



REQUEST FOR PROPOSAL (RFP)

Letter of Invitation

March 30, 2017

UNDP/AFG/RFP/2017/0000001272

Subject: Building Human Capital in the Extractive Industry in Afghanistan for Fostering Human Development

Dear Sir / Madam:

The United Nations Development Programme (UNDP) Afghanistan Country Office hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFQ includes the following documents:

- Letter of Invitation
- Annex 1 - RFP Data Sheet
- Annex 2 – Terms of Reference
- Annex 3 - Forms for Submitting Proposal (Technical and Financial)
- Annex 4 - General Terms and Conditions for Professional Services
- E-tendering Instructions Manual for Bidders
- FAQ for Bidders

Your offer comprising of all required documents should be submitted in accordance with Annex 1 through the UNDP ATLAS E-Tendering system, which can be accessed at <https://etendering.partneragencies.org>.

No hard copy or email submissions will be accepted by UNDP:

The step by step instructions for registration of bidders and quotation/proposal submission through the UNDP ATLAS E-Tendering system is available in the instructions manual for the bidders, attached with this RFP. Should you require any training on the UNDP ATLAS E-Tendering system or face with any difficulties when registering your company or submitting your bid, please send an email to the E-Tendering Help Desk at procurement.af@undp.org or call +93728999766 during office hours to request for help.

The proposers are advised to use Internet Explorer (Version 10 or above) browser to avoid any compatibility issues with the E-Tendering system.

Please refer to E-Tendering system for closing date of this RFP.

Kindly go through this invitation letter and other documents attached here to this RFP. Should you have any questions or require any clarification, please feel free to send an email to the procurement officer at procurement.af@undp.org.

UNDP looks forward to receiving your Bid and thanks you in advance for your interest in UNDP procurement opportunities.

Yours sincerely,

Head of SCMO
30 March 2017

Data Sheet

DS No.	Data	Specific Instructions / Requirements
1	Project Title :	UNDP National Human Development Report Project
2	Title of Services/Work:	Conduct Study on Value Chain Analysis of Gemstones and One Other Commodity
3	Country / Region of Work Location:	Afghanistan
4	Language of the Proposal:	<input checked="" type="checkbox"/> English
5	Conditions for Submitting Proposals for Parts or sub-parts of the TOR	<input checked="" type="checkbox"/> Not allowed
6	Conditions for Submitting Alternative Proposals	<input checked="" type="checkbox"/> Shall not be considered
7	A pre-proposal conference will be held on:	Will not be held
8	Period of Proposal Validity commencing on the submission date	<input checked="" type="checkbox"/> 60 days
9	Proposal Security	<input checked="" type="checkbox"/> Not Required
10	Acceptable forms of Proposal Security	<input checked="" type="checkbox"/> Not Applicable
11	Validity of Proposal Security	<input checked="" type="checkbox"/> Not Applicable
12	Advanced Payment upon signing of contract	<input checked="" type="checkbox"/> Not allowed
13	Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions: Percentage of contract price per day of delay: 0.22% Max. no. of days of delay :45 days Next course of action : UNDP may terminate the contract and/or PO

14	Performance Security	<input checked="" type="checkbox"/> Not Required
15	Preferred Currency of Proposal and Method for Currency conversion	<input checked="" type="checkbox"/> United States Dollars (US\$) <i>(for companies registered outside Afghanistan)</i> <input checked="" type="checkbox"/> Local Currency (AFN) <i>(for companies registered under Afghanistan Government Authority)</i> For evaluation purposes, the bids submitted in other currencies will be converted to US\$ using the UN Operational Exchange Rate. <i>Reference date for determining UN Operational Exchange: will be the closing date for Proposal Submission.</i>
16	Deadline for submitting requests for clarifications/questions	10 April 2017
17	Contact Details for submitting clarifications/questions ¹	Focal Person in UNDP: Address: United Nations Development Programme, UNDP Country Office, UNOCA Complex, Jalalabad Road, Kabul, Afghanistan E-mail address dedicated for this purpose: procurement.af@undp.org Note : The Subject Line of email should be: UNDP/AFG/RFP/2017/0000001272
18	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	<input checked="" type="checkbox"/> Uploaded in the system. Once uploaded, Prospective Proposers (i.e. Proposers that have accepted the bid invitation in the system) will be notified via email that changes have occurred. It is the responsibility of the Proposers to view the respective changes and clarifications in the system
21	Deadline of Submission	Date and Time: As specified in the system (note that time zone indicated in the system is New York Time zone). <u>PLEASE NOTE:-</u> 1. Date and time visible on the main screen of event (on E-Tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the

¹ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was officially received.

