

Section 1.

Letter of Invitation

Ref: UNDP/AFG/CFP/2020/ 0000006682- Survey on experiences and vulnerability to corruption in security and justice service delivery

Dear Sir / Madam:

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

This CFP includes the following documents:

Section 1: This Letter of Invitation
Section 2: Call for Proposal (CFP)
Section 3: Terms of Reference
Section 4: Proposal Submission Template
Section 5: Declaration of Impartiality and Confidentiality
Section 6: Cache with supporting documents requested

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

Call for Proposal (CFP) from qualified CSOs/NGOs for **Survey on experiences and vulnerability to corruption in security and justice service delivery**, should be submitted to UNDP Afghanistan in accordance with the Section-2 (CFP) through designated email.

Any Responsible Party Agreement (RPA)/Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link:

<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

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

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

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

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

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



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

Also, please remember the following dates:

Proposal submission deadline: PLEASE REFER TO E-TENDERING SYSTEM.

Kindly go through this invitation letter and other documents attached here to this CFP. Should you have any questions or require any clarification, please feel free to email your questions/clarifications to the procurement officer at procurement.af@undp.org or call at phone number: +93790426786. The subject of the email should be CFP Ref. No. UNDP/AFG/CFP/2020/ 0000006682

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

Sincerely yours,

Head of SCMO

30 July 2020

Section-2:

Call for Proposal from prequalified CSOs/NGOs

Ref. No.: UNDP/AFG/CFP/2020/0000006682
Subject: Survey on experiences and vulnerability to corruption in security and justice service delivery
Project: UNDP Governance for Peace Unit, Anti-Corruption, Transparency and Integrity Openness National (ACTION) Project

a. Background Information and Rationale, Project Description

Detailed objective and related outputs and deliverables are provided in the Terms of Reference – Section - 3

b. PROPOSAL

Please refer to Section 4 - PROPOSAL SUBMISSION TEMPLATE for details.

c. EVALUATION CRITERIA & METHODOLOGY

- I. Eligibility Criteria: All proposals will be evaluated against the eligibility criteria in order to get qualified for details technical evaluation process:
 - a. All proposers should have at least five years of operational experience.
 - b. Experience in completion of at-least 2 projects in field of survey or relevant field with value of at least US\$ 100,000
 - c. Average financial turnover of at-least US\$ 200,000 during last 2 years
 - d. Cleared to operate as CSO/NGO by the relevant authority and having valid license
- II. The key personnel positions and requirements are mandatory for this assignment. The proposer must submit detailed CVs of these personnel as part of their proposal submission.

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

Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1	Expertise and background of organization	25%	250
1.1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing		50
1.2	General Organizational Capability which is likely to affect implementation - Financial stability - age/size of the firm - strength of project management support - project financing capacity		60
1.3	Internal quality assurance procedures, warranty and reporting mechanism		40
1.4	Relevance of: - Specialized Knowledge and expertise in field of assignment - Experience on Similar Programme / Projects - Work for UNDP/ major multilateral/ or bilateral programmes		100
2	Proposed Methodology, Approach and Implementation Plan	45%	450
2.1	-To what degree does the Proposer understand the task? Is the scope of task well defined and does it correspond to the ToR?		70
2.2	-Have the important aspects of the task been addressed in sufficient detail with an outlined methodology? -Are the different components of the project adequately weighted relative to one another?		70
2.3	Does the project allow for transfer of knowledge and skills and empowerment of citizens and/or civil society? Is the project sustainable?		80
2.4	-Is the monitoring, quality assurance and risk mitigation mechanism well defined?		100

2.5	Is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project? Does it secure that the goal of the project will be attained?		80
2.6	Proper and realistic allocation of budget to different activities and specifically towards achieving programmatic deliverables		100
3.	Management Structure and Key Personnel	30%	300
3.1	-General Management Structure and Staffing, organigram		80
3.2	Project Manager (1 CV required; for full duration of project)		
	<u>Academic Qualifications:</u> <ul style="list-style-type: none"> Minimum completed graduate degree from an accredited college or university. 		60
	<u>Professional experience:</u> <ul style="list-style-type: none"> Proven experience in managing projects in Afghanistan with international organizations Minimum of 5 years of professional experience in designing and deploying in grant delivery and business support projects Experience in development and implementation of response and recovery or resilience programmes with the private sector in Afghanistan with international organizations. 		30
	<u>Language:</u> <ul style="list-style-type: none"> Fluency in English, Dari and/or Pashto is required Ability to use written and spoken English language flexibly and effectively for social, academic and professional purposes 		10
3.4	Data Analysis Expert/Researcher (minimum 1 CV required; engagement for full duration of project)		
	<u>Academic Qualifications:</u> <ul style="list-style-type: none"> Minimum completed graduate degree from an accredited college or university. 		30
	<u>Professional experience:</u> <ul style="list-style-type: none"> Minimum of 3 years of professional experience in the field of project data analysis, people management. Excellent communication (verbal and written) and interpersonal skills 		20

