



**REQUEST FOR PROPOSAL (RFP)**  
**Ref. UNDP/AFG/RFP/2020/0000007559**  
**(Services)**

United Nations Development Programme (UNDP)	DATE: October 20, 2020
	REFERENCE: UNDP/AFG/RFP/2020/0000007559-Enhancing Police and Community Partnership, COPS Project

Dear Sir / Madam:

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

This RFP includes the following documents:

- Letter of Invitation
- Annex 1 - Description of Requirements
- Annex 2 - Terms of Reference
- Annex 3 - Form for Submitting Service Provider's Technical Proposal
- Annex 3b – Form for Submitting Financial Proposal
- Annex 4 – Proposal Submission Form
- E-tendering Instructions Manual for Bidders
- FAQ for Bidders

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) 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.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions indicated herein. The mere act of submission of a Proposal implies that the

Service Provider accepts without question the General Terms and Conditions of UNDP in this link:  
<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

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

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 Service Provider 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 RFP.


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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Your offer, comprising of documents stated in this RFP, should be submitted to UNDP Afghanistan in accordance with the Annex 1 (Description of Requirements) to [procurement.af@undp.org](mailto:procurement.af@undp.org)

Kindly go through this invitation letter and other documents attached here to this RFP. 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](mailto:procurement.af@undp.org). The subject of the email should be UNDP/AFG/RFP/2020/0000007559-Enhancing Police and Community Partnership, COPS Project.

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

Sincerely yours,

  
Shadi Hussein  
Head Of SCMO  
October 19, 2020

**Annex 1- Description of Requirements**

Context of the Requirement	Please refer to Terms of Reference Annex-2
Implementing Partner of UNDP	Community-Oriented Policing Services (COPS) Project
Brief Description of the Required Services	Enhancing Police and Community Partnership through Proactive Community-Oriented Policing and Social and Behavior Change Communications
List and Description of Expected Outputs to be Delivered	Please refer to Terms of Reference Annex-2
Person to Supervise the Work/Performance of the Service Provider	Please refer to Terms of Reference Annex-2
Frequency of Reporting	Please refer to Terms of Reference Annex-2
Progress Reporting Requirements	Please refer to Terms of Reference Annex-2
Location of work	Kabul Afghanistan
Expected duration of work	The contract will have a duration of 6 <b>months</b> .
Target start date	01 December 2020
Latest completion date	31 May 2021 (subject to change, decision shall be taken during contract execution)
Travels Expected	Please refer to Terms of Reference Annex-2
Special Security Requirements	NA
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	Please refer to Terms of Reference Annex-2
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	Please refer to Terms of Reference Annex-2
Person(s) to review/inspect/ approve outputs/completed	UNDP COPS Project – Project Manager

services and authorize the disbursement of payment	
Type of Contract to be Signed	<input checked="" type="checkbox"/> PO/Contract shall be issued
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.  <input checked="" type="checkbox"/> Minimum passing score for Technical Proposal – 70% (70 out of 100 points) <input type="checkbox"/> Lowest Price Quote among technically responsive offers
Criteria for the Assessment of Proposal	<input checked="" type="checkbox"/> Combined Scoring Method, using the 70% and 30% distribution for technical and financial proposals respectively, where the minimum passing score of technical proposal is 70% out of 100 points  Technical Proposal (100%) <input checked="" type="checkbox"/> Qualifications / Expertise of the Firm (Service provider - 40% (Bidder shall refer to Annex 2, Section A for details)  <input checked="" type="checkbox"/> Proposed Methodology for the completion of Services, Its Appropriateness to the Condition and Timeliness of the Implementation Plan - 30% (Bidder shall refer to Annex 2, Section B for details)  <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel - 30% (Bidder shall refer to Annex 2, Section C for details and Terms of Reference, Section F for qualification requirements of each expert indicated below. <ul style="list-style-type: none"> <li>• Team Leader / Project manager (7.5 points)</li> <li>• Communication/SBCC Expert (7.5 points)</li> <li>• Outreach/Advocacy Specialist (7.5 points)</li> <li>• Senior Public Policy Expert (7.5 points)</li> </ul>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Annexes to this RFP	<input checked="" type="checkbox"/> Detailed TOR (Annex 2) <input checked="" type="checkbox"/> Form for Submitting Service Provider's Proposal (Annex 3) <input checked="" type="checkbox"/> Proposal Submission Form (Annex 4)
Contact Person for Inquiries (Written inquiries only)	Focal Person in UNDP: E-mail: <a href="mailto:procurement.af@undp.org">procurement.af@undp.org</a> Note: This email address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query

