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REQUEST FOR PROPOSAL

Physical Verification of the Afghan National Police personnel at the Ministry of Interior Affairs (MOIA) of Afghanistan

RFP No.: UNDP/AFG/RFP/2020/0000005827

Project: UNDP Country Office

Country: Afghanistan

Issued on: 21 April 2020

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Section 1. Letter of Invitation

UNDP/AFG/RFP/2020/0000005827 - Physical Verification of the Afghan National Police personnel at the Ministry of Interior Affairs (MOIA) of Afghanistan.

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
 - Form A: Technical Proposal Submission Form
 - Form B: Bidder Information Form
 - Form C: Joint Venture/Consortium/Association Information Form
 - Form D: Qualification Form
 - Form E: Format of Technical Proposal
 - Form F: Financial Proposal Submission Form
 - Form G: Financial Proposal Form

If you are interested in submitting a Proposal in response to this RFP, please prepare your offer comprising of all required documents should be submitted in accordance with Section 2, through the UNDP ATLAS E-Tendering system, which can be accessed at <https://etendering.partneragencies.org>.

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

The step by step instructions for registration of bidders and quotation/proposal submission through the UNDP ATLAS E-Tendering system is available in the instructions manual for the bidders, attached with this RFP. Should you require any training on the UNDP ATLAS E-Tendering system or face with any difficulties when registering your company or submitting your bid, please send an email to the E-Tendering Help Desk at procurement.af@undp.org or call +93728999757 during office hours to request for help.

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

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

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

Please note that UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. (See http://www.undp.org/about/transparencydocs/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf and <http://>

[/www.undp.org/content/undp/en/home/operations/procurement/procurement_protest/](http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protest/) for full description of the policies)

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

Approved by:

Title: Head of Procurement Unit

Date: April 21, 2020

Section 2. Instruction to Bidders

| A. GENERAL PROVISIONS | |
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| 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</p> |

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| | meet the eligibility requirements as established by UNDP. |
| 4. Conflict of Interests | <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> |
| B. PREPARATION OF PROPOSALS | |
| 5. General Considerations | <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> |
| 6. Cost of Preparation of Proposal | <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</p> |

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| | conduct or outcome of the procurement process. |
| 7. Language | 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. |
| 8. Documents Comprising the Proposal | 8.1 The Proposal shall comprise of the following documents: <ul style="list-style-type: none"> 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. |
| 9. Documents Establishing the Eligibility and Qualifications of the Bidder | 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. |
| 10. Technical Proposal Format and Content | 10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP. 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. 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 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. |
| 11. Financial Proposals | 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. 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. 11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal. |
| 12. Proposal Security | 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. 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. 12.3 If the Proposal Security amount or its validity period is found to be less than |

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| | <p>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 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> |
| 13. Currencies | <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> |
| 14. Joint Venture, Consortium or Association | <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</p> |

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| | <p>should clearly differentiate between:</p> <ul style="list-style-type: none"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. <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 be available within one firm.</p> |
| 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</p> |

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| | which case, such Proposal will not be further evaluated. |
| 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 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 | |

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| 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> <ul 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: <ul style="list-style-type: none"> i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS 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>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> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; 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. 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. |

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| <p>Email Submission</p> <p>eTendering submission</p> | <p>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> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. 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. c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS. 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-notices/resources/ |
| <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 Proposals</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 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</p> |

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| | (only for manual submissions), except if the bid is withdrawn after the bid has been opened |
| 25. Proposal Opening | 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. |
| D. EVALUATION OF PROPOSALS | |
| 26. Confidentiality | <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> |
| 27. Evaluation of Proposals | <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"> Preliminary Examination Minimum Eligibility and Qualification (if pre-qualification is not done) Evaluation of Technical Proposals Evaluation of Financial Proposals |
| 28. Preliminary Examination | 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. |
| 29. Evaluation of Eligibility and Qualification | <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"> 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; They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, 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; They are able to comply fully with UNDP General Terms and Conditions of |

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| | <p>Contract;</p> <p>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</p> <p>f) They have a record of timely and satisfactory performance with their clients.</p> |
| <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-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p>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>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>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 following:</p> <p>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</p> |

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| | <ul style="list-style-type: none"> 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. |
| 32. Clarification of Proposals | <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> |
| 33. Responsiveness of Proposal | <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> |
| 34. Nonconformities, Repairable Errors and Omissions | <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 |

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| | <p>price shall be corrected;</p> <p>b) if there is an error in a total corresponding to the addition or subtraction 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. |

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| 42. Bank Guarantee for Advanced Payment | <p>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 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: 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 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 | Will not be conducted |
| 5 | 10 | Proposal Validity Period | 90 days |
| 6 | 14 | 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</p> <p>For evaluation purposes proposals prices expressed in different currencies shall be converted in: [US Dollars]</p> <p>The source of exchange rate shall be: [UN Exchange Rate]</p> <p>The date for the exchange rate shall be [UN Exchange rate for the month of proposal submission closing date]</p> |