	<u>Language:</u> • Fluency in English, Dari and/or Pashto is required		10
3.5	Communication expert		
	<u>Academic Qualifications:</u> • Minimum completed graduate degree from an accredited college or university.		30
	<u>Professional experience:</u> • Minimum 4 years' experience in field of advocacy and communication • Excellent communication (verbal and written) and interpersonal skills		20
	<u>Language:</u> • Fluency in English, Dari and/or Pashto is required		10
	Total	100%	1000

Applicants must provide Curriculum vitae (CV) of the key members of the proposed core project team. The CVs must include names, qualification, details of relevant experience, and capability and capacity to undertake the activities required in these TOR.

III. Evaluation methodology: Quality Based under Fixed Budget Selection (QB-FBS)

QB-FBS methodology implies that all proposals have the same maximum overall price (which cannot exceed a known fixed budget amount), focusing the selection on the quality of the proposal and the CSO/ NGO proposed approach and methodology. CSO/NGO have to provide their best technical proposal and financial breakdown (within the budget) in one file (clearly stating proposed overheads). Evaluation of all technical proposals shall be carried out, in accordance with above outlined evaluation criteria, and the institution which obtains the highest technical score shall be selected. NGO/CSOs exceeding the established fixed budget in their financial proposals will be rejected.

Proposals have to translate community needs into implementable activities by the NGOs/CSOs. Under QB-FBS, assessment focuses on maximizing transfer of value to the beneficiary user within a given budget.

Under QB-FBS, assessment of best value for money focuses on maximizing transfer of value to the beneficiary user. For these reasons, it is important that the ratio between the NGO/CSO operational cost (including capital and recurring cost) versus the implementation activity/output shall be assessed.

IV. EXPECTED OUTPUTS/DELIVERABLES, INDICATIVE TIMELINE & SCHEDULE OF PAYMENT

Proposals amounts should be with maximum amount of **USD 300,000** within the activities/location stated in the ToR.

The amount requested in the proposal should be commensurate with the organization's administrative and financial management capabilities. In principle, project duration will not go beyond 31 Dec 2020.

The NGO/CSO will be required to provide all deliverables listed below to UNDP for review and approval before payment.

#	Milestone and deliverables (Yearly)	Duration	Payment
1	1 st payment: Upon contract signing and draft workplan	Within two weeks after signature of the contract	10%
2	2 nd payment: Upon submission of the inception report consisting of the following; <ol style="list-style-type: none"> 1. Approach and methodology; 2. Updated and approved Work plan; 3. Mitigation measures to be taken to prevent the risks of infection to COVID-19 during social audits, CBM and other events 	Within a month after signature of the contract	20%
3	3 rd payment: During the First phase, upon submission of; <ol style="list-style-type: none"> 1. Report of the first round of the survey and construction of the monitoring website with demonstrated near real-time monitoring of the collected data; 2. Community-based monitoring first and second monthly reports covering at least 25 health centers across the country including data analysis of the gaps and inconsistency noticed; 3. One social audit report including data analysis of the gaps and inconsistency noticed; 4. Two integrity dialogues conducted included notes on proposed changed; 5. One video and multimedia content produced on social audits and CBM; 6. One media conference hold in total between the provinces and Kabul; 	Within two months after signature of the contract	20%
4	4 th payment During the Second phase, upon submission of; <ol style="list-style-type: none"> 1. Report of the second round of the survey and update of the website; 2. Community-based monitoring third and fourth monthly reports covering at least 50 health centers across the country including data analysis of the gaps and inconsistency noticed; 3. Two social audit report including data analysis of the gaps and inconsistency noticed; 4. Four integrity dialogues conducted included notes on proposed changed; 5. Two video and multimedia content produced on social audits and CBM; 6. Two media conference hold in total between the provinces and Kabul; 7. Infographics and other communication materials for the online platform produced. 	Within three months after signature of the contract	20%

