

**241125 – BDG – “Introduction of Gender-Smart and Migrant-Centric Financial Products and Services for Migrant Workers and Their Family Members, Particularly Women in Bangladesh”**

**Questions and Answers**

[Link to the transcript from the Questions and Answer session on 5 December 2024](#)

- 1. We understand that a same consortium of Bangladesh based FSP(s) and an international consulting and advisory firm can bid for both the grant applications i.e. 241115 - BGD and 241125 - BGD. Please confirm.**

Yes, the same consortium, comprising a Bangladesh-based financial service provider (FSP) and an international consulting and advisory firm, is eligible to bid for both RFP No. 241115 and RFP No. 241125.

Having said that, we kindly request all applicants that are applying as a consortium to read the section on Joint Venture and Consortium under “Instructions to Applicants” link provided along with the TOR. Please be mindful of the below provision :

*“After the Application has been submitted to UNCDF, the lead entity identified to represent the joint venture shall not be altered without the prior written consent of UNCDF. Furthermore, neither the lead entity nor the member entities of the joint venture can:*

- a) Submit another Application, either in its own capacity [for the same TOR]; nor*
- b) As a lead entity or a member entity for another joint venture submitting another Application [for the same TOR].*

*The description of the organization of the joint venture/consortium/association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the TOR, [...] UNCDF reserves the right to require more documents from, and/or to conduct stricter assessments on, the lead entity in the Joint Venture.”*

- 2. Based on UNCDF's confirmation on Point 1 above, will the outcome of reaching "15,000 migrant workers and families with gained access to new formal financial solution" double in case the same consortium is awarded both grants? For e.g. under grant 1, the consortium demonstrates how the outcome of "15,000 migrant workers and families with gained access to new formal financial solution" will be achieved. Then, under grant 2, can the same 15,000 migrant workers and families be counted under the outcome achieved?**

The milestones and deliverables, as outlined in each of the Terms of Reference (ToR), must be achieved for each grant separately. The beneficiaries for both grants need not be mutually exclusive. The project will evaluate performance based on the agreed outcomes in the ToR for each grant so that if both grants have the same KPI, only then unique numbers will be considered. Having said that, the project reserves the right to decide on a case-by-case basis during the implementation stage, with the aim of expanding the beneficiaries to as wide population as possible where they are most needed.

- 3. In a consortium of local FSP(s) and an international consulting and advisory firm, can the international consulting and advisory firm take the lead?**

The decision on who will take the lead is one that the consortium will have to make. It is not for UNCDF to determine or advise applicants about. What we would like to suggest is for the consortium to determine who among the consortium members have the highest likelihood of meeting the eligibility criteria outlined in the ToR for "Development of Innovative Digital Financial Literacy Solutions for Migrant" ToR, and also complying with the criteria for evaluation. This decision should be strategically made by your group, if the intention is to increase your likelihood of success in the selection process.

We kindly request you therefore to please review the Eligibility Requirements for both TORs.

- 4. Do the eligibility related documents as mentioned in Point V. ELIGIBILITY FOR APPLICATION AND EVALUATION CRITERIA need to be submitted for only the lead bidder (in case the international consulting and advisory firm takes the lead) or for all local consortium partners as well?**

In the case of a consortium, the lead applicant must fully meet the eligibility requirements. Please see Section V.2 of the TOR. However, it will be advantageous to submit the eligibility documents for all consortium members, if that is possible, in order to establish that everyone in the group are eligible and experts in their own field and can fully contribute to the achievement of the targeted results.

- 5. In terms of the requirement for an “Official Letter of Appointment as local representative, if Applicant is submitting for and on behalf of an entity located outside the country” what kind of letter is expected from the consortium when the international advisory firm is lead and a local FSP is the consortium partner. Will a letter of association mentioning that the international entity is the lead in consortium with local FSP as the implementing partner suffice? Please guide.**

If the applicant is a consortium, and the international advisory firm is the lead entity, the CEO/Board Chairman or any official of the firm at that level should issue the official letter of appointment to the person representing the firm in this selection process. In addition, kindly see the section on Consortium under the “Instructions for Applicants” where this was stated :

*“The description of the organization of the joint venture/consortium/association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the TOR, [...]”* In the document where the role of each member is explained, the applicant may opt to secure individual signatures on the same document from each of the consortium members.