	<p>was officially received. Note: The Subject Line of email should be: <b>RFP for Enhancing Police and Community Partnership</b>. The clarifications should be asked at least 5 days earlier to the below email address.</p> <p>Email: <a href="mailto:procurement.af@undp.org">procurement.af@undp.org</a></p>
Required Documents that must be Submitted to Establish Qualification of Proposers (In “Certified True Copy” form only)	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages,</li> <li><input checked="" type="checkbox"/> Technical and Financial Proposal (Work Methodology, implementation plan, proposed team structure) according to TOR (Annex 2)</li> <li><input checked="" type="checkbox"/> Signed form for Submitting Service Provider’s Proposal (Annex 3)</li> <li><input checked="" type="checkbox"/> Signed Proposal Submission Form (Annex 4)</li> <li><input checked="" type="checkbox"/> Have minimum five years’ experience in the provision of similar services/contracts (experience and expertise in community policing, community engagement, training external communications, and SBCC to support MOIA/ANP and COPS project activities). 1 similar contract in police training, community policing and police soft skill/integrity training with value 100,000 USD. Please provide list of the similar services/experience.</li> <li><input checked="" type="checkbox"/> The Proposer should have completed at least <b><u>one similar assignment (Contract)</u></b> in terms of complexity and nature in the last 3 <b><u>years</u></b> and should have the experience of working with the government of Afghanistan. a copy of the contract shall be submitted.</li> <li><input checked="" type="checkbox"/> Valid Certificate of Registration of the business from Related government authority.</li> <li><input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top 2 (two) Clients within the past 05 (five) years.</li> <li><input checked="" type="checkbox"/> Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;</li> <li><input checked="" type="checkbox"/> Structure of the team, including the names, position in the team and CVs of key personnel- For details please refer to Annex – 2 TOR.</li> </ul>
Allowable Manner of Submitting Proposals	<a href="mailto:procurement.af@undp.org">procurement.af@undp.org</a>
Conditions and Procedures for electronic submission and opening, if allowed	<p>Online Bidding E-tendering Module.</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Official Address for e-submission: [https://etendering.partneragencies.org]</li> <li><input checked="" type="checkbox"/> Free from virus and corrupted files</li> <li><input checked="" type="checkbox"/> Format: PDF, Excel, Word</li> <li><input checked="" type="checkbox"/> Virus Scanning Software to be Used prior to transmission: Symantec/Norton/ESET NOD 32/ AVG/ Avira/ Bitdefender/ Kaspersky/ F-secure/ G Data/ Bull Guard/Avast</li> <li><input checked="" type="checkbox"/> The Technical Proposal should be submitted separately from the Financial Proposal and must not contain any pricing information whatsoever on the services offered.</li> <li><input checked="" type="checkbox"/> <b>Financial Proposal Password:</b>  <b>Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP if the proposal is deemed technically qualified. Proposers will have 48 hours to respond to the request for password from UNDP. Proposers are advised to note their passwords in a secure place. Should UNDP be unable to open the file due to forgotten password(s), the Proposal shall be rejected</b> </li> </ul>

Joint Venture, Consortium or Association	<ul style="list-style-type: none"> <li>a. 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.</li> <li>b. 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.</li> <li>c. 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.</li> <li>d. 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.</li> <li>e. A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between: <ul style="list-style-type: none"> <li>a) Those that were undertaken together by the JV, Consortium or Association; and</li> <li>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</li> </ul> </li> <li>f. 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.</li> <li>g. 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.</li> </ul>
Pre-Proposal meeting	<ul style="list-style-type: none"> <li>h. Not Applicable</li> </ul>

## Annex 2 – Detailed Terms of Reference

### Terms of Reference:

#### **Enhancing Police and Community Partnership through Proactive Community-Oriented Policing and Social and Behavior Change Communications Community-Oriented Policing Services (COPS) Project Law and Order Trust Fund for Afghanistan (LOTFA)**

##### **A. Background Information and Rationale, Project Description**

The Government of Islamic Republic of Afghanistan (GIROA) and international community have been working together for well over a decade to build a national police force that can ensure safety and enforce law and order in Afghanistan for all citizens, men, and women, young and old, in rural and urban settings. The task is now for the Ministry of Interior Affairs (MOIA) and to transform the Afghan National Police (ANP) from a counter-insurgency force into one that focuses on enforcing the rule of law and dealing with crimes and basic security needs of people in Afghanistan. Currently, levels of training remain low – the illiteracy rate among police is high and new recruits join the force after only a few weeks of basic training. Once on the job, there are few opportunities for professional development or training.