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| 11 | 31 | Deadline for submitting requests for clarifications/ questions | <p>7 days before the submission deadline</p> <p>UNDP will endeavour to provide the above clarifications expeditiously, but any delay in providing such information will not be considered a reason for extending the submission date of a proposals.</p> |
| 12 | 31 | Contact Details for submitting clarifications/questions | <p>Focal point Person in UNDP: Address: United Nations Development Programme, UNDP Country Office, UNOCA Complex, Jalalabad Road, Kabul, Afghanistan E-mail address dedicated for this purpose: procurement.af@undp.org Note : The Subject Line of email should be: UNDP/AFG/RFP/2020/0000005827</p> |
| 13 | 18, 19 and 21 | Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries | <p>Posted directly to eTendering</p> <p>Supplemental Information will be uploaded to the system (Atlas-E-tendering System). Once uploaded, bidders who accepted Tender Invitation will be notified automatically by a system that changes have occurred. It is the responsibility of the bidders to view the respective changes and clarifications in the system.</p> <p>Note: The Subject Line Email Should read, UNDP/AFG/RFP/2020/0000005827</p> |
| 14 | 23 | Deadline for Submission | <p>As indicated in the e-Tendering system.</p> <p>Date and Time: As specified in the system (note that the time zone indicated in the system in New York Time zone).</p> <p>PLEASE NOTE:-</p> <p>Date and time visible on the main screen of the event (on the E-Tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the 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 to the system.</p> <p>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> |
| 15 | 22 | Allowable Manner of Submitting Proposals | <p><input checked="" type="checkbox"/> e-Tendering</p> <p>Your proposal, comprising of requested documents, should be submitted through the UNDP ATLAS E-tendering system. The step by step to be followed for bid submission through the UNDP ATLAS E-tendering system is available in the instruction manual for the bidders, attached with this ITB as Annexes.</p> |

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| | | | <p>The solicitation documents and the manual are also posted on the following websites: http://www.undp.org.af http://procurement-notices-undp.org/index.cfm https://www.ungm.org/notices/notices.aspx</p> <p>Once uploaded, Prospective bidders (i.e. bidders that have accepted the bid invitation in the system) will be notified via email that changes have occurred. It is the responsibility of the Proposers to view the respective changes and clarifications in the system.</p> |
| 16 | 22 | Proposal Submission Address | <p>Shall be submitted through e-Tendering System: https://etendering.partneragencies.org</p> <p><u>Business Unit: AFG10 and Event ID 0000005827</u></p> |
| 17 | 22 | Electronic submission (email or eTendering) requirements | <p>Official Address for e-submission: https://etendering.partneragencies.org</p> <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. ▪ Financial Proposal must be password protected and Password for financial proposal <u>must not</u> be provided to UNDP until requested by UNDP through procurement.af@undp.org email account ▪ Max. File Size per transmission: No Limit ▪ Mandatory subject of email: UNDP/AFG/RFP/2020/0000005827 |
| 19 | 25 | Date, time and venue for the opening of bid | <p>Venue: E-Tendering</p> <p>In the case of e-Tendering submission, bidders will receive an automatic notification once their Bids are opened.</p> |
| 20 | 27 36 | Evaluation Method for the Award of Contract | <p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively</p> <p>The minimum technical score required to pass is 70%.</p> |
| 21 | | Expected date for commencement of Contract | <i>June 30, 2020</i> |
| 22 | | Maximum expected duration of contract | As per TOR |
| 23 | 35 | UNDP will award the contract to: | One Proposer Only |
| 24 | 39 | Type of Contract | Contract for Goods and/or Services to UNDP |

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| | | | http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html |
| 25 | 39 | UNDP Contract Terms and Conditions that will apply | UNDP General Terms and Conditions for Contracts https://www.undp.org/content/dam/undp/library/corporate/Procurement/english/3.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf |
| 26 | | Other Information Related to the RFP | N/A |
| 27 | | Post qualification Actions | Inquiry and reference checking with other previous clients on the quality of performance on on-going or previous contracts completed; Physical inspection of the bidder's plant, factory, branches or other places where business transpires, with or without notice to the bidder; |
| 28 | | Conditions for Determining Contract Effectivity | Signing of Contract By Both Parties & receipt. |

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:

- Company Profile, which should not exceed fifteen (15) pages
- Certificate of valid Registration of the business, along with evidence of registration for the past consecutive five (05) years dating back minimum to the year of 2014. The relevance of registration could be to communication or any firm related to assignment.
- All returnable Forms (Form A to Form G)
- Details of minimum one (01) contracts in the last five (05) years for the assignment with similar nature and complexity and with successful completion certificates
- 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
- CVs of Key Personnel