5	<u>5th payment: During the Third Phase</u> , upon submission of; <ol style="list-style-type: none"> 1. Report of the third round of the survey and update of the website; 2. Community-based monitoring fifth and sixth monthly reports covering at least 75 health centers across the country including data analysis of the gaps and inconsistency noticed; 3. Two social audit report including data analysis of the gaps and inconsistency noticed; 4. Four integrity dialogues conducted included notes on proposed changed; 5. Two video and multimedia content produced on social audits and CBM; 6. Two media conference hold in total between the provinces and Kabul; 7. Infographics and other communication materials for the online platform produced. 	Within four months after signature of the contract	20%
	<u>6th payment: During the closure phase</u> , upon completion of; <ol style="list-style-type: none"> 1. Final reports including success, lessons learnt and recommendations moving forward. 	Within four months after signature of the contract	10%
	Total Budget	4 months	100%

The anticipated duration of the project is 4 Months expected to start from Sept 2020 to Dec 2020. In principle, project duration will not go beyond 31 Dec 2020.

I. SELECTION PROCESS:

The UNDP will review proposals through a five-step process:

- (i) Determination of eligibility;
- (ii) Technical review of eligible proposals;
- (iii) Scoring and ranking of the eligible proposals based on the assessment criteria outlined in the previous section to identify highest ranking proposal;
- (iv) Round of clarification (if necessary) with the highest scored proposal; and
- (v) Responsible Party Agreement (RPA) signature

II. SUBMISSION PROCESS

Applicants shall bear all costs related to proposal preparation and submission.

A completed Call for Proposal (CFP) with requested attachments must be submitted through E-Tendering System: United Nations Development Programme E-Tendering online system <https://etendering.partneragencies.org>

Detailed instruction on E-Tendering System can be found in below link:

<https://www.undp.org/content/dam/afghanistan/docs/Other/Procurement/eTendering%20Instructions%20Manual%20for%20Bidders%20Release.pdf>

Deadlines

Proposal Submission deadline: PLEASE REFER TO E-TENDERING SYSTEM FOR PRECISE DEADLINE FOR SUBMISSION OF PROPOSAL

Questions submission deadline: All invited CSOs/NGOs are requested to put forward their questions related to TOR 7 days before closing date of tender. **Please submit your queries to procurement.af@undp.org with subject line of UNDP/AFG/CFP/2020/0000006682**

Required Documents to be submitted as part of the Proposal:

- Please refer to Section 4 of this document below.
- Signed and stamped DECLARATION OF IMPARTIALITY AND CONFIDENTIALITY (Section 5)

IMPORTANT ADDITIONAL INFORMATION

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/content/dam/undp/library/corporate/Transparency/UNDP Anti Fraud Policy English FINAL june 2011.pdf](http://www.undp.org/content/dam/undp/library/corporate/Transparency/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf) and

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/> for full description of the policies)

In responding to this Call for Proposals, UNDP requires all Proposers to conduct themselves in a professional, objective and impartial manner, and they must at all times hold UNDP's interests paramount. Proposers must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. All Proposers found to have a conflict of interest shall be disqualified.

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Without limitation on the generality of the above, Proposers, 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:



- * Are or have been associated in the past, with a firm or any of its affiliates which have been engaged UNDP to provide services for the preparation of the design, Terms of Reference, cost analysis/estimation, and other documents to be used in this competitive selection process;
- * Were involved in the preparation and/or design of the programme/project related to the services requested under this Call for Proposals; or
- * Are found to be in conflict for any other reason, as may be established by, or at the discretion of, UNDP.

In the event of any uncertainty in the interpretation of what is potentially a conflict of interest, proposers must disclose the condition to UNDP and seek UNDP's confirmation on whether or not such conflict exists.

