not Indian Nationals and are working / hired for the proposed services are foreign staff.
3	Section 5. Terms of Reference –Pg. No. 48	Objectives of engaging the NGO: • To meet the following objectives APPCB is seeking services of a NGO to implement the social and communication activities for the Closure and Containment of Municipal Solid Waste Dumpsite under CBIPM Project.	What is the actual coverage of the Project area for Closure and Containment of Municipal Solid Waste Dumpsite?	The details are given in the following reports and the same has been mentioned in the scope of work at point (b) in ToR @ Pg. No.49. 1. Environmental & Social Impact Assessment Report 2. Environmental & Social Management Project These reports are available in the project website: www.apcbipmp@gov.in
4	Section 5. Terms of Reference – Scope of Work Pg. No. 51:	m) Develop Information, Education and Communication materials: Develop project related Information, Education and Communication (IEC) materials (flyers, brochures etc., in Telugu and English) and finalize in consultation with APPCB for distribution.	Please clarify, whether the consultant has to develop the content, design etc. or the consultant has to design it and print / develop multiple copies to distribute to the community. If the	The consultant has to develop the content, design etc., in both the languages and also print the number of copies proposed. The required IEC material for the project site is as follows: Flyers: 200 copies (Every quarter)*4 quarters, size: 1/8 th Demmi, Paper quality: 130 GSM,

			consultant has to print / develop, then whether the cost has to be made part of the financial proposal.	<p>Multi Colour Printing. Each copy should have both the languages.</p> <p>Posters: 1000 copies (in Telugu) + 200 copies (in English) per year for awareness programmes & Mass campaign with different themes, size: 20"/30", Paper quality: 90 GSM Cromo Art sticker paper. Multi color printing.</p> <p>Case Studies book let: 150 copies, book size: 1/8th demmi , Pages: inside 40 pages(20 pages for Telugu & 20 for English), Paper quality: 130 GSM glossy paper with matte finishing card(cover page). It should have both the languages. Should be ready by consultation meeting every year. Multi Colour printing.</p> <p>Photo documentation: 10 copies per year. Flex printing paper, 3ft width & 2ft height, multi colour printing. Display it during the mass campaign & consultation meeting.</p>
5	Section 5. Terms of Reference – Pg. No. 51	List of Activities / Programs/ Reports/ Deliverables to be organized	It is mentioned in the table about work execution (time line) and some place commencement of services. Whether this mentions about this project or the execution of remediation.	Now it is anticipated that the works and NGO consultancy services will start simultaneously. Hence, both the commencement of services & works execution are same.
6	Section 5. Terms of Reference – Scope of Work Pg. No. 49-50:	f. Capacity building and vocational training for PAPs:	It is to be clarified whether the consultant has to organize capacity building and vocational training program or prepare modules and other arrangements and the client will implement it. If the consultant has to organize the training, whether the cost should be part of the financial proposal?	<p>Based on the needs assessment, consultant has to develop modules and organize capacity building and vocational training programs to the PAPs with the help of experts from the field.</p> <p>The financial proposals shall include the cost related to these works.</p>
7	Section 5. Terms of Reference – Scope of Work Pg. No. 50:	g. Counseling services: Counseling services through a qualified counselor to address the psycho social needs of the PAPs. Maintain a counseling register and update it regularly.	Scope of work, item (g), mentioned about counseling service. It is to be clarified whether the consultant has to arrange the qualified counselor or the client will arrange it.	Consultant has to arrange a qualified counselor to address the psycho social needs of the PAPs. Cost of the counselor charges should be part of the financial proposal.
8	Instructions to Consultants -Data Sheet – Paragraph reference Pg.No. 22-25	<p>1.1. Method of selection: <u>Quality-And-Cost- Based Selection (QCBS)</u></p> <p>5.7. The formula for determining the financial scores is the following:</p> <p>$S_f = 100 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the proposal under consideration.</p> <p>The weights given to the Technical and Financial Proposals are: T = <u>0.8</u> and P = <u>0.2</u></p>	What is the selection criteria for award of contract	The selection is based on the Quality and Cost Based Selection (QCBS) as detailed in RFP at Pg.No. 25. According to which weightage is as follows: 80% for technical proposal and 20% to financial proposals.

9	General		It is to be clarified whether the consultant has to establish office in the project area or the APPCB / ULB will provide office space and other facilities?	The consultant has to establish an office on his own in the project area and communicate the address to all the stakeholders.
10				Consultants were requested to enclose their team members CVs duly signed along with the proposal.