

Description of Requirements

Context of the Requirement	Provision of consultancy services for payroll verification exercise
Implementing Partner of UNDP	Independent Election Commission
Brief Description of the Required Services	See attached TOR as Annex 2
Person to Supervise the Work/Performance of the Service Provider	<i>Operations Advisor, UNDP ELECT II Project</i>
Frequency of Reporting	<i>Daily interaction with the Operations Advisor, UNDP ELECT II project</i>
Progress Reporting Requirements	Refer to TOR attached as Annex 2 The firm should ensure that the official communication and the reports reviewed and cleared by the firm's senior manager or partner. UNDP ELECT II Project Operations Advisor will officially communicate with the selected firm and provide feedback and inputs on the deliverables.
Location of work	Independent Election Commission (IEC) Head Quarters, Jalalabad Road, Kabul, Afghanistan
Expected duration of work	One months upon signing of contract
Target start date	30 November 2014
Latest completion date	31 December 2014
Special Security Requirements	Contractor must obtain entry permit to IEC prior commencing work. For this reason following information must be provided at least 24 hours in advance: name, surname, ID number, vehicle type, color and registration number
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Office space at UNDP ELECT II and IEC premises
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the	<input checked="" type="checkbox"/> Required

services	a. Team Leader (1) b. Senior Accountant / Auditor & Deputy Team Leader (1) c. Senior Statistician (1) d. Audit / Accounting Professionals (3) e. Quality Assurance Expert								
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars								
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes								
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 60 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.								
Partial Quotes	<input checked="" type="checkbox"/> Not permitted								
Payment Terms	<table border="1"> <thead> <tr> <th>Outputs</th><th>Percentage</th><th>Timing</th><th>Condition for Payment Release</th></tr> </thead> <tbody> <tr> <td>Final Report</td><td>100%</td><td>30 days after signing of contract</td><td> Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider. </td></tr> </tbody> </table>	Outputs	Percentage	Timing	Condition for Payment Release	Final Report	100%	30 days after signing of contract	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
Outputs	Percentage	Timing	Condition for Payment Release						
Final Report	100%	30 days after signing of contract	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.						
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP ELECT II Project Chief Technical Advisor (CTA) and designated UNDP ELECT II official								
Type of Contract to be Signed	Contract for Professional Services								
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions								

	(GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p>A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. Only proposals that achieve above the minimum of 700 points (i.e. at least 70% of the total 1000 points) on the substantive presentation shall be reviewed for price.</p> <p>The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference (TOR).</p> <p><u>Technical Proposal (70%)</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Expertise of the Firm 40% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 20% <p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Annexes to this RFP	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Detailed TOR (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 3) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 4)
Structure of the Technical Proposal	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Form for Submission of Proposal <input checked="" type="checkbox"/> Technical Proposal Form <input checked="" type="checkbox"/> Financial Proposal form <input checked="" type="checkbox"/> Company Profile <p>Technical proposal must reflect the following aspects:</p> <ul style="list-style-type: none"> a. Technical proposal should address all the elements required as per ToRs b. Methodology for conduct of verification exercise should be logical, realistic and promise efficient execution. c. Work plan with clear set of activities and timelines