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. | 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 |
| Financial | <ul style="list-style-type: none">• Audited financial reports for the past three years (2017, 2018 and 2019 or 2016, 2017, and 2018) showing company turnover minimum of USD 2 million on average | Form D: Qualification Form |
| Past experience | <ul style="list-style-type: none">• Experience in completing successfully minimum one (01) contracts of similar nature and complexity with date of completion within the last 5 years, | Form D: Qualification Form |

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| | contract value of previous work and at least one contract should be equal to or more than USD 1,000,000. | |
| QUALIFICATION | | |
| History of Non-Performing Contracts¹ | Non-performance of a contract did not occur as a result of contractor default for the last 5 years. | Form D: Qualification Form |
| Litigation History | No consistent history of court/arbitral award decisions against the Bidder for the last 5 years. | Form D: Qualification Form |
| Previous Experience | Minimum 5 years of relevant experience with proven capacity. | Form D: Qualification Form |
| | <ul style="list-style-type: none"> • Experience of working with the public sector organization to demonstrate capacity to recruit, train, deploy, coordinate and supervise teams for the collection and analysis of data and conduct Physical Verification of the Afghan National Police personnel. • Experience of working in in-conflict or post-conflict environments • Experience of working in remote provinces of Afghanistan will be considered as an advantage • Experience of involvement with international organizations in Afghanistan will be considered as advantage • Statement of satisfactory completion of works of similar nature from the top 02 (two) Clients from the past, (For JV/Consortium/Association, all Parties cumulatively should meet requirement). | Form D: Qualification Form |
| Key Personnel CVs | <p>CVs of the following Key Personnel are required to be submitted within the technical proposal:</p> <ul style="list-style-type: none"> • Project Manager / Team Leader – 1 CV Required • Senior HR Specialist – 1 CV Required • Senior Statistician - 1 CV Required • Quality Assurance Expert - 1 CV Required | Form D: Qualification Form |

¹ Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

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 | 400 |
| 3. | Qualifications and Experience of Key Personnel | 300 |
| | Total | 1000 |

| Section 1. Bidder's qualification, capacity and experience | | | Points obtainable |
|--|--|----|-------------------|
| 1.1 | Reputation of Organization and Staff Credibility / Reliability / Industry Standing | | 65 |
| 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 | | 70 |
| 1.3 | Relevance of: | | 115 |
| 1.3.1 | Specialized knowledge and experience on similar engagements done | 50 | |
| 1.3.2 | Details of all previous contracts within the last 3 years to demonstrate capacity to recruit, train, deploy, coordinate and supervise teams for the collection and analysis of data and conduct behavior change communications | 30 | |
| 1.3.3 | Contractor must have previous experience of working with the UN or other multinational organizations, and a security institution comparable to the Afghan National Police (ANP) | 35 | |
| 1.4 | Quality assurance procedures and risk mitigation measures | | 35 |
| 1.5 | Organizational Commitment to Sustainability (mandatory weight) | | 15 |
| 1.5.1 | -Organization is compliant with ISO 9001 and other relevant standards | 10 | |
| 1.5.2 | -Organization demonstrates significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues | 5 | |
| Total Section 1 | | | 300 |

| Section 2. Proposed Methodology, Approach and Implementation Plan | | Points obtainable |
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| 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? | 90 |

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| 2.2 | Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference | 95 |
| 2.3 | Details on how the different service elements shall be organized, controlled and delivered | 70 |
| 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 | 45 |
| 2.6 | Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract | 20 |
| 2.7 | 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.) | 30 |
| Total Section 2 | | 400 |

| Section 3. Management Structure and Key Personnel | | | Points obtainable |
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| 3.1 | Management structure, staff time allocation, team composition and qualification of other professional staff | | 50 |
| 3.2 | Qualifications of key personnel proposed | | |
| 3.2 a | Project Manager / Team Leader – 1 CV Required | | 80 |
| | - General Qualification | 30 | |
| | - Suitability for the Project: | 50 | |
| | Professional Experience in the area of specialization | 40 | |
| | Knowledge of the region | 10 | |
| 3.2 b | Senior HR Specialist – 1 CV Required | | 70 |
| | - General Qualification | 30 | |
| | - Suitability for the Project: | 40 | |
| | Professional Experience in the area of specialization | 30 | |
| | Knowledge of the region | 10 | |
| 3.2 c | Senior Statistician - 1 CV Required | | 50 |
| | General Qualification | 20 | |
| | Suitability for the Project: | 30 | |
| | Professional Experience in the area of specialization | 25 | |
| | Knowledge of the region | 5 | |
| 3.2 d | Quality Assurance Expert - 1 CV Required | | 50 |
| | - General Qualification | 20 | |
| | - Suitability for the Project: | 30 | |
| | Professional Experience in the area of specialization | 25 | |