Terms of Reference
<p>Title of Assignment: Survey on experiences and vulnerability to corruption in security and justice service delivery</p> <p>Project title: UNDP Governance for Peace Unit, Anti-Corruption, Transparency and Integrity Openness National (ACTION) Project</p> <p>Duration of assignment: 4 months - until 31 December 2020.</p> <p>Duty station: Kabul, AFGHANISTAN with implementation across the 34 provinces</p>
BACKGROUND
<p>UNDP Global Mission Statement:</p> <p>UNDP is the UN’s global development network, an organization advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in 166 countries, working with national counterparts on their own solutions to global and national development challenges.</p> <p>UNDP Afghanistan Mission Statement:</p> <p>UNDP supports stabilization, state-building, governance and development priorities in Afghanistan. UNDP support, in partnership with the Government, the United Nations system, the donor community and other development stakeholders, has contributed to institutional development efforts leading to positive impact on the lives of Afghan citizens. Over the years UNDP support has spanned such milestone efforts as the adoption of the Constitution; Presidential, Parliamentary and Provincial Council elections; institutional development through capacity-building to the legislative, the judicial and executive arms of the state, and key ministries, Government agencies and commissions at the national and subnational levels. UNDP has played a key role in the management of the Law and Order Trust Fund for Afghanistan (LOTFA), which supports the Government in developing and maintaining the national police force and in efforts to stabilize the internal security environment. Major demobilization, disarmament and rehabilitation and area-based livelihoods and reconstruction programmes have taken place nationwide. UNDP Programmes in Afghanistan have benefited from the very active support of donors. UNDP Afghanistan is committed to the highest standards of transparency and accountability and works in close coordination with the United Nations Assistance Mission in Afghanistan and the UN system as a whole to maximize the impact of its development efforts on the ground.</p> <p>Organizational context:</p> <p>UNDP Afghanistan’s Governance for Peace (G4P) Programme Unit supports the Afghan Government in implementing its strategies for Governance, Rule of Law, developing its institutional capacity and providing services to the Afghan population. This includes supporting the implementation of the Afghanistan National Strategy for Combatting Corruption.</p> <p>Following the successful implementation of the Project Initiation Plan (PIP) for Anti-Corruption “Development Plan for a Nation-Wide Anti-Corruption Project”, implemented from January 2018 to June 2019, UNDP is now managing and delivering the Anti-Corruption, Transparency and Integrity Openness National (ACTION) Project.</p>

The ACTION project contributes directly to the targets of the broader Governance, Rule of Law and Human Security portfolio and works in close coordination with other projects in this pillar and other development actors.

The ACTION Project overall objectives are:

1. Increased public trust in Rule of Law in Afghanistan, improved transparency, accountability and integrity, and better restoration of the social contract between the Afghan state and its citizens, especially vulnerable groups, including women;
2. Assist in the Restoration of the Afghan Social Contract: One of the main objectives of this project to facilitate collective action against corruption, and work towards a corruption-free environment. Corruption damages the social fabric and contributes to a vicious cycle of poverty and conflict. Raising awareness among all actors that everyone is collectively responsible for systemic corruption, and that everyone needs to work together to address it and creating options for collaborative engagement can contribute to a restoration of the social contract between citizen and state.
3. Improve Development Effectiveness: This project will also help to achieve the broader objective of tackling corruption to improve development effectiveness. Corruption within Rule of Law institutions affects reforms across the sector. Improvements to processes that improve transparency and accountability are likely to have additional positive effects, such as improved accessibility and affordability for citizens, but also less wastage of resources, and improved aid effectiveness for donors.

In the wake of the COVID-19 epidemic, UNDP ACTION project extended to include a new Output: “COVID-19 response’s Transparency and Accountability is strengthened through citizen monitoring”.

SCOPE OF WORK AND DELIVERABLES

Objective of the Assignment:

This assignment aims at providing oversight into the response to COVID-19 across Afghanistan by responding to the vulnerabilities and risks for accountability and transparency. Ultimately, the aim of this assignment is to give the necessary tools to the communities, media, Government and donors to improve the efficiency, effectiveness and equitable delivery of the support given in the wake of the COVID-19 outbreak.

To achieve the above objectives, this assignment will focus on the following:

- Real-time monitoring of the health sector’s resources and their flows;
- Community-based monitoring of the health sector;
- Identification of the vulnerabilities of corruption in delivering COVID-19-related health services;
- Social audits of public fund disbursement and public procurements related to COVID-19 response;

The survey will facilitate oversight for the international partners, communities and media but will more importantly be critical in assisting efforts to address vulnerabilities, gaps and shortages in equitable access to health care for COVID 19. Community-based monitoring and social audits will engage communities in monitoring public funding and measures to prevent corruption and abuse in the response to the COVID-19 outbreak.