		<p>E-Tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system.</p> <p>2. Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist.</p>
22	Allowable Manner of Submitting Proposals	<p><input checked="" type="checkbox"/> Online bidding in E-Tendering module.</p> <p>Your offer, comprising of all required documents shall be submitted thorough the UNDP ATLAS E-Tendering system. The step by step to be followed for bid</p>
23	Conditions and Procedures for electronic submission and opening, if allowed	<p><input checked="" type="checkbox"/> Official Address for e-submission: https://etendering.partneragencies.org</p> <p><input checked="" type="checkbox"/> Format : PDF files only</p> <p><input checked="" type="checkbox"/> Max. File Size per transmission: <i>[8MB]</i></p> <p><input checked="" type="checkbox"/> Max. No. of transmission : <i>[not limited]</i></p> <p><input checked="" type="checkbox"/> No. of copies to be transmitted : <i>[one]</i></p> <p><input checked="" type="checkbox"/> Virus Scanning Software to be Used prior to transmission.</p> <p><input checked="" type="checkbox"/> Time Zone to be Recognized: Bid closing date is according to New York Time Zone in E-Tendering System, so please convert it Kabul Time zone and submit your bid accordingly.</p>
24	Date, time and venue for opening of Proposals	Not a public bid opening
25	Evaluation method to be used in selecting the most responsive Proposal	<input checked="" type="checkbox"/> Lowest financial offer of technically qualified Proposals (i.e., offers that are rated 70% and above)
26	Required Documents that must be Submitted to Establish Qualification of Proposers (In "Certified True Copy" form only)	<p><input checked="" type="checkbox"/> Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured</p> <p><input checked="" type="checkbox"/> Certificate of valid Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation</p> <p><input checked="" type="checkbox"/> Latest Audited Financial Statement (Income Statement and Balance Sheet) or copy of bank statement for the past two (2) years to indicate the annual average turnover is minimum USD 100,000.</p>

		<input checked="" type="checkbox"/> List of projects performed for the last Five (5) years with similar nature and complexity, including client's name, contact details, contract value, location, and status of completion. <input checked="" type="checkbox"/> CVs of technical team Team Leader (1 CV) Team of Experts (minimum 2 CVs)
27	Other documents that may be Submitted to Establish Eligibility	<input checked="" type="checkbox"/> Detailed Work schedule (required duration max. 20 weeks)
29	Latest Expected date for commencement of Contract	<i>May 14, 2017</i>
30	Expected duration of contract (Target Commencement Date and Completion Date)	This assignment is for a total of 20 weeks
31	UNDP will award the contract to:	<input checked="" type="checkbox"/> One Proposer only
32	Criteria for the Award of Contract and Evaluation of Proposals	<p><u>Technical Proposal</u> (Technical proposal of the proposer obtaining minimum 70% score will be considered technically qualified offer)</p> <input checked="" type="checkbox"/> Expertise of the Firm – 30 Points <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan - 40 Points <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel - 30 Points
		<p><u>Financial Proposal</u> Lowest financial offer among the technically qualified offers</p>
33	Post-Qualification Actions	<input checked="" type="checkbox"/> Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted; <input checked="" type="checkbox"/> Inquiry and reference checking with Government entities with jurisdiction on the bidder, or any other entity that may have done business with the bidder; <input checked="" type="checkbox"/> Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed;
34	Conditions for Determining Contract Effectivity	<input checked="" type="checkbox"/> Upon signing of UNDP's Professional Services Contract

Terms of Reference for chapter
On
Building Human Capital in the Extractive Industry in Afghanistan for Fostering Human
Development
For the National Human Development Report (NHDR) of Afghanistan

A. Background

UNDP Global Mission Statement

UNDP is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in 166 countries, working with national counterparts on their own solutions to global and national development challenges.

UNDP Afghanistan Mission Statement

UNDP supports stabilization, state-building, governance and development priorities in Afghanistan. UNDP support, in partnership with the Government, the United Nations system, the donor community and other development stakeholders, has contributed to institutional development efforts leading to positive impact on the lives of Afghan citizens. Over the years UNDP support has spanned such milestone efforts as the adoption of the Constitution; Presidential, Parliamentary and Provincial Council elections; institutional development through capacity-building to the legislative, the judicial and executive arms of the state, and key ministries, Government agencies and commissions at the national and subnational levels.

UNDP Programmes in Afghanistan have benefited from the very active support of donors. UNDP Afghanistan is committed to the highest standards of transparency and accountability and works in close coordination with the United Nations Assistance Mission in Afghanistan and the UN system as a whole to maximize the impact of its development efforts on the ground.

