



*Empowered lives.
Resilient nations.*

REQUEST FOR PROPOSAL

Provision of capacity enhancement trainings for Independent Election Commission (IEC) and Independent Election Complaints Commission (IECC) staff

RFP Ref. No - UNDP/AFG/RFP/2020/0000005417

Project: UN Electoral Support Project (UNESP)

Country: Afghanistan

Issued on: 16 February 2020

Contents

SECTION 1. LETTER OF INVITATION	4
SECTION 2. INSTRUCTION TO BIDDERS.....	5
A. GENERAL PROVISIONS	5
1. Introduction	5
2. Fraud & Corruption, Gifts and Hospitality	5
3. Eligibility	5
4. Conflict of Interests	6
B. PREPARATION OF PROPOSALS.....	6
5. General Considerations	6
6. Cost of Preparation of Proposal	6
7. Language	6
8. Documents Comprising the Proposal	6
9. Documents Establishing the Eligibility and Qualifications of the Bidder	7
10. Technical Proposal Format and Content	7
11. Financial Proposals	7
12. Proposal Security.....	7
13. Currencies	8
14. Joint Venture, Consortium or Association.....	8
15. Only One Proposal.....	9
16. Proposal Validity Period	9
17. Extension of Proposal Validity Period	9
18. Clarification of Proposal	9
19. Amendment of Proposals.....	9
20. Alternative Proposals	10
21. Pre-Bid Conference	10
C. SUBMISSION AND OPENING OF PROPOSALS	10
22. Submission	10
23. Deadline for Submission of Proposals and Late Proposals	11
24. Withdrawal, Substitution, and Modification of Proposals	11
25. Proposal Opening.....	12
D. EVALUATION OF PROPOSALS.....	12
26. Confidentiality.....	12
27. Evaluation of Proposals.....	12
28. Preliminary Examination	12
29. Evaluation of Eligibility and Qualification.....	12
30. Evaluation of Technical and Financial Proposals	13
31. Due Diligence	13
32. Clarification of Proposals.....	14
33. Responsiveness of Proposal	14
34. Nonconformities, Reparable Errors and Omissions	14
E. AWARD OF CONTRACT	15
35. Right to Accept, Reject, Any or All Proposals	15
36. Award Criteria	15
37. Debriefing.....	15
38. Right to Vary Requirements at the Time of Award	15
39. Contract Signature	15
40. Contract Type and General Terms and Conditions.....	15
41. Performance Security.....	15
42. Bank Guarantee for Advanced Payment	15
43. Liquidated Damages.....	16
44. Payment Provisions.....	16
45. Vendor Protest	16
46. Other Provisions.....	16
SECTION 3. BID DATA SHEET	17

SECTION 4. EVALUATION CRITERIA.....	21
SECTION 5. TERMS OF REFERENCE	25
SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST.....	33
FORM A: TECHNICAL PROPOSAL SUBMISSION FORM.....	34
FORM B: BIDDER INFORMATION FORM	36
FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM.....	37
FORM D: QUALIFICATION FORM.....	38
FORM E: FORMAT OF TECHNICAL PROPOSAL.....	40
FORM F: FINANCIAL PROPOSAL SUBMISSION FORM	43
FORM G: FINANCIAL PROPOSAL FORM	44
FORM H: FORM OF PROPOSAL SECURITY.....	ERROR! BOOKMARK NOT DEFINED.

Section 1. Letter of Invitation

Subject: Provision of capacity enhancement trainings for Independent Election Commission (IEC) and Independent Election Complain Commission (IECC) staff on Long Term Basis

RFP No. UNDP/AFG/UNDP/AFG/RFP/2020/0000005417

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

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
 - o Form A: Technical Proposal Submission Form
 - o Form B: Bidder Information Form
 - o Form C: Joint Venture/Consortium/Association Information Form
 - o Form D: Qualification Form
 - o Form E: Format of Technical Proposal
 - o Form F: Financial Proposal Submission Form
 - o Form G: Financial Proposal Form

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

Please acknowledge receipt of this RFP by sending an email to procurement.af@undp.org, indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in e-Tendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Approved by:

Title: Head of Supply Chain Management
Date: February 11, 2020

Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf</p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>