<p>Contact Person for Inquiries (Written inquiries only)</p>	<p>The UNDP focal point for the arrangement is:</p> <p>UNDP ELECT Procurement Unit; UNDP Afghanistan Country Office, UNOCA Complex, Jalalabad Road, Paktya Kot, Kabul Afghanistan – ELECT II E-mail: procurement.af@undp.org</p> <p>This contact 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> <p>Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
<p>Required Documents that must be Submitted to Establish Qualification of Proposers</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Company profile, not exceeding 15 pages; <input checked="" type="checkbox"/> Past contracts indicating client name, duration of contract, value of contract, and brief description of outputs, delivered by the bidder in the past three years; <input checked="" type="checkbox"/> Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc. <input checked="" type="checkbox"/> At least three references from the three top clients (in terms of contract value) which was executed within the last 36 months; <input checked="" type="checkbox"/> Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor’s Report for the past three (3) years. <input checked="" type="checkbox"/> If the bidder is a Joint Venture (JV) or a Consortium, provide legal agreement to that effect and documents required in (a) and (b) should be separately provided for all other requirements in (c) to (g) must be delineated by those that were undertaken together by the partners and individually. Further, the proposal should indicate who is the lead entity in the JV/Consortium; <input checked="" type="checkbox"/> Organizational structure for management of the consultancy contract; <input checked="" type="checkbox"/> Structure of the team, including the names, position in the team and CVs of Key personnel; <input checked="" type="checkbox"/> Documentation demonstrating required qualifications and requirements as mentioned in the TOR (Section 3 of this RFP); <input checked="" type="checkbox"/> All information regarding any past and current litigation during the last five (5) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded.
<p>Post-Qualification Actions</p>	<ul style="list-style-type: none"> <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 other previous clients on the quality of performance on ongoing or previous contracts completed;

Other Information	1. Supplemental Information will be up-loaded in the system (Atlas-E-tendering System). Once uploaded, offerors who accepted Tender Invitation will be notified automatically by system that changes have occurred. It is the responsibility of the offerors to view the respective changes and clarifications in the system.
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Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Firm's Expertise	40%	400
2.	Technical Approach and Implementation Plan	40%	400
3.	Personnel	20%	200
	Total		1000

Criteria	Weight	Max. points
1. Firm's expertise	40%	400
1.1 Reputation of firm for conduct of such verification exercises	4%	40
1.2 General Organizational Capability which is likely to affect the implementation - Financial stability - loose consortium, holding company or one firm - age/size of the firm - strength of project management support - project financing capacity - project management controls	10%	100
1.3 Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills.)	2%	20
1.4 Quality assurance procedures, warranty	4%	40
1.5 Relevance of:		
(a) - Specialized Knowledge	6%	60
(b) - Experience on Similar Programme / Projects	8%	80
(c) - Experience on Projects in the Region	4%	40
(d) - Work for UNDP/ major multilateral/ or bilateral programmes	2%	20
2. Technical Approach	40%	400
2.1 Has the firm addressed all the key components of ToRs and adequately weighted relative to one another?	10%	100
2.2 To what extent Methodology and work plan indicated in the proposal are in line with the ToRs?	20%	200
2.3 Is the presentation clear? Is the sequence of activities and the planning	10%	100

logical, realistic and promise efficient implementation to the project?		
3. Management Structure and Personnel	20%	200
3.1 Management structure, staff time allocation, team composition and qualification of other professional staff	3%	30
3.2 Qualification of Key Professional Staff		
3.2.1 Team Leader		
(a) General Qualification	2%	20
(b) Suitability for the Project - Professional Experience in the area of specialization – 10 points - Experience relevant to the assignment – 10 points - Knowledge of the region – 10 points	3%	30
3.2.2 Senior Accountant / Auditor & Deputy Team Leader		
(a) General Qualification	1%	10
(b) Suitability for the Project - Professional Experience in the area of specialization – 10 points - Experience relevant to the assignment – 5 points - Knowledge of the region – 5 points	2%	20
3.2.3 Senior Statistician		
(a) General Qualification	1%	10
(b) Suitability for the Project - Professional Experience in the area of specialization – 5 points - Experience relevant to the assignment – 10 points - Knowledge of the region – 5 points	2%	20
3.2.4 Audit/ Accounting Professionals		
(a) General Qualification	1%	10
(b) Suitability for the Project - Professional Experience in the area of specialization – 5 points - Experience relevant to the assignment – 10 points - Knowledge of the region – 5 points	2%	20
3.2.5 Quality Assurance Expert		
(a) General Qualification	1%	10
(b) Suitability for the Project - Professional Experience in the area of specialization – 5 points - Experience relevant to the assignment – 10 points - Knowledge of the region – 5 points	2%	20
Total	100%	1000

Scores (% of max. points)	Ratings				
	Poor (10%)	Unsatisfactory (25%)	Satisfactory (70%)	Good (80%)	Excellent (100%)