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|------------------------|-------------------------|---|--|------------|
| | Knowledge of the region | 5 | | |
| Total Section 3 | | | | 300 |

Note: The CV of four categories key professional staff shall be evaluated in detail in accordance with technical proposal evaluation criteria 3.2 and in accordance with the educational and professional qualifications indicated in the Terms of Reference. The CVs of other professional staff, submitted if any, shall be considered for combined evaluation of the team as part of technical proposal evaluation criteria 3.1 (Management structure, staff time allocation, team composition and qualification of other professional staff). It is not mandatory to identify and include the CVs of all such other professional staffs in the technical proposal which are proposed in the financial proposal. However, the proposer should include CVs of as many of these other key professionals to demonstrate the strength of the proposed team.

Section 5. Terms of Reference

Physical Verification of the Afghan National Police personnel at the Ministry of Interior Affairs (MOIA) of Afghanistan

A. Background Description

UNDP has been supporting the Ministry of Interior Affairs (MOIA) of the Islamic Republic of Afghanistan, the Implementing Partner (IP), since 2002 to manage the Non-Fiduciary and Fiduciary functions of the Payroll Management of the Afghan National Police (ANP) and General Directorate of Prisons and Detention Centers (GDPDC) through the Support to Payroll Management (SPM) Project. The SPM project document was approved by the Law and Order Trust Fund for Afghanistan (LOTFA) Multi-Partner Trust Fund (MPFT) (formerly called LOTFA) Steering Committee (formerly called Project Board) on 30 June 2015 and was subsequently revised on 18 December 2016. The SPM project aims to develop the required capacity for the MOIA to independently manage all Non-Fiduciary functions of the ANP and GDPDC payroll management including the management of Web-based Electronic Payroll System (WEPS). While UNDP operated and maintained WEPS on behalf of the IP (and continues to do so), the IP has carried the majority of the Non-Fiduciary functions of the MOIA Payroll Management independently.

Despite the progress of the past several years, Afghanistan still needs substantial rehabilitation and reconstruction support. To accomplish this, a secure environment continues to be a challenge as well as a prerequisite. In recognition of this, a strengthened national police force remains an essential element for ensuring security and rule of law in Afghanistan. Strengthening the national police force, both in quantitative and qualitative terms, for national security and recovery, represents one of the highest priorities for the Government of Islamic Republic of Afghanistan (GIROA).

UNDP's fiduciary responsibility towards LOTFA Donors mandates UNDP to provide assurance to LOTFA Donors that LOTFA Funds are used for intended purposes; including identifying misuse of funds and preventing fraud. To this end, UNDP was tasked by the LOTFA Donors in 2014 to provide independent services of LOTFA Fund via Expenditure Verification (EV) and ANPs and GDPDCs staff Physical Verification (PV) through a Monitoring Agent (MA). At the end of 2016, the Physical Verification process of the ANP and GDPDC staff was stopped due to the introduction of Personnel Asset Inventory (PAI) process by the MOIA with support of Combined Security Transition Command – Afghanistan (CSTC-A). The PAI is an ongoing process and aims to biometrically register the MOIA staff. Based on LOTFA Donors' decision in March 2018, only the PAI registered ANPs and GDPDCs are paid through LOTFA funds. Currently, once the ANP and GDPDC staff are registered through the PAI, there is no follow up mechanism to provide assurance to LOTFA Donors and MOIA leadership that the staff could be physically verified on the ground.

B. Assignment

Under the overall guidance of the Head of Governance for Peace Unit (G4P), a contractor (hereafter called Monitoring Agent- MA-PV) will provide the Monitoring Agent (MA) services to physically verify the ANP and GDPDC staff of the MOIA on monthly basis. The overall objective of this assignment is to provide an assurance to LOTFA donors and MoIA that LOTFA funding advanced to MoIA through the MoF is being used for the intended salary payments of ANP and GDPDC staff. The MA-PV reports will inform the LOTFA Donors decision to stop LOTFA funds to those ANP and GDPDC staff who fail to appear for Physical Verification on two consecutive appointments. To this end, the contractor is expected to conduct physical verification (headcount) of at least 50% of ANP and GDPDCs staff in all 34 provinces within one year, against the monthly salary payments made through LOTFA funds.

C. Scope of Services, Expected Outputs and Target Completion

The MA-PV is expected to provide objectively verifiable Physical Verification of at least 50% (i.e. 4.17% per month,

spread across all the provinces in Afghanistan) of the MOIA's ANP and GDPDC staff paid through LOTFA funds. The MA-PV's work should be guided by the Assurance Engagements other than Audits or Reviews of Historical Financial Information (ISAE) 3000 —issued by the International Federation of Accountants (IFAC). Based on ISAE 3000, the MA-PV is expected to provide at least Limited Assurance where the MA-PV collects less evidence than for a reasonable assurance engagement but sufficient for a negative form of expression of the practitioner's conclusion.