<p>4. Conflict of Interests</p>	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
<p>B. PREPARATION OF PROPOSALS</p>	
<p>5. General Considerations</p>	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
<p>6. Cost of Preparation of Proposal</p>	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
<p>7. Language</p>	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>
<p>8. Documents</p>	<p>8.1 The Proposal shall comprise of the following documents:</p>

<p>Comprising the Proposal</p>	<p>a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.</p>
<p>9. Documents Establishing the Eligibility and Qualifications of the Bidder</p>	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP’s satisfaction.</p>
<p>10. Technical Proposal Format and Content</p>	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
<p>11. Financial Proposals</p>	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
<p>12. Proposal Security</p>	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Proposal/Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <p>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</p>

	<p>b) In the event that the successful Bidder fails:</p> <p>i. to sign the Contract after UNDP has issued an award; or</p> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
<p>13. Currencies</p>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <p>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</p> <p>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
<p>14. Joint Venture, Consortium or Association</p>	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not</p>

	be available within one firm.
15.Only One Proposal	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFP; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
16.Proposal Validity Period	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
17.Extension of Proposal Validity Period	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
18.Clarification of Proposal	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
19.Amendment of Proposals	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made</p>

	<p>available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>
20. Alternative Proposals	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
21. Pre-Bid Conference	<p>21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.</p>
C. SUBMISSION AND OPENING OF PROPOSALS	
22. Submission	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ol style="list-style-type: none"> a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ol style="list-style-type: none"> i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS

<p>Email Submission</p> <p>eTendering submission</p>	<p>iii. Bear a warning that states <i>“Not to be opened before the time and date for proposal opening”</i> as specified in the BDS.</p> <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> <p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <p>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</p> <p>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS.</p> <p>c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.</p> <p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <p>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</p> <p>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.</p> <p>d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected.</p> <p>c) Documents which are required to be in original form (e.g. Proposal/Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/</p>
<p>23. Deadline for Submission of Proposals and Late Proposals</p>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<p>24. Withdrawal, Substitution, and Modification of</p>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized</p>

<p>Proposals</p>	<p>representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
<p>25.Proposal Opening</p>	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
<p>D. EVALUATION OF PROPOSALS</p>	
<p>26.Confidentiality</p>	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
<p>27.Evaluation of Proposals</p>	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> a) Preliminary Examination b) Minimum Eligibility and Qualification (if pre-qualification is not done) c) Evaluation of Technical Proposals d) Evaluation of Financial Proposals
<p>28.Preliminary Examination</p>	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
<p>29.Evaluation of Eligibility and Qualification</p>	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list;

	<ul style="list-style-type: none"> b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; d) They are able to comply fully with UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
<p>30. Evaluation of Technical and Financial Proposals</p>	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p style="text-align: center;">TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p style="text-align: center;">FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p style="text-align: center;">Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
<p>31. Due Diligence</p>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the</p>

	<p>following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder’s offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
<p>32. Clarification of Proposals</p>	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP’s request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
<p>33. Responsiveness of Proposal</p>	<p>33.1 UNDP’s determination of a Proposal’s responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
<p>34. Nonconformities, Repairable Errors and Omissions</p>	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction

	<p>of subtotals, the subtotals shall prevail and the total shall be corrected; and</p> <p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
E. AWARD OF CONTRACT	
35. Right to Accept, Reject, Any or All Proposals	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. Award Criteria	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37. Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
39. Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40. Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. Bank Guarantee for Advanced Payment	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at

	<p>https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default</p>
43. Liquidated Damages	<p>43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.</p>
44. Payment Provisions	<p>44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.</p>
45. Vendor Protest	<p>45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures:</p> <p>http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html</p>
46. Other Provisions	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15</p> <p>http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

Section 3. Bid Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	<p>Will be Conducted Time: Kabul Local time Date: February 24, 2020 12:00 AM Venue: UNDP meeting Room, UNOCA compound Kabul Jalalabad road</p> <p>All interested proposers are encouraged to participate in the pre-proposal conference. The UNDP focal point for the arrangement is: M. Shaheed Telephone: 93 729247575 E-mail: procurement.af@undp.org</p> <p>Bidders interested to attend the Pre-Proposal Conference Must Send the Following information to the above-mentioned E-mail Address Before 10:00 AM on 23th February 2020 including</p> <ul style="list-style-type: none"> - Participant's Name, - Nationality, - National ID (Tazkira) or Passport Number, and - Company Name. <p>The Subject of E-mail Should be: <i>Request for attendance of pre-bid conference for RFP</i> Ref. No-UNDP/AFG/RFP/2020/0000005417</p>
5	10	Proposal Validity Period	90 days