##### *The establishment of LOTFA:*

UNDP has operated LOTFA since 2002. LOTFA was originally created to support the establishment, payment, equipment and training of the police force in Afghanistan. The central goal was to support the Government of Islamic Republic of Afghanistan (GIROA) in achieving a paid, professional Afghan National Police (ANP) and staff of the General Directorate for Prison and Detention Centres (GDPDC) that deliver essential services to the Afghan people for improved public trust, safety and security and to support improved rule of law enforcement.

Based on consultations conducted between UNDP, the GIROA and donors it was determined that the scope of LOTFA should be expanded to include the entire justice chain (police, courts and prisons) and cover all institutions across the entire Rule of Law sector, with an increased focus on anti-corruption. Simultaneously, the LOTFA structure was revised to bring it more in line with international standards and best practices on Trust Fund management and administration.

##### *Recent restructuring to LOTFA:*

The new LOTFA Terms of Reference (TOR) and Strategic Framework approved in November 2018 has turned LOTFA into a multi-partner trust fund (MPTF) funded by twenty-three donors and established four thematic areas 1) Security, 2) Justice, 3) Anti-Corruption and 4) Ministry of Interior Affairs (MOIA)'s Payroll to support the government reform plans and evidence-based policy and programmatic interventions.

##### *Project Background*

In 2020, the LOTFA Steering Committee approved a 4-year UNDP's project, titled Community-Oriented Policing Services (COPS) which focuses on supporting the ANP to (1) increase the trust and cooperation between communities and the police through an enhanced Police-e-Mardumi (PeM) methodology, including piloting new approaches to allow the ANP to capture the voices of the community, together with (2) the establishment of an enabling environment, allowing police personnel working in police districts to deliver improved community-oriented policing services meeting the demands and needs of the communities which they serve. The Project focuses on the Provincial Headquarters and Police Districts in Kabul, and six PDs have been selected for the initial phase of project implementation (PD 4, 5, 6, 7, 8 and 12)

## B. Specific Objectives

Improved trust between citizens and police increase security and save lives. Communities that are distrustful, if not fearful of the police meant to serve and protect them, are less willing to provide authorities with crucial intelligence and support, or to seek potentially life-saving assistance when needed.

Public trust in the ANP has been steadily declining in recent years, as has public confidence in the ANP's ability to provide safety and security. The current police identity is still heavily militarized and the ANP remains fairly reactive in addressing citizens' concerns.

Accordingly, this assignment aims at working with Ministry of Interior Affairs, Kabul Police Headquarters (PHQ) and selected Kabul Police Districts (PDs) to develop a sense of duty and commitment to proactive community-oriented policing by piloting social and behavior change communication (SBCC) campaigns at PD level to prevent and reduce crime and potentially improve relations between officers and communities they serve.

**Based on the findings of LOTFA Community and Police Perception Survey in Kabul City, Pickpocketing was the most common crime cited by community respondents across all PDs.** Pickpocketing accounted for 54 percent of the most common crimes and offences, followed by home burglary and shop robbery (49 percent), and car theft (30 percent). More than half of all community respondents reported pickpocketing as being one of the most common crimes and offences in their community (54 percent). The percentage of female respondents reporting this as the most common crime and offence was higher than male respondents, which might indicate that women are at higher risk of being the victim of pickpocketing than men. The second most common crime was the burglary and robbery of houses and shops (49 percent), which was reported more by men than women (54 percent compared to 43 percent). Finally, stolen cars were reported at 30 percent.

Police respondents thought that physical attacks and beatings were the most common crimes and offences in their PDs, followed by pickpocketing. According to police officers, the most common category of crime in their districts is physical attacks and beatings (42 percent). This varied somewhat by PD. In some PDs, more than 70 percent of personnel cited physical attacks as the most common crime.