In the conduct of Physical Verification of ANP and GDPDC staff, the tasks will include but not limited to the following:

- i. Using data provided from the MOIA's Human Resource (HR) systems, identify the relevant ANP and GDPDC staff against the approved payroll documents, and compare the aggregate staff and payroll value against the total authorized staff and payroll value for the period.
- ii. Review provincial level payroll stations and undertake sample physical verification of ANP and GDPDC staff before closing of each payroll period. The field work plan is subject to UNDP's advance approval, and might be subject to adjustments proposed by UNDP, as required.
- iii. During the physical verification of ANP and GDPDC, verify the authenticity of Personnel Asset Inventory (PAI) registration using biometric devices which will be provided to the MA-PV team at the locations mentioned below, verify the relevance of appointment letters to the positions, cross check the attendance records and other HR documents required for payroll. The use of biometric devices for verification will happen at the PHQs, Kabul PDs and MOIA HQ. The use of biometric devices could be rolled-out to other locations when the security and or other circumstances permit—subject to agreement between UNDP and the MA-PV team.
- iv. Undertake physical verification (headcount) of personnel and salary payment to such personnel on monthly basis at the district and provincial levels on a revolving sample basis of 4.17% of the total Tashkil for each month which will result in a verification of 50% of personnel for the entire year. Such physical verification shall cover all payment modalities (bank transfer, mobile bank, and trusted agents) with increased weight given to the more risk-prone modalities (i.e. trusted agents) with different districts and provinces being selected from month to month. The current agreed ANP and GDPDC Tashkils are 124,629 and 7,456, respectively but the actual number of active ANP and GDPDC personnel (per November 2019 payroll) are 111,985 and 7,080, respectively. The action plan prepared by the firm and agreed with UNDP should include the sampling methodology that the firm will adopt for physical verification of ANP and GDPDC staff.
- v. Review and verify incentives paid which are based on the physical location of the ANP against the originating documentation and statutory requirements and report on any discrepancies.
- vi. Regarding irregularities, the MA will need to revisit a particular site in a subsequent month to follow up on personnel who could not be found on their previous visit; particularly where such the number of unseen personnel exceeds 50 or 5% of the filled positions for the particular PHQ, Kabul PD or MOIA HQ, as applicable, whichever is lower.

The MA-PV will be primarily working with the MoIA's Provincial Police Headquarters, General Directorate of Personnel (GDOP), and General Directorate of Finance and Budget (GDFB). The MA-PV will ensure provincial level presence in all 34 provinces of the country to monitor closely and provide analysis with adequate personnel.

The firm will conduct meetings with UNDP-Support to Payroll Management (SPM) project staff and MoIA on a regular (at least monthly) basis or at UNDP's ad-hoc request to address issues of concern to MoIA and UNDP and provide actionable recommendation for solutions, including resolution of issues identified by the firm.

D. Deliverables

The MA-PV will provide monthly, and annual reports on the processes and results of the Physical Verification in line with ISAE 3000 standards for reporting. Payment shall be based on receipt and acceptance of MA reports as satisfactory.

Monthly Reports:

- i. The MA-PV will provide drafted monthly Physical Verification reports and coordinate with the MOIA to finalize the monthly reports. The monthly Physical Verification reports should be issue-focused and provide detailed analysis of the findings and issues identified during the process of physical verification.
- ii. Specifically, the monthly reports will provide a comparative analysis of the physical verification findings against the MOIA Tashkil, HR data, and the Web-based Electronic Payroll System (WEPS) payroll documents.
- iii. The reports will also provide a detailed analysis of the duplicate and invalid identification card listing.
- iv. Moreover, the report will provide presentation of the major issues over time.
- v. The monthly reports should provide detailed analysis of trends and recurring challenges, identify issues in relation to HR and financial management and internal controls in MoIA, and recommend appropriate actions to resolve the identified issues.
- vi. The firm will submit draft monthly reports between the 15th and 20th days after completion of the month covered by their report. The firm submits the draft report to UNDP- SPM project Manager.
- vii. Upon receipt of the draft report, UNDP will facilitate a coordination meeting between the MoIA, and the firm between the 21st and 30th days after completion of the month covered by the report. The plan of action will be submitted to the firm no later than the 30th day after completion of the month covered by the firm's report.
- viii. The monthly reports should be finalized in 15 weeks as shown on the table below:

| | | One monthly report cycle | | | | | | | |
|----|---|--------------------------|------|-----|------|-----|-----|-----|--|
| 1. | SPM provides WEPS Data to MA-PV (15-20 days after closure) * | 1wk | | | | | | | |
| 2. | MA-PV conducts fieldwork - physical verification | 4wks | | | | | | | |
| 3. | MA-PV prepares and submits draft report | | 2wks | | | | | | |
| 4. | SPM and MOIA review draft report | | | 1wk | | | | | |
| 5. | MA-PV, SPM and MOIA conduct 4 coordination meetings | | | | 4wks | | | | |
| 6. | MA-PV submits pre-final report | | | | | 1wk | | | |
| 7. | SPM reviews pre-final report | | | | | | 1wk | | |
| 8. | MA-PV submits Final Report | | | | | | | 1wk | |
| 9. | *Example: data for Jan 2020 will be available from 15-20 Feb 2020 | | | | | | | | |