6	14	Proposal/bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will not be imposed
9	40	Performance Security	Not Required
10	18	Currency of Proposal	<p>United States Dollar (USD)</p> <p><i>Where Bids are quoted in different currencies, for evaluation purposes bid prices expressed in different currencies shall be converted in: [US Dollars]</i></p> <p><i>UNDP will convert the currency quoted in the Bid into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Bids</i></p>
11	31	Deadline for submitting requests for clarifications/ questions	7 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	<p>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: <i>Request for clarification for UNDP/AFG/RFP/2020/0000005417</i></p>
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Uploading in the E-tendering system. Once uploaded, Prospective bidder (i.e. bidder that have accepted the bid Invitation in the system) will be notified via email that changes have occurred. It is the responsibility of the bidder to view the respective changes and clarifications in the system
14	23	Deadline for Submission	<p>Date and Time: As specified in the E-Tendering system (note that time zone indicated in the system is New York Time zone).</p> <p>PLEASE NOTE: -</p> <ol style="list-style-type: none"> 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

			<p>glitch that we will resolve soon. The correct bid closing time is as indicated in the 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>
14	22	Allowable Manner of Submitting Proposals	<p>E-Tendering System</p> <p>Your proposal, comprising of requested documents, should be submitted thorough the UNDP ATLAS E-tendering system.</p> <p>The step by step instruction to be followed for bid submission thorough the UNDP ATLAS E-tendering system is available in the instruction manual for the bidders, attached with this RFP.</p> <p>The solicitation documents and the manual is also posted in following websites:</p> <p>http://www.af.undp.org</p> <p>http://procurement-notice-undp.org/index.cfm</p> <p>https://www.ungm.org/notices/notices.aspx</p>
15	22	Proposal Submission Address	<p>Online bidding:</p> <p>https://etendering.partneragencies.org</p> <p>Business Unit: AFG10 and Event ID 000005417</p>
16	22	Electronic submission (eTendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP through procurement.af@undp.org email account ▪ Max. File Size per transmission: 10 MB ▪ Documents which are required in original (e.g. Proposal Security) should be sent to the below address with a PDF copy submitted as part of the electronic submission: <ul style="list-style-type: none"> UNDP SCMO UNOCA Compound, Jalalabad Road, Kabul, Afghanistan
17	27 36	Evaluation Method for the Award of Contract	Lowest Financial Offer among Technically Responsive and Qualified Proposals

			The minimum technical score required to pass is 70%.
18		Expected date for commencement of Contract	<i>To be discussed during pre-award meeting</i>
19		Maximum expected duration of contract	At least one year with possibility of extension for another year.
20	35	UNDP will award the contract to:	<p>One Proposer, depending on the following factors:</p> <p>Based on the results of this solicitation exercise, UNDP intends to enter into non-exclusive Long-term Agreement with only one successful Offeror for the provision of indefinite quantity of the specified services in support of UNDP's operations. In the event of UNDP signing a Long-term Agreement, the following shall apply:</p> <ul style="list-style-type: none"> a) The agreement shall be signed in the currency of Offer; b) The agreement shall be valid until for 1 one year effective the date of signature with possibility of extension up to a maximum of 1 (one) additional year, subject to satisfactory performance and continued requirement for task. c) UNDP does not warrant that any quantity of Goods and/or Services will be purchased during the term of this arrangement <p>The Contractor shall accord the same terms and conditions to any other organization within the United Nations System that wishes to avail of such terms.</p>
21	39	Type of Contract	<p>Long-Term Agreement (LTA)</p> <p>Based on actual requirement individual contract(s) for services shall be issued to one or several LTA holders.</p>
22	39	UNDP Contract Terms and Conditions that will apply	<p>General Terms and Conditions for Services</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
23		Other Information Related to the RFP	NA