Human Development in Afghanistan

Human development is about people, about expanding their choices to live full, creative lives with freedom and dignity. Economic growth is very important, but it is means, not ends. Fundamental to expanding human choices is building human capabilities: the range of things that people can do and what they can be. The most basic capabilities for human development are living a long and healthy life, being educated, having a decent standard of living and enjoying political and civil freedoms to participate in the community.

For more than two decades, national human development reports have been helping to advance the human development conceptual framework and apply it to the most pressing development challenges of the countries. Now published in over 135 countries, these reports, grounded in thorough analytic research, have become dynamic advocacy tools. They are helping to generate lively debates around the policies and actions

needed to accelerate human development and achieve international development goals such as MDGs and the SDGs.

UNDP Afghanistan has prepared three NHDRs, and two of them have been published. It seeks to undertake the next Human Development Report on harnessing the extractives for human development. The Report will examine the potential of the extractive sector and look into how it could contribute to the human development in the country. The main purpose of this report is to provide evidence-based policy options so that economic growth could help reduce vulnerabilities and poverty, strengthen the resilience of the licit economy, reduce the illicit economy in its multiple dimensions, and thus promote human development. The production of the report could also contribute to developing national capacities to gather and analyses data relevant to human development, and widen and deepen the concept and approaches of human development.

The NHDR preparation follows an inclusive and consultative process to create ownership of the report among various stakeholders including government and civil society, and to ensure quality of the report drawing on data and analysis from credible sources. The project includes separate activities especially for local communication and advocacy. These activities highlight the community-based approach by including awareness raising activities to increase open discussions concerning extractive industry and human development in targeted communities. The majority of the communication and advocacy materials and events will be produced in local languages and the implementation of the communication and advocacy plan will be proceeded in a manner that ensures the participation for both men and women, young and old, and the marginalized groups.

Besides the communication and advocacy activities targeting local communities, effective engagement of the governmental representatives will be promoted throughout the report preparation and follow-up.

B. The objective of the consultancy

Objectives

The overall objectives of the consultancy are identifying opportunities for increasing employment and raising supplier/ employee skill levels in the extractive sector value chains of Afghanistan, and recommending policy options. The assignment includes conducting the analysis and writing a chapter of the National Human Development Report on “Building human capital in the extractive industry in Afghanistan”. The consultancy is expected to focus on selected industrial scale subsectors within the extractive industry, including the oil, copper and chromite subsectors.

C. Scope of Services

The consultant will work in close collaboration with the Livelihood and Resilience Unit of UNDP country office and the NHDR Team. Under the direct guidance and supervision of the NHDR Lead Author.

The study will be conducted through a combination of desk review, stakeholder consultations, brainstorming sessions and a field visit(s). After undertaking the initial desk review and stakeholder consultations, the consultant will present/share the inception report to get feedback from the Board of Advisers, International Experts Committee and UNDP. Specifically, the study will include:

1. Identify growth prospects in the selected subsectors

2. Map the backward and forward linkages (supplier linkages and further processing linkages) from the selected subsectors to other industrial and service sectors
3. Assess the human resource needs for the achievement of targets of the extractive sector (such as growth, production, exports, fiscal revenues)
4. Map and classify occupations and jobs in the selected subsectors, as well as skills requirements for main categories of occupations/ jobs.
5. Assess the current and expected supply of skills in the near future, assess the quality of the current human resource development system, programmes and activities in meeting industry demand, including the industry engagement in training, certification, job linkages
6. Review existing government policies and public/ private programs for skill development
7. Assess the current and future skills demands and gaps within the value chains of the selected subsectors, including technical, professional and soft skills. Where possible, analyze the projected demand for skills in the future.
8. Make overall policy and programmatic recommendations.

(See the *Afghanistan NHDR Concept Note* @ <http://bit.ly/2eQOjvy> and chapter outlines).

D. Expected Outputs and Deliverables

On the basis of these findings, the chapter will recommend options for enhancing skills development in the extractive industry – selected subsectors with a view of improving the potential for employment and income generation and reducing the conflict potential.

The Contractor will be responsible for the following deliverables:

- Deliverable 1: Inception report with outline, methodology, framework and review of international experiences in human capital development (within 2 weeks)
- 1. Deliverable 2: First draft report with a review of growth prospects in selected subsectors; existing policies and programmes in Afghanistan; and analysis of skills needs, supply and gaps. The report will also include:
 - Methodology
 - Documentation of processes (desk work, key informant interviews, focus group discussions)
 - Findings
 - Recommendations
 (within 8 weeks)
- Deliverable 3: Draft background paper including the above analyses as well as recommendations (within 12 weeks)
- 2. Deliverable 4: Second draft report - chapter of the National Human Development Report on “Building Human Capital in the Extractive Industry of Afghanistan”
 - (within 16 weeks)
- Deliverable 5: Final report (within 20 weeks)

E. Institutional arrangements

The Contractor shall work under the supervision of the Livelihoods and Resilience unit head and NHDR Lead Author.