- ix. All reports shall be submitted in soft copies in English and in Dari languages.

Annual Report:

- i. The annual report will cover the summary of monthly progress reports and present detailed analysis of the MA-PV's findings over the year.
- ii. Annual report should be submitted within 4 weeks of completion of the reporting period. Review and finalization of annual reports will follow the process similar to what is described above for monthly reports.
- iii. All reports shall be submitted in soft copies in English and in Dari languages.

E. Duration of work

The initial contract duration will cover 14 months period.

F. Location of work

The assignment will be conducted in all 34 provinces of Afghanistan, and also at the Central ministry in Kabul.

G. Required Qualifications of the Monitoring Agent (MA)

The firm must meet the following minimum criteria:

- At least 5 years of relevant experience
- Implemented at least one similar assignment in the past 5 years
- Experience of working with the public sector organization
- Experience of working in in-conflict or post-conflict environments
- Experience of working in remote provinces of Afghanistan will be considered as an advantage
- Experience of involvement with international organizations in Afghanistan will be considered as advantage

H. H. Qualification of the Key Personnel:

The firm shall propose an engagement team based on ISAE 3000 standards, according to the scope, emphasis, timing and conduct of the engagement. The team should contain, at a minimum:

| Position | General Qualification and Experience | Educational Background |
|---|--|--|
| Team Leader (1) International | At least ten years of relevant work experience and expertise in Public Financial Management, ISAE assurance engagements, financial controlling, accounting, and/or auditing. | Certified Public Accountant or Certified Public Auditor or equivalent. |
| Senior HR Specialist (1), either national or international | At least seven years of relevant work experience and expertise in Public Sector HR or similar engagements. | Master's level qualification. |
| Senior Statistician (1), either national or international | At least seven years of relevant professional experience. | Bachelor's degree in statistics or related quantitative field. |
| Quality Assurance Expert (1), either national or international | Minimum of five years of work experience in the field of audit or assurance engagements under ISAE. | Masters degree in finance/accounting, auditing, business administration or other related field |

- The firm shall ensure that its personnel do not have any conflict of interest and are not directly related to UNDP or MoA officials. Conflicts of interest may arise when, by act or omission, the firm personnel's personal interests interfere with the performance of his or her official duties and responsibilities or with the integrity, independence and impartiality required by the firm personnel's role under the TOR. When an actual or possible conflict of interest may arise, the firm must disclose to UNDP the conflict of the firm's personnel. UNDP shall review the declaration and assess if the declaration amounts to a potential conflict of interest. UNDP may require the firm to replace such personnel if it is determined that their staff does have an actual or potential conflict of interest.
- The team should have collective experience in project monitoring, assurance services and assessment with reference to financial management, preferably with international exposure through Governmental institutions, NGOs, UN agencies and/or other organizations.
- UNDP may, subject to its discretion, accept substitution of staff offered in the Proposal provided that the staff offered for substitution is of equal or better education and/or experience.

- Knowledge of Afghanistan's financial system and financial management and HR standards by the company and the team members would be an asset.
- The team must have proven management capacity, excellent IT skills and command of MS Office applications and financial software applications.
- Fluency in English for all senior staff and key staff is a must. Fluency in Dari and/or Pashto would be required.
- The team should collectively demonstrate proven written and oral communication skills, reporting skills, auditing and project financial performance assessment experiences.
- A limited amount of sub-contracting, in full disclosure, to augment the capacities of the team is permissible. Any such sub-contracting shall be approved in writing in advance.

I. Institutional arrangement

(a) UNDP's responsibility

UNDP will be responsible for reviewing and addressing MA's requests for information and support on a timely basis. Designated UNDP staff will be available to provide guidance to the firm during the course of the work and for monthly in-depth review sessions. UNDP shall undertake quarterly review of firm's performance which will include review of quality of deliverables. UNDP shall undertake a structured annual performance review of the firm which will also include feedback from various stakeholders (MoIA, MoF, etc.).