In many countries, police offer crime prevention advice and top tips to help citizens stay one step ahead. By following simple tips or change certain social and individual behaviors, people can reduce the opportunity for them to become a crime victim.

This assignment, thus, seeks a qualified bidder to work with ANP in Kabul to co-design and co-create SBCC campaigns at PD level. The campaigns will carry key messages offering police's tips and advice targeted at crime prevention and social and individual behavioral change.

## C. Scope of Services

The duration of this assignment is 6 months with the following specific scope:

1. Review MOIA Strategic Plan, CPPS report and findings, as well as other relevant studies and documents to gain full contextual understanding;
2. Engage with relevant MOIA directorates, PHQ and police in Kabul PDs (PD 4, 5, 6, 7, 8 and 12) for initial consultations and secure buy-ins. Some MOIA/ANP staff will be selected to 'twin' with the contractor's team for the purpose of on-the-job learning and capacity building throughout the process.
3. Develop a comprehensive training (classroom and on-the job) programme on SBCC and how it can be applied to proactive community-oriented policing and crime prevention. The training should target staff/officers in:



- a. MOIA Directorates of Media and Public relations, Gender, Children Rights and Human Rights, Religious and Cultural Affairs, Family Response Unit and Community Policing; and
  - b. Relevant/responsible police officers at PHQ and all 19 PDs (SBCC campaigns to be developed for 6 target PDs, but the training can cover all 19 PDs in Kabul City); and
4. Conduct a series of in-depth interviews with some experts, community members, key ANP stakeholders, and a number of male / female police officers to fill in gaps in knowledge in terms of what behaviors and situations could lead to or prevent crimes.
5. Develop strategic ideas and create a series of testable prototypes based on the strategic directions that are deemed to be most promising in terms impact and results.
6. Working with relevant partners to bring SBCC campaign / intervention ideas to life in preparation for testing and iteration.
7. Conduct an additional round of research with the members of the target audience and key stakeholders to test and build our SBCC campaigns / interventions using detailed feedback and develop buy-in where necessary.
8. Refine and launch **six** SBCC campaigns / interventions (one for each target PDs) with a comprehensive strategy cutting across multiple media outlets and channels (TV, radio, social media, as well as through community-based outreach engagement)
9. Be responsible for continuously tracking, monitoring and reporting on project implementation. Reporting shall be guided (but may not be restricted) to the following submittals:
  - a. Monthly narrative covering each of the objectives (i.e. MOIA/ANP capacity development and SBCC campaigns for crime prevention) and related scope on accomplishments, reporting of key performance indicators (KPIs) and status of contract implementation as per the work plan submitted.
  - b. Final report and high quality, innovative, interactive audio/visual presentation, including lessons learned, evaluation data, scale up plan for the pilots as well as new ideas and recommendations for women's empowerment in security and justice sector in Afghanistan
10. Engage community representatives to co-create and co-design the community consultations and citizens' feedback sessions for the six pilot PDs.
11. Develop, produce and deliver communication, outreach, and awareness-raising materials to support the SBCC campaigns consultations and citizens' feedback sessions, including organizing discussions on radio police relating to CPPS findings and the consultation processes.
12. Produce video clips capturing key processes and highlights during the implementation of this assignment. These 'docuseries' will serve also as an edutainment material for MOIA and COPS project in the future.

#### D. Deliverables and Schedules/Expected Outputs

No	Deliverables	Duration	Payment
1.	Inception report which details the proposed methodology and workplan for the assignment	Within 2 Weeks from the date of contract Commencement	10%
2.	Acceptance of <ul style="list-style-type: none"> <li>• A comprehensive training (classroom and on-the job) programme on SBCC and how it can be applied to proactive community-oriented policing and crime prevention</li> <li>• Training schedule and target participants</li> <li>• Training report summarizing training results and outcomes</li> </ul>	1.5 Months	40% of contract value

3.	Acceptance of <ul style="list-style-type: none"> <li>Research findings that provide behavioral insights/drivers for selected areas of interventions</li> <li>Providing evidence and related recommendations on how to address these drivers or barriers to influence a positive change in behaviors and outcomes</li> <li>Clearly defined communication campaign strategies (including objectives, key messages, target audiences, channels and tools)</li> <li>Final SBCC campaign strategies plus Implementation plans for six target PDs including key performance indicators, results framework, and plans for evaluating change</li> <li>Final report and high quality, innovative, interactive audio/visual presentation, including lessons learned, evaluation data</li> </ul>	4 months	50 % of contract value
	Total	6 Months	100 %

#### **E. Facilities to be provided by UNDP**

Contractor shall arrange office space, internet facility, transport, logistical and other support services for their staff. Contractor shall arrange their own equipment (laptop and mobile phones). UNDP has no responsibilities to provide office space, transportation or accommodation.