F. Duration of Work

The duration of the assignment is 20 weeks starting signing of the contract.

G. Location of Work

To the extent possible, the study requires site visits to mine site(s) and visits to sites serving as connectors of value chains.

H. Qualifications of the Successful Service Provider

Positions	Qualification and experience
The institution	<i>Corporate Competencies</i> <ul style="list-style-type: none">• Officially registered legal entity;• Minimum 3 years of experience in carrying out field and desktop-based studies in mining or other primary industries;• Experience in conducting skills assessment;• Sound understanding of the social and economic development situation in Afghanistan is desired;• Previous work for similar development projects/programs/studies of UNDP and/or other international development actors is desired• Official presence and/ or active operations in Afghanistan is desired
One team leader	<i>Criteria for the evaluation of the Team Leader</i> <ul style="list-style-type: none">• Advanced degree in business administration, mineral resource management, engineering, or other related field;• Minimum 3 years of experience in supervising teams in similar assignments;• Combined 10 years of relevant international experience in issues related to mining or oil sector human resource development and development;• In-depth knowledge of at least one of the selected subsectors;• Demonstrated experience undertaking research and writing research reports in the selected field;• Sound knowledge and understanding of the development context in Afghanistan, specifically with regard to the extractive industry.• Excellent writing and communication skills in English
Team of experts	<i>Criteria for the team of experts</i> <ul style="list-style-type: none">• University degree in business administration, human resources, natural resource management and/or other relevant field;• Excellent writing and communication skills in English;• Minimum 3 years of experience in conducting similar studies.• Ability and experience to deliver quality reports within the given time• Minimum 5 years of relevant experience in: mineral/ hydrocarbon sector, value chain analysis, market analysis, business development, socio-economic assessment, human

	<p>resource analysis, gender analysis.</p> <ul style="list-style-type: none"> • Experience of working in post-conflict, fragile environments is desired
--	--

I. Scope of Proposal Price and Schedule of Payments

- a) The contract will be awarded to the successful proposer for a fixed output-based price regardless of extension of the herein specific duration.
- b) The cost components of the Proposer must include purely professional fee, travel, living allowances, taxes, and all other relevant cost.
- c) The awarded contractor will be paid their fees based on the following schedule:
 - 40 % upon submission and acceptance of progress report for Deliverable 2 (please refer to section D above)
 - 30% upon submission and acceptance of Deliverable 4 incorporating comments by stakeholders involved in the NHDR preparation (please refer to section D above)
 - 30% upon submission and acceptance of Deliverable 5 (please refer to section D above)

FORMS FOR SUBMITTING PROPOSAL

TECHNICAL PROPOSAL

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery²)

[insert: Location]

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. Qualifications of the Service Provider – 30 points

Description	Obtainable Scores
The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :	
a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;	10
b) Business Licenses – Valid Registration Papers	3
c) Latest Audited Financial Statement (Income Statement and Balance Sheet) or copy of bank statement for the past one (1) year to indicate the annual average turnover;	5
d) Track Record– list of at least 2 previous clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;	5
e) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.	2
f) Experiences on value chain in Extractive Industry in other countries	5

B. Proposed Methodology for the Completion of Services – 40 points

Description	Obtainable Scores
The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions	40

² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

<i>and context of the work.</i>	
---------------------------------	--

C. Qualifications of Key Personnel – 30 points

Description	Obtainable Scores
<i>The offeror must provide CVs of the following key personnel</i>	
1. Team Leader (1 CV) <i>a) Educational Background</i> <i>b) Relevant Work Experience</i> <i>c) Research Experience</i>	20
2. Team of Experts (2 CVs) <i>a) Educational Background</i> <i>b) Relevant Work Experience</i> <i>c) Research Experience</i>	10

FINANCIAL PROPOSAL

D. Cost Breakdown per Deliverable*

	Deliverables	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Deliverable 2: Upon submission of draft report approved by UNDP, MoMP and other relevant stakeholders	40%	
2	Deliverable 4: Incorporation of comments from national relevant stakeholders and submission of 3 rd draft	30%	
3	Deliverable 5: Submission of final report, approved by UNDP, Peer Review Group, Steering Committee and other relevant stakeholders	30%	
	Total	100%	

E. Cost Breakdown by Cost Component [*This is only an Example*]:

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a . Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

*[Name and Signature of the Service Provider's
Authorized Person]
[Designation]
[Date]*