UNDP seeks to establish a partnership with a renowned civil society organization specialized in anti-corruption in Afghanistan to deliver the objectives described above.

Scope of work:

Geographical Scope: The survey will cover 34 provinces of Afghanistan. The organization must demonstrate its capacity to intervene throughout the country – either directly or through partners in the regions where the applicant does not have a direct presence.

Thematic Scope: This assignment will only be limited to COVID-19 response.

In close collaboration with UNDP, the scope of work for this assignment will involve undertaking the following activities:

1. Real time monitoring of the health centers' resources:

- Conduct a survey across all 34 provinces of Afghanistan for at least 1,500 health facilities. The survey will cover at least three rounds until the end of the contract. This survey should assess—including but not limited to: supplies and equipment available to prevent and treat COVID 19, treatment capacity (presence of number of staff, capacity of the staff's qualifications and disposal of number of cases/day, etc.); diagnostic capacity (number of test kits, etc.); number of reported cases; standards of operating procedures to respond to COVID-19 patients; and documentations and reporting capabilities of the health facilities.
- Provide a near-real time monitoring online platform to facilitate the sharing of information gathered by the survey with the aim to enable the media, civil society, the Government and the international community to (i) monitor the effective delivery of the planned assistance and (ii) identify where additional support is required;
- Identification of vulnerabilities to corruption in delivering the COVID-19 health services.

2. Community-Based Monitoring and Social Audits:

- Identify and train community-based volunteers and social audit volunteers. This will be determined and agreed between UNDP and the contracted institution in the detailed workplan of the assignment.
- Conduct community-based monitoring (CBM) of at least 75 health facilities over six months, at different levels (national, provincial, districts). The CBM will monitor the delivery of the services are fair and transparent.
- Conduct at least five social audits of COVID-19 related measures. This can for instance be on cash transfer targeting and prioritization, public procurement for COVID-19 related items, public expenditures related to COVID-19 response, food distribution, etc.
- Conduct at least ten integrity dialogues between community representatives, elders and duty bearers in different provinces (to be proposed by the civil society organization)covered by the CBM and social audits to discuss the loopholes and issues identified during the CBM and social audits and seek realistic solutions to address them.

3. Communication and Advocacy:

- Produce video and multimedia contents on results from community-based monitoring and social audits as well as capture the perceptions of communities and patients on their experiences to the responses to COVID-19.

- Hold at least 5 media conferences in the working provinces on the results of the social audits and community monitoring and in Kabul on the survey results with a view to triggering dialogue and foster advocacy for required change
- Manage communication around the online platform containing the survey results to foster its use, including but not limited to tailored stories at the provincial and at the national levels using the survey data, reports and infographics.
- Hold an integrity dialogue at national level (Kabul), highlighting the findings from the provincial integrity dialogues on the response to COVID-19.

Deliverables for this assignment:

The following deliverables are expected from the organization:

- Inception report consisting of the approach and methodology, work plan. The methodology should emphasize the mitigation measures to be taken to prevent the risks of infection to COVID-19 during social audits, CBM and other events;
- Three Phase-wise activity progress and financial reports. This report should provide an analysis of the real time data; identified issues related to vulnerabilities to corruption and summary of number of issues identified and resolved through social audits on COVID-19 response. Details of requirement are provided in the schedule of payment below;
- Final report including lessons learnt and strategic recommendations for future crisis support.

Some of the specific deliverables of the assignment are mentioned below:

Real time monitoring of the health centers' resources:

- Methodology and sampling for the survey;
- Report of the first round of the survey and construction of the monitoring website with demonstrated near real-time monitoring of the collected data;
- Report of the second round of the survey and update of the website;
- Report of the third round of the survey and update of the website;

Community-Based Monitoring and Social Audits:

- Trainings reports on CBM and social audits;
- Community-based monitoring monthly reports covering at least 75 health centers across the country including data analysis of the gaps and inconsistency noticed;
- Five social audit reports including data analysis of the gaps and inconsistency noticed;
- Ten integrity dialogues conducted included notes on proposed changed;

Communication and Advocacy:

- A minimum of five video and multimedia content produced on social audits and CBM;
- A minimum of five media conference hold in total between the provinces and Kabul;
- Infographics and other communication materials for the online platform produced.
- A final report of the assignment included the changes achieved through monitoring.