- 6. Will the documents listed below need to be submitted by only the lead bidder or all consortium partners even in case the lead bidder is an international consulting and advisory firm?**
- i.Organizational Profile, which should not exceed fifteen (15) pages, highlighting the work that are similar to the requirements of the TOR.**
  - i.Statement of Satisfactory Performance from the Top 3 Clients in the past five (5) years, particularly where the work is similar to the requirements of this TOR.**
  - i.Confirmation letter that your organization is not on the UN Security Council 1267/1989 List, UN Procurement Division List, or Other UN Ineligibility List.**
  - i.All information regarding any past and current litigation during the last five (5) years, in which the Applicant is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded.**
  - i.Optional Document (may be submitted to supplement the entity’s credibility but these documents will not be used as a basis for eligibility screening)**
  - i.International Accreditation Certificates, awards, citations, and other recognitions received by the applicant in the past, if available.**

See our response on Question No. 4.

- 7. While going through the documents shared in the portal, we came across some questions we need further clarification on. We want to schedule a meeting with you on 8<sup>th</sup> of January 2025 (Wednesday). Please share a time slot with us so that we can arrange a meeting to discuss the questions.**

Thank you for your interest in working with UNCDF and in the opportunity to be a part of our project: Introduction of Gender-Smart and Migrant-Centric Financial Products and Services for Migrant Workers and Their Family Members, Particularly Women in Bangladesh.

In the spirit of fair competition, we regret to inform you that we cannot, at this stage of the selection process, conduct any bilateral discussion with any of the prospective applicants.

*As reflected in Section VI.2. of the TOR that we published, the session for Questions and Answers has been held on December 5, 2024. We regret that you have missed it. Having said that, kindly also note that questions can still be raised on or before January 7, 2025 as mentioned in the same section of the TOR. We strongly encourage you to submit to us a list of questions that you need clarity on, and we will do our best to respond to them in a comprehensive and timely manner.*

We hope for your kind consideration of the above and we look forward to your continued interest in this project.

## **8. In the CV Section:**

### **a. What is meant by “Position of contract”?**

You must be referring to the term in the CV template which requires you to provide the “position for this contract”. This term refers to the role that the individual expert you are proposing will perform during the implementation of the Agreement and delivery of results in the TOR, in the event that we sign an Agreement with you. For instance, such role can be Team Leader, Financial Specialist, Project Manager, among others.

### **b. Whose CV will be included in the proposal - CVs of Team Lead as well as Team members?**

Yes, the CVs of both the Team Lead and key team members directly involved in the project should be included.

### **c. Will the CVs of individuals be uploaded in the same document or multiple documents following the provided format?**

It could be submitted as both single document and multiple documents.

### **d. Are 3 references mandatory for applicants who are new in the industry?**

Yes, three references are mandatory. The references should indicate the years of engagement, the nature of the work, and the value of the agreement, in addition to performance feedback.

## **9. In the Budget Section:**

### **a. What is meant by applicant’s in-kind contribution?**

In-kind contributions refer to non-cash resources provided by the applicant, such as personnel time, office space, equipment, or any other assets used to support the project without direct monetary compensation. This is the part of the total budget that the applicant will provide and will not be drawn from the funds from UNCDF.

### **b. Does Grant Amount Due refer to the total grant amount or applicant’s contribution?**

The Grant Amount Due refers to the total grant amount requested from UNCDF, exclusive of the applicant’s contribution (whether cash or non-cash).

### **c. Does milestone starting day = start day?**

The “Start Date” refers to the projected day when each activity and sub-activities will be started.

**10. In the Main Application Guidance Section:**

- a. We need further clarification on "Volume of transactions on digital channels related services in \$". By digital related services, are you referring to the remittance volume received online by an institution?**

This term refers to the volume of transactions processed or received through online or digital channels by the applicant institution.

- b. Please differentiate between IP and RP.**

The term Implementing Party (IP) refers to the primary organization responsible for executing the project. In this case, that is UNCDF. On the other hand, the term Responsible Party (R) refers to the entity accountable to UNCDF for delivering results as per the agreement signed with UNCDF. In this particular TOR, the successful applicant that will sign a performance based payment agreement (PBPA) shall be referred to as the RP.

- 11. We do not have the audited financial statement for 2024 yet. Neither do we have Provisional Financial Statement. As such, will UNCDF accept audited financial statement of 2021, 2022, 2023 instead?**

If the audited financial statement for 2024 is unavailable, the audited financial statements for 2021, 2022, and 2023 will be acceptable. If there is an interim financial statement for 2024, even if it is not yet audited, it should still be submitted.

- 12. We need further clarification on "List of Bank References (Name of Bank, Location, Contact Person and Contact Details)" and "Statement of Satisfactory Performance from the Top 3 Clients in the past five 5 years, particularly where the work is similar to the requirements of this TOR." We are not clear on exactly which document is required here.**

This should be a formal letter or certificate from your top three clients over the past five years, highlighting their satisfaction with your performance, particularly for projects similar to this TOR. Please see also our response on Question No. 8d above.