

Project Title: IMPROVED ACCESS TO SERVICES THROUGH ANALOGUE AND DIGITAL PARTICIPATION IN LOCAL GOVERNANCE, HEALTH, AND EDUCATION.

Date: January 18, 2024

Purpose of the Meeting: Pre-Bid Meeting regarding "The Consultancy Services for the Manual Development and Training Delivery on the Safe Use of Digital Spaces, Community Leadership, and Digital Skills"

Participants of the Meeting:

S. No.	Name	Designation	Organization
1.	Sajid Faheem	Project Lead	IMSciences-HRDC
2.	Amir Zaib	Procurement Officer	IMSciences, Peshawar
3.	Samira Shams	Manager Gender & Inclusion	IMSciences-HRDC
4.	Adnan	M&E Manager	IMSciences-HRDC
5.	Muhammad Nasim Khan	Digital And Social Media Coordinator	IMSciences-HRDC
6.	Shafeeq Khan	Project Associate	IMSciences-HRDC
7.	Aqsa Naveed	Representative	SDPI
8.	Fawad Ali	Advisor to the CEO	PMI
9.	Rabia Khan	Representative	Beaconhouse Group
10.	Zoofishan Malik	Representative	Beaconhouse Group
11.	Naila Basharat	Representative	TRC
12.	M. Humza	Representative	TRC
13.	M. Zubair	Representative	Stepnex
14.	M. Arif	Representative	E-Digital Pakistan
15.	Salim Ullah	Representative	Red Stonz Tech



 18/01/2024

Meeting Minutes: Mr. Sajid Fahim, the Project Lead, welcomed the participants to the pre-bid meeting. He provided a brief explanation of the assignment's scope before opening the forum for questions.

During the pre-bid meeting, the following queries were raised by the attendees, which were addressed accordingly.

- An inquiry about the necessity of obtaining a No Objection Certificate (NOC) from the Commissionerate Afghan Refugees (CAR) was raised because the assignment involves training Afghan refugees. It was clarified that IMSciences – HRDC has already secured the NOC, relieving participating firms of this requirement.
- Participants sought clarification on the logistics for training participants. It was communicated that IMSciences – HRDC will manage all logistics related to the training participants. However, consulting firms are responsible for coordinating logistics for their respective trainers. In addition, it was also clarified that arrangements for the food and venues will be the responsibility of IMSciences – HRDC.
- Participants inquired about the language of the manual. It was responded that the manual will be in English, with a requirement for Urdu translation. The responsibility for Urdu translation lies with the consulting firm.
- A query was raised regarding any guidelines for the manual. It was responded that while basic information is available in the Terms of Reference (TORs), detailed guidelines will be discussed in depth once the selected firm is onboard.
- Another participant raised a query related to the ongoing repatriation process of Afghan Refugees and whether the repatriation of Afghan Refugees will affect the assignment. The Project Lead informed the participants that any issues related to repatriation/deportation will be addressed by CAR, GIZ, and IMSciences-HRDC. The process of repatriation/deportation will not affect the assignment.
- Participants sought clarification regarding the template for the Technical Proposal. It was clarified that participating firms are permitted to use their own templates; however, it was emphasized that the information layout and content must align with the Technical Evaluation Criteria outlined in the Terms of Reference (TORs).



Procurement Officer
IMSciences, Peshawar.