

Section 1.

Letter of Invitation

Ref. No.: UNDP/AFG/CFP/2020/0000005312

Subject: Conflict Mapping at the District Level and MoU operationalization in Afghanistan

Dear Sir / Madam:

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Call for Proposal (CFP) for the above-referenced subject.

This CFP includes the following documents:

- Section 1: This Letter of Invitation
- Section 2: Call for Proposal (CFP)
- Section 3: Terms of Reference
- Section 4: Proposal Submission Template
- Section 5: Declaration of Impartiality and Confidentiality

- Annex-1: UNDP General Terms and Conditions for Professional
- Annex-2: Instruction Manual for E-Tendering
- Annex-3: E-Tendering FAQ

Call for Proposal (CFP) from qualified CSOs/NGOs for Engagement Grants for potential partnership with UNDP LOGO Project in Afghanistan, should be submitted to UNDP Afghanistan in accordance with the Section-2 (CFP) through the **"UNDP ATLAS E-tendering system"** (<https://etendering.partneragencies.org>).

The step by step instructions for registration of CSOs/NGOs and submission of Proposal through the UNDP ATLAS E-tendering system is available in the **"Instructions Manual"**, attached with this Invitation Letter as section-7 and 8. Should you require any training on the UNDP ATLAS E-tendering system or face with any difficulties when registering your company or submitting your proposal, please send an email to the E-tendering helpdesk at procurement.af@undp.org or call +93728999757 during office hours to request for help.

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

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

United Nation Development Programme

Country Office for Afghanistan



*Empowered lives.
Resilient nations.*

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. **In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:**
<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective bidder to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this CFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

No hard copy or email submissions shall be accepted by UNDP.

Also, please remember the following dates:

Pre-Proposal Meeting date: 13th February 2020, 2:00 PM Kabul Time

Proposal submission deadline: Please refer to E-Tendering system

Kindly go through this invitation letter and other documents attached here to this CFP. Should you have any questions or require any clarification, please feel free to email your questions/clarifications to the procurement officer at procurement.af@undp.org or call at phone number: +93728999757. The subject of the email should be CFP Ref. No. UNDP/AFG/CFP/2020/0000005312

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

Sincerely yours,

A handwritten signature in blue ink, appearing to be 'S. M. O.', is written over the text 'Sincerely yours,'.

Head of SCMO

6 February 2020