#### **F. Expected duration of the contract/assignment**

The contract duration will be for 6 months and the service provider will be responsible for providing four experts: i) Team Leader/Project Manager, ii) Communication/SBCC Expert, iii) Outreach/Advocacy Specialist, iv) Research/M&E Expert. The Assignment is expected to start in December 2020, for a duration of six months.

#### **G. Professional Qualifications of the Successful Contractor and its key personnel**

The service provider should have proven experience

- Have experience and expertise in community policing, community engagement, training external communications, and SBCC to support MOIA/ANP and COPS project activities
- Have minimum five years' experience in the provision of similar services and at least 1 similar contract in the past three years
- Have qualified professionals with experience in community engagement, research, external communications, and SBCC.

#### **H. Key personnel qualifications**

The firm should propose an appropriate team composition/size for carrying out the tasks as required within the given timeframe (6 months). The firm should provide Curriculum Vitae (CV) of the staff who would be responsible for this assignment. The CVs should include details on relevant experience carried out by the applicable staff, indicating capability and capacity to undertake the assignment.

Please include the following information on the proposed team in the technical proposal:

- Names and qualifications of the key personnel who will perform the services, and specifically indicate the identity of the team leader;
- CVs demonstrating qualifications: level of education in a relevant field and years of relevant

experience. Relevant internationally recognized professional qualifications will be an advantage.

The following are the detailed requirements of the key personnel at minimum for this assignment.:

No.	Key Personnel	Minimum Educational Qualifications and Experience
1.	Team Leader / Project Manager	Master's or bachelor's degree in political science/public administration, management studies or any other related field. With Bachelor's degree 8 years of related experience and with master's degree 5 years.
2.	Communications/SBCC Expert	Master's or bachelor's degree in communication and or media, political science and or in any of the related fields. With Bachelor's degree 8 years of related experience and with master's degree 5 years
3.	Outreach/Advocacy Specialist	Master's or bachelor's degree in communication and or media, political science and or in any of the related field. With Bachelor's degree 8 years of related experience and with master's degree 5 years
4.	Researcher/M&E Expert	Master's or bachelor's degree in political, public administration or in any of the related field. With Bachelor's degree 8 years of related experience and with master's degree 5 years

In case of any unforeseen circumstance(s) if one or more of the proposed key personnel fail to perform their duties under the contract, the Firm will be responsible to provide alternate personnel with at least similar or higher qualifications and skill-sets within 5 working days from the disengagement of the key personnel. In such event CVs of the alternate personnel must be approved by the agencies prior to engagement of such alternate person.

#### I. Quality Assurance Mechanism:

The firm should ensure that the official communication and the reports must be reviewed and cleared by the firm's senior manager or partner.

The UNDP will identify a single focal point for this purpose. The UNDP's focal point and a senior staff in charge of the project (Project Manager or Operations Manager) will officially communicate with the selected firm and provide feedback and inputs on the deliverables.

#### J. Price and Schedule of Payments

The contract price should be presented with the required breakdown. The contractor should include all cost components to render the services (expected to include professional fee, travel to field locations, accommodation, printing etc.). The contractor is expected to provide cost estimates for production of all communication, outreach and awareness-raising materials. Note that these costs will be reimbursed based on actuals.

