

Mar 25, 2026

Pre-bid Meeting RFQ-005-2026

The meeting began with UNFPA providing an overview of the scope of the assignment and expected results.

Specific questions raised by prospective bidders were responded to:

- **Clarification on Primary Research and Validation:** The assignment is not intended to be an intensive primary research exercise; instead, the focus is on validating and strengthening findings from the desk review through consultations and discussions. The selected agency is entrusted with the judgment to determine who is best positioned to validate the insights gathered from the secondary research, and the validation can be done regionally, and through a hybrid/virtual modality as well.

Details Regarding the Expert Consultation Logistics UNFPA clarified that the expert consultation is expected to be a day-long event with approximately 20 to 25 participants, suggested to be held in a metropolitan city for connectivity and logistical convenience. The responsibility for handling all logistics of the consultation, including budgeting for the participants' travel, per diem, and stay, rests with the bidding agency. For consultation per diem rates, the selected organization is expected to use its own policy rather than UN rates.

- **Clarification on Organizational Profile and Expertise:** Regarding the type of organization that can apply, it is acceptable if the lead researcher is extensively experienced in research, and the affiliated organization is an implementing NGO, provided the proposal demonstrates the required expertise listed in the RFQ. For consortia or individual organizations, the key evaluation factor is the ability to demonstrate the requisite qualifications, strength, expertise, and prior experience as sought in the RFQ.
- **Consortia and Contractual Modalities:** If a consortia applies, there must be one clearly identified lead agency, as UNFPA will enter into contractual modalities only with that lead agency. That lead agency will be responsible for managing the internal coordination and communication among the consortium members.

- **Data Access:** UNFPA does not plan to share any internal data, and the selected agency is expected to use publicly available data, reaching out to relevant stakeholders if they require access to any non-public data.
- **Further Clarification on Primary Data Collection:** UNFPA reiterated that the key informant interviews or discussions are intended to validate and enrich findings from the secondary data collection (desk review), rather than being a deep-dive data collection exercise.. The selected agency is entrusted with the judgment to determine who is best positioned to validate the insights gathered from the secondary research, and the validation can be done regionally, and over virtual consultations or online discussions
- **Timelines and Budget Disclosure:** The deadline for proposal submission (currently March 31st) may be extended if UNFPA receives requests from multiple potential bidders. The project execution timeline is set for a six-month period, although UNFPA is mindful of unforeseen circumstances. UNFPA cannot disclose an indicative budget range because the financial proposal is a key evaluation criterion, and it will be evaluated for efficiency and value for money.

Potential bidders were also advised that they should send their technical and financial proposals in two separate emails using the RFQ subject line, only to the email address listed in the RFQ bids.india@unfpa.org by the stated timeline. No financial conditions, terms, amounts should be referred to in the technical proposal document.