Payment schedules:

#	Millstone and deliverables (Yearly)	Duration	Payment
1	1 st payment: Upon contract signing and draft workplan	Within two weeks after signature of the contract	10%
2	2 nd payment: Upon submission of the inception report consisting of the following; <ul style="list-style-type: none"> 4. Approach and methodology; 5. Updated and approved Work plan; 6. Mitigation measures to be taken to prevent the risks of infection to COVID-19 during social audits, CBM and other events 	Within a month after signature of the contract	20%
3	3 rd payment: During the First phase, upon submission of; <ul style="list-style-type: none"> 7. Report of the first round of the survey and construction of the monitoring website with demonstrated near real-time monitoring of the collected data; 8. Community-based monitoring first and second monthly reports covering at least 25 health centers across the country including data analysis of the gaps and inconsistency noticed; 9. One social audit report including data analysis of the gaps and inconsistency noticed; 10. Two integrity dialogues conducted included notes on proposed changed; 11. One video and multimedia content produced on social audits and CBM; 12. One media conference hold in total between the provinces and Kabul; 	Within two months after signature of the contract	20%
4	4 th payment During the Second phase, upon submission of; <ul style="list-style-type: none"> 8. Report of the second round of the survey and update of the website; 9. Community-based monitoring third and fourth monthly reports covering at least 50 health centers across the country including data analysis of the gaps and inconsistency noticed; 10. Two social audit report including data analysis of the gaps and inconsistency noticed; 11. Four integrity dialogues conducted included notes on proposed changed; 12. Two video and multimedia content produced on social audits and CBM; 13. Two media conference hold in total between the provinces and Kabul; 	Within three months after signature of the contract	20%

	14. Infographics and other communication materials for the online platform produced.		
5	<p><u>5th payment: During the Third Phase</u>, upon submission of;</p> <ul style="list-style-type: none"> 8. Report of the third round of the survey and update of the website; 9. Community-based monitoring fifth and sixth monthly reports covering at least 75 health centers across the country including data analysis of the gaps and inconsistency noticed; 10. Two social audit report including data analysis of the gaps and inconsistency noticed; 11. Four integrity dialogues conducted included notes on proposed changed; 12. Two video and multimedia content produced on social audits and CBM; 13. Two media conference hold in total between the provinces and Kabul; 14. Infographics and other communication materials for the online platform produced. 	Within four months after signature of the contract	20%
	<p><u>6th payment: During the closure phase</u>, upon completion of;</p> <ul style="list-style-type: none"> 2. Final reports including success, lessons learnt and recommendations moving forward. 	Within four months after signature of the contract	10%
	Total Budget	4 months	100%

Payment Modality:

Payments under the contract shall be made in accordance with the Responsible Party Agreement and shall be delivery based and be made on approved completion of the milestones listed above. This payment will only be for work carried out directly by the Responsible Party.

WORKING ARRANGEMENTS

Institutional Arrangements:

This partnership will be implemented, governed and monitored as outlined in the ACTION project and with the overall supervision of the Project Manager of the ACTION Project within the Governance for Peace (G4P) Unit of UNDP Afghanistan and of the Programme Management Specialist for Anti-Corruption of the G4P Unit in close collaboration with the ACTION Project Management Analyst.

It is anticipated that UNDP will contract separately a service provider to assist the applicant in developing a tool to collect and enable the real-time monitoring platform. The applicant will therefore be expected to work in partnership with this service provider through the coordination of UNDP.

It is prefer that the applicant, in the delivery of the assignment detailed above, partner and train other civil societies in the CBM and social audit methodology.

Duration of the Work:

The performance under the contract shall take place over total contract duration of 4 months and shall end no later than 31 December 2020.

Duty Station:

The duty station for the Responsible Party is Kabul, Afghanistan for the entire duration of the contract with implementation of work in the provinces of Afghanistan.

DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

1. **Technical Proposal consisting of:**
 - a. **Background and qualifications of the Responsible Party**
 - b. **Methodology for conducting the survey**
 - c. **Outline work plan**
 - d. **Profiles of key staff and team members with organization organogram**
 - e. **Reporting and M&E arrangements**
2. **Financial Proposal consisting of:**
 - a. **Staff costs**
 - b. **Materials and goods costs**
 - c. **Administrative and overheads costs**

PROPOSAL SUBMISSION TEMPLATE

I. Basic Information:

- Country where the project will be implemented:
- Sector:
- Project Name:
- Final Beneficiaries:
- Organization Name and Contact Information:
- Funding Requested:
- Execution period:
- Proposal validity period: 60 days after closing date of tender

II. Proposal Objectives and Justification

This subheading should facilitate a clear understanding of the objectives and the problem the proposal aims to address.