Section 4. Evaluation Criteria

Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Proposal submission form – its mandatory if offeror do not submit they will be disqualified.
- Certificate of valid Registration of the business, along with previous registration document which dates to 5 years or older.
- Technical and Financial Proposals submitted separately with Financial Proposal being password protected pdf file.
- Proposal/Bid Validity for minimum 90 days from the bid submission deadline

Minimum Eligibility and Qualification Criteria Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity in field of trainings	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with RFP clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with RFP clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
QUALIFICATION		
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience and Financial Standing	Minimum 5 years of experience in organizing and managing trainings, or workshops with at least 3 years of experience in the specific subject areas as referenced in training program table; Table-1 of ToR	Form D: Qualification Form
	The firm should have a Minimum of 100,000 USD annual turnover within last three years	
	Minimum 2 contracts of similar nature and complexity implemented over the last 5 years contract value of each previous work should be more than or equal to USD 100,000. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form

Sample of previous work	Please provide a copy of your company's previous work including past contracts, POs as part of your technical proposal.	Form D: Qualification Form
--------------------------------	---	----------------------------

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	300
2.	Proposed Methodology, Approach and Implementation Plan	250
3.	Management Structure and Key Personnel	450
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	50
1.2	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted	50
1.3	Extent to which the company has in-house capacity/capability (Company to have complete in-house capabilities)	50
1.4	Relevance of: <ul style="list-style-type: none"> - Specialized experience in provision of capacity building programs - Working experience in Afghanistan - Similar experience in implementation of Programme / Projects (Experience in relevant fields) - Past performance i.e. has company worked with international organization for provision of same type of service 	150
Total Section 1		300

Section 2. Proposed Methodology, Approach and Implementation Plan			Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?		25
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference		50
2.3	Details on how the different service elements shall be organized, controlled and delivered		25
2.4	Description of available performance monitoring, evaluation mechanisms, reporting mechanism and tools; how they shall be adopted and used for a specific requirement		50
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic		50
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract		15
2.7	Is quality assurance procedures/mechanism, equipment, and risk analysis adequately addressed in their proposal?		20
2.8	Extent to which any work would be distributed within the Joint Venture organs (Joint Venture carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills.)		15
Total Section 2			250

Section 3. Management Structure and Key Personnel for Lot 1			Points obtainable
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?		10
3.2	Qualifications of key personnel proposed		
3.2 a	Team Leader (Training Manager): <i>minimum 1 CV required</i>		45
	- General Qualification:	10	
	- Specific Experience relevant to the assignment	25	
	- Language Qualifications	10	
3.2 b	Procurement Trainer: <i>minimum 1 CV required</i>		55
	- General Qualification:	10	
	- Specific Experience relevant to the assignment	35	
	- Language Qualifications	10	
3.2 c	Finance Trainer: <i>minimum 1 CV required</i>		55

	- Academic Qualifications	10	
	- Specific Experience relevant to the assignment	35	
	- Language Qualifications	10	
3.2 d	HR Trainer: <i>minimum 1 CV required</i>		55
	- Academic Qualifications	10	
	- Specific Experience relevant to the assignment	35	
	- Language Qualifications	10	
3.2 e	Administration Trainer: <i>minimum 1 CV required</i>		55
	- Academic Qualifications	10	
	- Specific Experience relevant to the assignment	35	
	- Language Qualifications	10	
3.2 f	Communication and Media Trainer: <i>minimum 1 CV required</i>		55
	- Academic Qualifications	10	
	- Specific Experience relevant to the assignment	35	
	- Language Qualifications	10	
3.2 g	Management and Leadership Trainer: <i>minimum 1 CV required</i>		60
	- Academic Qualifications	15	
	- Specific Experience relevant to the assignment	35	
	- Language Qualifications	10	
3.2 c	ICT Trainer: <i>minimum 1 CV required</i>		60
	- Academic Qualifications	15	
	- Specific Experience relevant to the assignment	35	
	- Language Qualifications	10	
Total Section 3			450

Section 5. Terms of Reference

A. Project Title: United Nations Electoral Support Project - UNESP

B. Project Description:

Background:

The UN Electoral Support Project (UNESP) is the international community's programming vehicle to support the next elections in Afghanistan, including the parliamentary and district councils' elections announced by the Independent Election Commission (IEC) for 20 October 2018. The project has two overall objectives – 1) to build the capacity of the Afghan electoral institutions (the Independent Elections Commission and the Electoral Complaints Commission) to implement elections in line with the national electoral legal framework and Afghanistan's international commitments; 2) to allow a programming mechanism for the international community to partially finance the elections as per the request of the Government of Afghanistan. The project follows previous UN projects in support of the Afghan electoral process, most notably the Enhancing Legal and Electoral Capacity for Tomorrow (ELECT) projects, from 2006-2011 (ELECT I) and 2012-2015 (ELECT II), and the UNDP Project Initiation Plan that is in place since July 2015 – October 2017. The UNESP places the UN's electoral support to Afghanistan directly under the political and supervisory oversight of the UN Assistance Mission in Afghanistan (UNAMA) and reflects the growing sustainability of the Afghan electoral process, as evidenced by the Government of Afghanistan's financial commitment to both electoral institutions, and the provision of significant in-kind support to the implementation of elections.

UNDP Afghanistan in support of UNESP and its activities until December 2020, and overall support to the Independent Election Commission (IEC) of Afghanistan, is planning to develop and implement capacity enhancement program. The training courses are in relation to IEC – ECC and should be focused around and in line with Government of Afghanistan (GOA) Laws, Policies and Procedures, and to enhance the Office Management and Administrative Services Manual (OMASM) 2015 developed by UNDP for the IEC.

C. Scope of Services:

The following major activities and associated tasks are expected from the contractor under this Terms of Reference (TOR):

The selected bidder shall provide the following services to the UNDP/UNESP project:

- a) Conduct capacity building trainings for IEC and ECC staff to increase capacity of the staff;
- b) Selected bidder will be responsible to develop training materials, training modules & provide training to the participants. Please see Table-1 Training program schedule for program implementation timelines
- c) Provide training stationery (Pen, Pencil, Notebook etc) training printed materials as per each trainee's /training need
- d) Trainings should be conducted in bidder's proposed venue providing lunch and refreshment to all participants
- e) It is expected that the workshops will be provided by participants with knowledge and skills in the areas described in this ToR complying with the level(s) of requirement
- f) Bidder should be prepared to tailor training program(s) as per Independent Election Commission needs, if in case topics covered in bidder's program(s) do not meet needs of the IEC and ECC;

D. Approach and Methodology

The bidder is expected to propose instructor-led classroom training with the most efficacious methodology to meet the target numbers and the learning objectives, considering the target audience.

E. Expected outputs (Deliverables)

The successful bidder will be required to conduct:

- a) Pre and post training test assessing capacity of the participants and to measure knowledge level of the participants before and after training; and share the results with UNESP Capacity Building Specialist
- b) Issue certificates to participants at the end of each training program;
- c) Issue Certificate to successful participants after completion of CCNA, MCSA exams
- d) Develop training materials, training modules & provide training to the participants. Develop a brief report after each training program in English language outlining the main opportunities, challenges, remaining needs and suggested recommendations way forward for the development of the staff;
- e) At the end of the contract, vendor is expected to draft a comprehensive report of all trainings conducted to the IEC and ECC separately.
- f) Provision of lunch of type (B) for example rice with meat, cold drink, salad, vegetables
- g) Provision of refreshment, tea and coffee with cake or biscuits twice a day

The successful bidder will be required to provide the following trainings:

- A) Basic knowledge of Project Management cycle
- B) Basic knowledge of organizational Management and Leadership
- C) Working knowledge of Microsoft Office tools including Excel, Word, Microsoft Project beginner/Intermediate
- D) Working knowledge of Graphic Design Services including, Adobe Photoshop – Advanced, Adobe Illustrator – Advanced, Adobe InDesign Advanced, Adobe Acrobat, as per the table below
- E) Certification on CCNA, MCSA
- F) Intermediate knowledge of Social Media and Networking
- G) Working knowledge of Finished Goods inventory management procedures and stock management,
- H) Basic knowledge of Organizational Communication and Coordination,
- I) Intermediate knowledge of report writing
- J) Basic and intermediate certification program on Public Procurement, following Afghan Gov. public procurement law, policies and procedures as well as training on key procurement concepts.
- K) Basic and intermediate certification program on Finance, including zero-based and incremental budgeting approaches, internal controls and audit following Afghan Gov. financial policies, procedures, and rules.
- L) Basic and intermediate certification program on Human resources management, including talent management, staff performance assessment, and staff capacity development.
- M) Basic knowledge of Administration, including asset management, inventory control, etc.