(b) Firm's responsibility

The firm shall designate a focal point (preferably the Team Leader or the Deputy Team Leader) for communication related to submission of all monthly, quarterly and final reports. The designated firm focal point shall be responsible for communication with UNDP regarding submission of draft reports, receipt and incorporation of comments/suggestions from UNDP/MOIA, and submission of final version of the reports. The designated firm focal point shall also be responsible to coordinate with UNDP regarding organization of review meetings for the reports.

The firm will need to provide in its proposal a description and cost estimate for all the facilities required to perform the services. UNDP will not provide facilities. It will be the sole responsibility of the firm to ensure a suitable level of security. The firm will also be entrusted with the duty of care of all its personnel in Afghanistan. The firm will also be subject to the provisions of Article 8 of the UNDP General Terms and Conditions with respect to security.

J. Price and Schedule of Payments

UNDP shall issue a fixed-priced contract to the recommended firm. Payments to the contractor shall be made upon successfully receipt and satisfactory acceptance of MA reports by UNDP with following payment schedule.

| S No. | Deliverable | Time (Month) | Schedule and percentage of payment |
|--------------|---|-----------------------|---|
| 1 | After successful receipt and acceptance of 1 st Month MA reports as satisfactory, by UNDP. | 1 st month | M1 - 7.5% |
| 2 | After successful receipt and acceptance of 2 nd month MA reports as | 2nd month | M2 - 7.5% |

| | | | |
|----|---|------------------------|-------------|
| | satisfactory, by UNDP | | |
| 3 | After successful receipt and acceptance of 3 rd month MA reports as satisfactory, by UNDP | 3 rd month | M3 - 7.5% |
| 4 | After successful receipt and acceptance of 4 th month MA reports as satisfactory, by UNDP | 4 th month | M4 - 7.5% |
| 5 | After successful receipt and acceptance of 5 th month MA reports as satisfactory, by UNDP | 5 th month | M5 - 7.5% |
| 6 | After successful receipt and acceptance of 6 th month MA reports as satisfactory, by UNDP | 6 th month | M6 - 7.5% |
| 7 | After successful receipt and acceptance of 7 th month MA reports as satisfactory, by UNDP | 7 th month | M7 - 7.5% |
| 8 | After successful receipt and acceptance of 8 th month MA reports as satisfactory, by UNDP | 8 th month | M8 - 7.5% |
| 9 | After successful receipt and acceptance of 9 th month MA reports as satisfactory, by UNDP | 9 th month | M9 - 7.5% |
| 10 | After successful receipt and acceptance of 10 th month MA reports as satisfactory, by UNDP | 10 th month | M10 - 7.5% |
| 11 | After successful receipt and acceptance of 11 th month MA reports as satisfactory, by UNDP | 11 th month | M11 - 7.5% |
| 12 | After successful receipt and acceptance of 12 th month MA reports as satisfactory, by UNDP | 12 th month | M12 - 7.5% |
| 13 | After successful receipt and acceptance of the final MA annual report as satisfactory, by UNDP | 13th Months | 10% |
| | Total: | 14 Months | 100% |

The proposed contract price should be presented based on deliverables according to prescribed Financial

Proposal Form, along with the required breakdown

Full payment of the contract price shall be made to the contractor upon successful completion of all the deliverables and acceptance by UNDP.

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"/> |
| 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/2020/0000005827 | | |

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.

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: | UNDP/AFG/RFP/2020/0000005827 | | |

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: | UNDP/AFG/RFP/2020/0000005827 | | |

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 5 years | | | |
|--|------------------------------------|---|---|
| <input type="checkbox"/> Contract(s) not performed for the last 5 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 5 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.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

| | | |
|--|------|-----|
| Annual Turnover for the last 3 years | Year | USD |
| | Year | USD |
| | Year | USD |
| Latest Credit Rating (if any), indicate the source | | |

| Financial information (in US\$ equivalent) | Historic information for the last 3 years | | |
|---|---|--------|--------|
| | Year 1 | Year 2 | Year 3 |
| | Information from Balance Sheet | | |

| | | | |
|----------------------------|--|--|--|
| Total Assets (TA) | | | |
| Total Liabilities (TL) | | | |
| Current Assets (CA) | | | |
| Current Liabilities (CL) | | | |
| | <i>Information from Income Statement</i> | | |
| Total / Gross Revenue (TR) | | | |
| Profits Before Taxes (PBT) | | | |
| Net Profit | | | |
| Current Ratio | | | |

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- b) Historic financial statements must be audited by a certified public accountant;
- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

Form E: Format of Technical Proposal

| | | | |
|-----------------|------------------------------|-------|-------------|
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | UNDP/AFG/RFP/2020/0000005827 | | |