III. Proposed Methodology, Approach, quality assurance plan and Implementation Plan –

This section should demonstrate the NGO/CSO's response to the Terms of Reference by identifying the specific components proposed, how the outputs / delivery shall be addressed, as specified; providing a detailed description of the essential performance characteristics as well as expected outputs and expected results of the proposal. Expected results should include concrete statements of expected and recognizable development results.

Provide the total amount of funding requested to achieve the expected outputs by main component. Indicate the local counterpart contribution.

Indicative Budget (in USD) (the detailed budget should be submitted separately, using the budget template provided)

Type of Expense	Number of Months	Cost per Month (USD)	Total (USD)	Local Counterpart Contribution	TOTAL (USD)

Overhead:					
Other Costs:					
Equipment:					
TOTAL (USD)					

Direct Administrative costs, including both Human resource & operation cost, cannot exceed 10% of the total proposal budget. Furthermore, indirect overhead cost for HQ office can't exceed 5% of the total proposal budget on a condition that detailed cost assumptions are provided".

The following expenditures are eligible for financing:

- (i) Relevant HR costs
- (ii) Conference/workshop facilities
- (iii) Travel costs and per diem, only within the country if needed eg; trainees and monitoring visits
- (iv) Training expenses such as workshops and consultations
- (v) Costs/fees for monitoring, evaluation
- (vi) Products and commodities related to project,
- (vii) Operational cost

IV. Organizational profile and Structure for implementation of Project Proposal

This subheading should provide relevant information on the nature of the responsible party (civil society organization applying for funding) including evidence of its existence and legal representation, its track record in areas pertinent to the project proposal activities/components and ability to undertake and effectively manage the project, prior works with UNDP or other development agencies, etc.

V. Major issues

This subheading should identify key risks to executing the project proposal and achieving its objectives, as well as how the applicant proposes to mitigate such risks.

Section- 5

**DECLARATION OF
IMPARTIALITY AND CONFIDENTIALITY**

In responding to this(Subjected) Call for Proposals, UNDP requires all Proposers to conduct themselves in a professional, objective and impartial manner, and they must at all times hold UNDP's interests paramount. Proposers must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. All Proposers found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Proposers, 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:

- * Are or have been associated in the past, with a firm or any of its affiliates which have been engaged UNDP to provide services for the preparation of the design, Terms of Reference, cost analysis/estimation, and other documents to be used in this competitive selection process;
- * Were involved in the preparation and/or design of the programme/project related to the services requested under this Call for Proposals; or
- * Are found to be in conflict for any other reason, as may be established by, or at the discretion of, UNDP.

In the event of any uncertainty in the interpretation of what is potentially a conflict of interest, proposers must disclose the condition to UNDP and seek UNDP's confirmation on whether or not such conflict exists.

We understand that any willful misstatement described above may lead to our disqualification, before or during our engagement.

Name	Organization Name	Position/Organization	Signature	Date

Topic	Areas of Inquiry/ Supporting documentation	Response
1. Proscribed organizations	<p>1. Is the CSO/NGO listed in the UN's list of proscribed organizations, UNDP Vendor Sanctions List, or indicted by the International Criminal Court?</p> <p>2. Is the CSO/NGO banned by any other institution? If, yes, please provide information regarding the institution and reasons.</p>	
2. Legal status	<p>1. Does the CSO/NGO have a legal status to operate in the programme country, and is it compliant with legal requirements of the country's legal identity and registration? <u>Please provide copies.</u></p> <p>2. Does the CSO/NGO have a bank account? (Please Submit proof indicating latest date)</p>	
3. Certification/ Accreditation	<p>1. Is the CSO/NGO certified in accordance with any international or local standards (e.g., ISO), such as in:</p> <ul style="list-style-type: none"> • Leadership and Managerial Skills • Project Management • Financial Management • Organizational standards and procedures • Other 	
4. Date of Establishment and Organizational Background	<p>1. When was the CSO/NGO established?</p> <p>2. How has the CSO/NGO evolved since its establishment? (no more than 2 paragraphs)</p> <p>3. Who are your main donor/ partners?</p> <p>4. Please provide a list of all entities that the CSO/NGO may have an affiliation with.</p> <p>5. In which geographical areas (cities / provinces) of the country do you have capacity to operate? Please provide a</p>	