Planned Training programs schedule for IEC & ECC

Table 1-

No.	Training Program	Estimated timeline	No of training days (Full day)	Number of staffs IEC	Number of staffs ECC
Management					
1	Management and Leadership	April	5	30	30
2	Project Management	August	5	11	20
3	Communication and Coordination	October	3	30	30
4	Social Media and Networking	June	4	10	10
5	Effective report writing	April	3	20	20
6	Inventory management and procedures (HQ)	June	3	20	4
7	Inventory management and procedures (Provincial)	July	3	34	
Information Technology					
1	Microsoft certified MCSA Training	April	90	3	3

2	Computer Course Excel beginner/Intermediate	April	4	30	30
3	Adobe Photoshop – Advanced, Adobe Illustrator – Advanced, Adobe InDesign Advanced, Adobe Acrobat, Graphic design	July	30	2	2
4	Cisco certified CCNA Training R&S	July	75	3	3
5	Computer Course Word beginner/intermediate	September	4	30	30
6	Computer Course Microsoft Project beginner/Intermediate	November	5	11	11
Operations					
1	Administration, including asset management, inventory control, etc. BASIC & INTERMEDIATE CERTIFICATE COURSES	July	10	18	18
2	Procurement, following Afghan public procurement law, policies and procedures as well as training on key procurement concepts.: BASIC & INTERMEDIATE CERTIFICATE COURSES	April	10	7	7
3	Finance, including zero-based and incremental budgeting approaches, internal controls and audit. BASIC & INTERMEDIATE CERTIFICATE COURSES	May	10	11	11
4	Human resources management, including talent management, staff performance assessment, and staff capacity development. BASIC & INTERMEDIATE CERTIFICATE COURSES	June	10	10	10

F. Duty station: Location of Work

All training programs shall be conducted in Kabul.

Selected bidder shall coordinate and report to the UNDP/UNESP Capacity Building Specialist.

G. Participants

- a) Participants are from Independent Election Commission and Independent Election Complain Commission with different knowledge level and background;
- b) Number of participants will be between 2 – 30 per training program;

- c) The precise dates of the assignment will be agreed between UNDP/UNESP project and the bidder prior to signing of the agreement;
- d) UNDP/UNESP reserves the rights in coordination with bidder to change/modify training dates and number of participants per training program in coordination with bidder within year 2020.

H. Key Performance Indicators

- a) Trainee(s) shall be equipped with the knowledge level resulting to an increase in their area of engagement
- b) Trainee (s) shall be able to apply and implement the knowledge gained
- c) Bidder shall provide proper training venue with capacity of accommodating up to 30 people at a time having heating and cooling facility and catering service space for refreshment/lunch.

I. Expected duration of the contract/assignment

- a) Contract duration will be from date of signature of agreement considering table -1 training schedule to enable implementation of all training programs.
- b) Selected bidder will be notified by UNDP/UNESP with prior notice on the actual dates of trainings to be conducted, not less than two weeks prior to start-up of actual training program.

J. Price and Schedule of Payments

Payments will be made up on successful completion of each training program(s) specified, and issuance of training completion certificate to the participants of each respective training, and the actual number of trainees trained; and the training completion report.

Payments are subject to provision of training attendance sheets and a copy of completion of certificates issued by the program manager.

K. Qualifications and Competencies:

Qualifications of the Key Personnel:

Key Professional Staff	
Team Leader (Training Manager): <i>min. 1 CV required</i>	<p><u>Academic Qualifications:</u> Master’s degree in Business administration, Public administration, Human Resource and or any other related field is required. Bachelors’ degree in the same filed would be acceptable with additional two years professional experience</p> <p><u>Required Experience:</u> At least 5 years of professional experience in any of the above fields.</p> <p><u>Language:</u> Proficiency in written and spoken English and excellent knowledge of Afghanistan’s official languages (Pashto and Dari) are required.</p>
Finance Trainer (<i>min. 1 CV required</i>)	<p><u>Academic Qualifications:</u> Bachelor’s degree in Economics, or any other related field is required.</p> <p><u>Required Experience:</u> At least 10years of professional/working experience in Afghanistan Financial System including in line ministries.</p> <p><u>Skills and competences:</u> Training skills and working knowledge at Ministry of Finance of Afghanistan is required.</p> <p><u>Language:</u> Excellent knowledge of Afghanistan’s official languages (Pashto and Dari) are required and Proficiency in written and spoken English as well.</p>
Procurement Trainer: <i>min. 1 CV required</i>	<p><u>Academic Qualifications:</u> Bachelor’s degree in Economics, Business Administration or any other related field is required.</p> <p><u>Required Experience:</u> At least 10 years of professional/working experience in Afghanistan Procurement system including in line ministries.</p> <p><u>Skills and competences:</u> Training skills and working knowledge at Afghan line ministries, ARDS/NPA is required.</p> <p><u>Language:</u> Excellent knowledge of Afghanistan’s official languages (Pashto and Dari) are required and Proficiency in written and spoken English as well.</p>
HR Trainer: <i>min. 1 CV required</i>	<p><u>Academic Qualifications:</u> Bachelor’s degree in Economics, Business Administration, HR is required.</p> <p><u>Required Experience:</u> At least 10 years of professional/working experience in Afghanistan Human Resource system including in line ministries.</p>

	<p>Skills and competences: Training skills and working knowledge at Afghan line ministries, specifically in HR is required.</p> <p>Language: Excellent knowledge of Afghanistan’s official languages (Pashto and Dari) are required and Proficiency in written and spoken English as well.</p>
Administration Trainer: <i>min. 1 CV required</i>	<p>Academic Qualifications: Bachelor’s degree in Business Administration, Public Administration, Economics, or any other related field is required.</p> <p>Required Experience: At least 7 years of professional/working experience in Afghanistan Human Resource system including in line ministries.</p> <p>Skills and competences: Training skills and working knowledge at Afghan line ministries, specifically in managing the administration function is required.</p> <p>Language: Excellent knowledge of Afghanistan’s official languages (Pashto and Dari) are required and Proficiency in written and spoken English as well.</p>
Management and Leadership Trainer: <i>min. 1 CV required</i>	<p>Academic Qualifications: Master’s degree in Public Administration, Management and Leadership, Business, Administration, Economics, or any other related field is required. Bachelors’ degree in the same filed would be acceptable with additional three years of professional experience.</p> <p>Required Experience: At least 7 years of professional/working experience in relevant fields with Afghan line ministries and donor funded agencies.</p> <p>Skills and competences: Training skills and working knowledge at Afghan line ministries and donor agencies specifically in management and public administration function is required.</p> <p>Language: Excellent knowledge of Afghanistan’s official languages (Pashto and Dari) are required and Proficiency in written and spoken English as well.</p>
Communication and Media Trainer: <i>min. 1 CV required</i>	<p>Academic Qualifications: Bachelor’s degree in Journalism, Mass Media and Communication or any other related field is required.</p> <p>Required Experience: At least 5 years of professional/working experience in relevant fields with Afghan line ministries and donor funded agencies.</p> <p>Skills and competences: Training skills and working knowledge at Afghan line ministries and donor agencies specifically in mass media, public outreach and public awareness function is required.</p> <p>Language: Excellent knowledge of Afghanistan’s official languages (Pashto and Dari) are required and Proficiency in written and spoken English as well.</p>
ICT Trainer: <i>min. 1 CV required</i>	<p>Academic Qualifications: Master’s degree in ICT field, or any other related field is required. Bachelors’ degree in the same filed would be acceptable with additional three years of professional experience. Also certified trainers of CCNA and MCSA courses, cisco and Microsoft certification is acceptable.</p> <p>Required Experience: At least 5 years of professional/working experience in IT, ICT, or any relevant fields is required.</p>

	<p>Skills and competences: Training skills and working knowledge of the CCNA, MCSA, CISCO and relevant ICT field is required.</p> <p>Language: Excellent knowledge of Afghanistan's official languages (Pashto and Dari) are required and Proficiency in written and spoken English as well.</p>
--	--

- ✓ *The CV's of key personnel are mandatory documents to be submitted in accordance to Form E of Technical Proposal.*