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 | Reputation of Organization and Staff Credibility / Reliability / Industry Standing |
| 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 |
| 1.3 | Relevance of Specialized knowledge and experience on similar engagements done |
| | Details of all previous contracts within the last 3 years to demonstrate capacity to recruit, train, deploy, coordinate and supervise teams for the collection and analysis of data and conduct behavior change communications |
| | Contractor must have previous experience of working with the UN or other multinational organizations |
| | Quality assurance procedures and risk mitigation measures |
| | Organizational Commitment to Sustainability (mandatory weight) |
| | Organization is compliant with ISO 9001 |
| 1.5 | Organization demonstrates significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues |

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 | 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? |
|-----|--|

| | |
|-----|--|
| 2.2 | Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference |
| 2.3 | Details on how the different service elements shall be organized, controlled and delivered |
| 2.4 | Description of available performance monitoring, evaluation mechanisms, reporting mechanism and tools; how they shall be adopted and used for a specific requirement |
| 2.5 | Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic |
| 2.6 | Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract |
| 2.7 | 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.) |

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] |
| | <i>[Provide details of professional certifications relevant to the scope of services]</i> |

| | |
|--------------------------------------|--|
| Professional certifications | <ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert] |
| Employment Record/ Experience | <p><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></p> <p>[Insert]</p> |
| References | <p><i>[Provide names, addresses, phone and email contact information for two (2) references]</i></p> <p>Reference 1: [Insert]</p> <p>Reference 2: [Insert]</p> |

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/2020/0000005827 | | |

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/2020/0000005827 | | |

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: Summary of Overall Prices

| | Amount(s) |
|--|-----------|
| Personnel Fees (Subtotal A) | |
| Out of Pocket Expenses (Subtotal B) | |
| Total Amount of Financial Proposal | |

Table 2: Cost Breakdown of Professional Fees & Reimbursable Costs:

| Description of Activity | Daily Rate (USD) | Duration (# of days) | No. of Personnel | Total Rate for the Period (USD) |
|--|------------------|----------------------|------------------|---------------------------------|
| I. Personnel Fees | | | | |
| Project Manager / Team Leader | | | | |
| Senior HR Specialist | | | | |
| Senior Statistician | | | | |
| Quality Assurance Expert | | | | |
| Other (Please specify as may deemed required) | | | | |
| | Subtotal (A) | | | |
| Note: Contractor shall pay fees according to the above-mentioned rates to the Consultants in full, net of personal tax withheld at source. | | | | |

| II. Out of Pocket Expenses | | | | |
|-----------------------------|------------------|----------|-----------|--------------------------------|
| Item | Unit of measures | Quantity | Unit rate | Total Rate for the Period (\$) |
| Travel Costs | Person | | | |
| Daily Living Allowance | Person | | | |
| Communication Cost | Person | | | |
| Other related cost (if any) | | | | |
| | | | | |
| | Sub-total (B) | | | |

The above is provided as an example and bidder may add or remove column (s) into above table, as required.

Table 3: Breakdown based on Deliverables

| S No. | Deliverable | Time (Month) | Schedule and percentage of payment |
|-------|---|-----------------------|------------------------------------|
| 1 | After successful receipt and acceptance of 1 st Month MA reports as satisfactory, by UNDP. | 1 st month | M1 - 7.5% |
| 2 | After successful receipt and acceptance of 2 nd month MA reports as satisfactory, by UNDP | 2nd month | M2 - 7.5% |
| 3 | After successful receipt and acceptance of 3 rd month MA reports as satisfactory, by UNDP | 3 rd month | M3 - 7.5% |
| 4 | After successful receipt and acceptance of 4 th month MA reports as satisfactory, by UNDP | 4 th month | M4 - 7.5% |
| 5 | After successful receipt and acceptance of 5 th month MA reports as satisfactory, by UNDP | 5 th month | M5 - 7.5% |
| 6 | After successful receipt and acceptance of 6 th month MA reports as satisfactory, | 6 th month | M6 - 7.5% |

| | | | |
|----|---|------------------------|-------------|
| | by UNDP | | |
| 7 | After successful receipt and acceptance of 7 th month MA reports as satisfactory, by UNDP | 7 th month | M7 - 7.5% |
| 8 | After successful receipt and acceptance of 8 th month MA reports as satisfactory, by UNDP | 8 th month | M8 - 7.5% |
| 9 | After successful receipt and acceptance of 9 th month MA reports as satisfactory, by UNDP | 9 th month | M9 - 7.5% |
| 10 | After successful receipt and acceptance of 10 th month MA reports as satisfactory, by UNDP | 10 th month | M10 - 7.5% |
| 11 | After successful receipt and acceptance of 11 th month MA reports as satisfactory, by UNDP | 11 th month | M11 - 7.5% |
| 12 | After successful receipt and acceptance of 12 th month MA reports as satisfactory, by UNDP | 12 th month | M12 - 7.5% |
| 13 | After successful receipt and acceptance of the final MA annual report as satisfactory, by UNDP | 13th Months | 10% |
| | Total: | 14 Months | 100% |