	<p><i>complete list and indicate the size of the offices in each location.</i></p> <p><i>6. In how many countries do you have capacity to operate in? Please provide a list.</i></p>	
5. Mandate and constituency	<p><i>1. What is the CSO/NGO's primary advocacy / purpose for existence?</i></p> <p><i>2. What is the CSO/NGO's mandate, vision, and purpose? (no more than 2 paragraphs)</i></p> <p><i>3. Is the CSO/NGO officially designated to represent any specific constituency?</i></p>	
6. Areas of Expertise	<p><i>1. Does the CSO/NGO have expertise in any of the key areas identified above in TOR? please provide evidence</i></p> <p><i>2. What other areas of expertise does the CSO/NGO have?</i></p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p>	
1. Financial Position and Sustainability	<p><i>1. What was the CSO/NGO's total financial delivery in the preceding 2 years? Please provide a financial statement for the last 2 years.</i></p> <p><i>2. What is the CSO/NGO's actual and projected inflow of financial resources for the current and the following year?</i></p> <p><i>3. Please provide a list of projects with brief description, duration, location and budget for the past 3 years</i></p> <p><i>4. What was the budget of the largest project handled over the last two years?</i></p>	
2. Public Transparency	<p><i>1. What documents are publicly available?</i></p>	

	2. How can these documents be accessed? (Please provide links if web-based).	
3. Consortium	<p>1. Do you have the capacity to manage a consortium?</p> <p>2. Do you currently, or have you in the past managed a consortium? If yes, provide a list with total financial budgets involved.</p> <p>3. Do you have a formal alliance with other CSOs/NGOs? If yes, please identify and provide details.</p>	

Capacity Assessment Checklist (CACHE) For CSO/NGO

Topic	Areas of Inquiry Please Attach Supporting Documentation for Each Question	Response
1. Funding Sources	<p>1. Who are the CSO/NGO's key donors?</p> <p>2. How much percentage share was contributed by each donor during the last 2 years?</p> <p>3. How many projects has each donor funded since the CSO/NGO's inception?</p> <p>4. How much cumulative financial contribution was provided for each project by each donor?</p> <p>5. How is the CSO/NGO's management cost funded?</p>	
2. Audit	<p>1. Did the CSO/NGO have an audit within the last two years?</p> <p>2. Are the audits conducted by an officially accredited independent entity? If yes, provide name.</p>	
3. Leadership and Governance Capacities	<p>1. What is the structure of the CSO/NGO's governing body? Please provide Organogram.</p> <p>2. Does the CSO/NGO have a formal oversight mechanism in place?</p>	

	<p>3. Does the CSO/NGO have formally established internal procedures in the area of:</p> <ul style="list-style-type: none"> • Project Planning and Budgeting • Financial Management and Internal Control Framework • Procurement • Human Resources • Reporting • Monitoring and Evaluation • Asset and Inventory Management • Other <p>Please provide evidence</p> <p>4. What is the CSO/NGO's mechanism for handling legal affairs?</p> <p>5. Ability to work (prepare proposals) and report in English</p>	
4. Personnel Capacities	<p>1. What are the positions in the CSO/NGO that are empowered to make key corporate decisions? Please provide CVs of these staff.</p> <p>2. Which positions in the CSO/NGO lead the areas of project management, finance, procurement, and human resources? Please provide CVs of these staff.</p>	
5. Infrastructure and Equipment Capacities	<p>1. Where does the CSO/NGO have an official presence? Please provide details on duration and type of presence (e.g. field offices, laboratories, equipment, software, technical data bases, etc.)</p> <p>2. What resources and mechanisms are available by the CSO/NGO for transporting people and materials?</p>	
6. Quality Assurance	<p>Please provide references who may be contacted for feedback on the CSO/NGO's performance regarding:</p> <ul style="list-style-type: none"> • Delivery compared to original planning • Expenditure compared to budget • Timeliness of implementation 	

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*Empowered lives.
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	<ul style="list-style-type: none">• Timeliness and quality of reports• Quality of Results	
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