Additional requirement /preferences

- a) Having experience with capacity building/teaching in public sector institutions is a distinct advantage;
- b) Bidder must have equipped training venue to carry out trainings in professional manner;
- c) Bidder when submitting quotes, should provide brief information about every training program and what their program covers (brief agenda of topics).
- d) History, number of years in business, legal status and profile of the firm and its management team;
- e) Proof that bidder or trainers are certified in providing trainings in the areas as specified in the table above;
- f) Work plan;

Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

Technical Proposal Envelope:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
▪ Form H: Proposal Security Form	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Financial Proposal Envelope

(Must be submitted in a separate sealed envelope/password protected email)

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	UNDP/AFG/RFP/2020/0000005417		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No.and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Certificate of Incorporation/ Business Registration ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder ▪ Trade name registration papers, if applicable ▪ Local Government permit to locate and operate in assignment location, if applicable ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country ▪ Power of Attorney

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:			

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information <i>(address, telephone numbers, fax numbers, e-mail address)</i>	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
--	------------

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

Letter of intent to form a joint venture **OR** JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: _____ Name of partner: _____
 Signature: _____ Signature: _____
 Date: _____ Date: _____

Name of partner: _____ Name of partner: _____
 Signature: _____ Signature: _____
 Date: _____ Date: _____

Form D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:			

If JV/Consortium/Association, to be completed by each partner.

Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> Contract(s) not performed for the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 5 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

Bidders **must** submit copies of minimum 3 previous contracts of similar nature and complexity implemented over the last 5 years, contract value of each of these previous contracts should be more than or equal to USD 100,000.

Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	UNDP/AFG/RFP/2020/0000005417		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>
	[Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of services]</i>
	<ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i>
	[Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>
	Reference 1: [Insert] Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

Form F: Financial Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	UNDP/AFG/RFP/2020/0000005417		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form G: Financial Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	UNDP/AFG/RFP/2020/0000005417		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Currency of the proposal: [Insert Currency]

Table 1: Breakdown of Price per Deliverable/Activity

No	Training Program	No of training	Number of staffs IEC batch	Number of staffs ECC batch	\$ Unit cost for each trainee	\$ Total cost for all trainees	\$ Cost for total number of days	Cost of Venue	Cost of Food for all trainees	Cost of Stationery for all Trainees
Management										
1	Management and Leadership	5	30	30						
2	Project Management	5	11	20						
3	Communication and Coordination	3	30	30						
4	Social Media and Networking	4	10	10						
5	Effective report writing	3	20	20						
6	Inventory management and procedures (HQ)	3	20	4						
7	Inventory management and procedures (Provincial)	3	34							

Information Technology										
8	Microsoft certified MCSA Training with exam fee	90	3	3						
9	Computer Course Excel beginner/Intermediate	4	30	30						
10	Adobe Photoshop – Advanced, Adobe Illustrator – Advanced, Adobe InDesign	30	2	2						

	Advanced, Adobe Acrobat, Graphic design									
11	Cisco certified CCNA Training R&S with exam fee	75	3	3						
12	Computer Course Word beginner/intermediate	4	30	30						
13	Computer Course Microsoft Project beginner/Intermediate	5	11	11						

Operations

14	Administration, including asset management, inventory control, etc. BASIC & INTERMEDIATE CERTIFICATE COURSES	July	10	18	18					
15	Procurement, following Afghan public procurement law, policies and procedures as well as training on key procurement concepts.: BASIC & INTERMEDIATE CERTIFICATE COURSES	April	10	7	7					
16	Finance, including zero-based and incremental budgeting approaches, internal controls and audit. BASIC & INTERMEDIATE CERTIFICATE COURSES	May	10	11	11					
17	Human resources management, including talent management, staff performance assessment, and staff capacity development. BASIC & INTERMEDIATE CERTIFICATE COURSES	June	10	10	10					

Other costs

Description of services										
--------------------------------	--	--	--	--	--	--	--	--	--	--

	Any other costs ...									
						Total USD				
						GRAND Total USD				

Bidder shall provide breakdown of the training cost per participant per training program as per above price schedule.

-When quoting trainings, please quote the, lunch, refreshment and training venue separately as per above price schedule .

-When quoting, Microsoft certified MCSA Training, Cisco certified CCNA Training R&S, including adobe elements, bidder should provide price for trainings with exam.