Payments will be made to the contractor upon completion of the assignment as follows:

	Deliverables	Duration	Payment
1	Inception report which details the proposed methodology and workplan for the assignment	Within 2 weeks of contract commencement date	10% of the contract amount
2	Acceptance of <ul style="list-style-type: none"> <li>A comprehensive training (classroom and on-the job) programme on SBCC and how it can be applied to proactive community-</li> </ul>	Within 2 months of contract commencement date	40% of the contract amount

	oriented policing and crime prevention <ul style="list-style-type: none"> <li>• Training schedule and target participants</li> <li>• Training report summarizing training results and outcomes</li> </ul>		
3	Acceptance of <ul style="list-style-type: none"> <li>• Research findings that provide behavioral insights/drivers for selected areas of interventions</li> <li>• Providing evidence and related recommendations on how to address these drivers or barriers to influence a positive change in behaviors and outcomes</li> <li>• Clearly defined communication campaign strategies (including objectives, key messages, target audiences, channels and tools)</li> <li>• Final SBCC campaign strategies plus Implementation plans for six target PDs including key performance indicators, results framework, and plans for evaluating change</li> <li>• Final report and high quality, innovative, interactive audio/visual presentation, including lessons learned, evaluation data</li> </ul>	Within 6 months of contract commencement date	50% of the contract amount

#### **K. Recommended Presentation of Proposal**

The contractor is expected to submit a proposal in English showing how it intends to deliver the services outlined in the ToR together with an overall budget. The proposal should include information at a minimum level as per annex-2

**Annex 3 FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL**

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date] , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

**A. Preliminary requirement**

1. Company Profile, which should not exceed fifteen (15) pages,
2. Technical and Financial Proposal according to TOR (Annex 2)
3. signed form for submitting service provider's proposal (this annex 3)
4. Valid Certificate of Registration of the business from relevant authority
5. Acceptance of UNDP GTC

**B. Qualifications of the Service Provider- 40 Points**

***The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:***

- a) Statement of Satisfactory Performance from the Top 2 (two) Clients within the past 05 (five) Years - 06 Points*
- b) One contracts in the last 3 years for the assignment with similar nature and complexity. 14 Points*
- c) The Bidder shall have minimum 5 years of experiences as company in assignment with similar nature and complexity -20 Points*

**C. Proposed Methodology for the Completion of Services-30 Point**

*The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.*

**D. Qualifications of Key Personnel-30 Point**

*If required by the RFP, the Service Provider must provide:*

- a) Team Leader / Project manager (7.5 Points)*
- b) Communication/SBCC Expert (7.5 points)*
- c) Outreach/Advocacy Specialist (7.5 points)*
- d) Research/M&E Expert (7.5 points)*

*Note: Written confirmation from each personnel that they are available for the entire duration of the contract.*

**Annex 3B: Financial Proposal Template (to be password protected and attached as separate document)**

**1. Cost Breakdown per Deliverable\***

The proposers are requested to provide cost breakdown per deliverables as clearly specified in the Terms of Reference (TOR) of this RFP. Amounts mentioned in this table will be considered final offer by the proposers.

*\*This shall be the basis of the payment tranches*

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price</b> <i>(Weight for payment)</i>	<b>Price</b> <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1	10%	
2	Deliverable 2	40%	
3	Deliverable 3	50%	
	<b>Total</b>	<b>100%</b>	

**2. Cost Breakdown by Cost Component**

The Proposers are requested to provide the cost breakdown for the above given prices based on the following formats. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

**Cost Breakdown by Cost Component [This is only an Example]:**

<b>Description of Activity</b>	<b>Remuneration per Unit of Time</b>	<b>Total Period of Engagement</b>	<b>No. of Personnel</b>	<b>Total Rate</b>
<b>I. Personnel Services</b>				
a. Team Leader / Project Manager				
b. Communications/SBCC Expert				
c. Outreach/Advocacy Specialist				
d. Researcher/M&E Expert				
<b>II. Out of Pocket Expenses (if applicable)</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
<b>III. Other Related Costs</b>				

*[Name and Signature of the Service Provider's Authorized Person]*

*[Designation]*

*[Date]*

## Annex 4: Proposal Submission Form

To: Head of SCMO, UNDP Afghanistan

Dear Sir/Madam:

We, the undersigned, hereby offer to provide professional services for [insert: title of services] in accordance with your Request for Proposal dated [insert: Date] and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and Financial Proposal.

We hereby declare that:

- a) All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- d) We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities required of us in this RFP, and the General Terms and Conditions of UNDP's Contract for Professional Services.

We agree to abide by this Proposal for *60 days*.

We undertake, if our Proposal is accepted, to initiate the services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this proposal, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Contact Details: \_\_\_\_\_

[please mark this letter with your corporate seal, if available]