

Date of issue: 10/10/2013

**UNITED NATIONS CHILDREN'S FUND (UNICEF)**

**"Program Quality assurance system in inaccessible provinces  
Paktiya and Paktika".**

**REOI No: REOI/AFGA/2013/09 (Re-advertised)**

**Date of the EOI: 10/10/2013**

**Closing Date of the EOI: 23/10/2013 at 2:00 PM Kabul time**

Any queries shall be forwarded to Enayatullah Siddiqi at [esiddiqi@unicef.org](mailto:esiddiqi@unicef.org) or Fazil Rabi Hamid at [frhamid@unicef.org](mailto:frhamid@unicef.org)

Please quote **REOI/AFGA/2013/09** In the subject of related correspondence

Expressions of Interests (EOI) are invited for the above service as per detailed requirements in this document. The expression of interest shall be submitted to UNICEF Afghanistan Country Office in hard and sealed envelope no later than by 23 October, 2013 (2:00 PM Kabul Time).

A response to this request for expression of interest does not automatically ensure that you will be selected to participate in the tender.

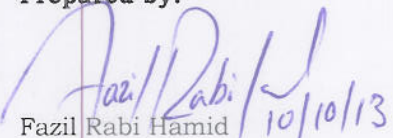
UNICEF reserves the right to change or cancel the requirement at any time during the EOI and/ solicitation process. UNICEF also reserves the right to require compliance with additional conditions as and when issuing the final tender document.

The EOI email subject must be CLEARLY MARKED on the outside with the EOI Number **(REOI/AFGA/2013/09)**, and submitted to UNICEF Afghanistan Country Office located on Kabul Jalalabad Road. No late submissions will be entertained.

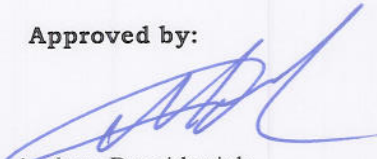
**"UNICEF Afghanistan Country Office, Supply Section, UNOCA Compound,  
Jalalabad Road, Kabul, Afghanistan" (Tele: 0093798 50 7305,  
0093798 50 7307)**

**THIS DOCUMENT HAS BEEN:**

**Prepared by:**

  
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UNICEF ACO

**Approved by:**

  
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Supply & Logistics Manager  
UNICEF ACO

## **Objective and Scope:**

UNICEF will contract a service provider to provide critical quality assurance and data verification through field visits in Paktya and Paktika provinces. The services providers will travel to site visits where UNICEF-supported activities are being implemented, collecting a mix of qualitative and quantitative data. The services provider will also liaise with the relevant government authorities, communities and beneficiaries to verify the progress of activity implementation.

### **Required Documents for Submission**

1. General information such as, organization establishment date, structure, internal quality control and insurance mechanism, financial capacity, bank statement, financial delegation procedure within the organization, resources (personal and assets) including company fact sheet.
2. Filled supplier profile form and its annexes. (Attached to this expression of interest).
3. Copy of registration with Government of Afghanistan.
4. Company audit report for the past three financial years.
5. List of the past work experience (please specify, title of project, amount, duration, partner / client name, province etc.) with references/recommendations letters from customers including statement of relevant experience in relation to the field of youth.
6. Knowledge of policies of Government of Afghanistan. Understanding of conditions and structures (economic, social and political) at national, provincial and district levels of Afghanistan.
7. Institution should have professional experience and capacity to work with the Government of Afghanistan.
8. Institution shall have at least 5 years work experience in monitoring and research.
9. Evidence of very strong networking at relevant community level to support, monitoring, access negotiation and reporting in hard to reach areas of country.

### **Expectancies:**

UNICEF will, at all times, expect you to:

- be professional in your dealings with UNICEF and all related organizations and individuals,
- handle UNICEF business requirements during normal working hours,



- communicate clearly in English, (and in local language where required), both verbally and in writing,
- communicate and manage documents electronically,
- communicate with, and visit UNICEF office when requested,
- have a thorough working knowledge of Afghanistan practices, legislation, codes and ethics,
- employ the best practices of sustainable and environmental principles.

**Acknowledgement:**

Companies interested in participating in the tender process for the **“Program quality assurance system in inaccessible provinces, Paktiya and Paktika”** are kindly requested to send confirmation of your interest by email to UNICEF at [frhamid@unicef.org](mailto:frhamid@unicef.org)

**Evaluation methodology:**

All responses and identities of responding companies will remain confidential and will not be circulated externally. The raw data returned to UNICEF will be analyzed, graded and assessed to allow UNICEF to evaluate and verify responsive companies as preparation for a shortlist to then progress to the issue of a Request for Proposals or Invitation to Bid.