

*United Nations Development Programme*



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# REQUEST FOR PROPOSAL

**Supporting Kabul police districts to deliver improved  
community-oriented policing services in Kabul City**

RFP Ref. No- UNDP/AFG/RFP/2020/0000007619

Project: UNDP Afghanistan, LOTFA Trust Fund-COPS

Country: Afghanistan

Issued on: 4 November 2020

# Contents

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

**SECTION 4. EVALUATION CRITERIA .....23**

**SECTION 5. TERMS OF REFERENCE .....29**

**SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST .....36**

**FORM A:** TECHNICAL PROPOSAL SUBMISSION FORM .....37

**FORM B:** BIDDER INFORMATION FORM .....38

**FORM C:** JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM .....39

**FORM D:** QUALIFICATION FORM.....40

**FORM E:** FORMAT OF TECHNICAL PROPOSAL.....43

**FORM F:** FINANCIAL PROPOSAL SUBMISSION FORM.....46

**FORM G:** FINANCIAL PROPOSAL FORM.....47

## Section 1. Letter of Invitation

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### **UNDP/AFG/RFP/2020/ 0000007619 Supporting Kabul police districts to deliver improved community-oriented policing services in Kabul City, 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](mailto:procurement.af@undp.org) 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](mailto: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](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:

Nivesh Sood *Nivesh SOOD*

Title: Operation Manager

Date: November 4, 2020

## Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at <a href="https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d">https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</a></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 (<a href="http://www.ungm.org">www.ungm.org</a>). 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 <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</a></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 <a href="http://www.un.org/depts/ptd/pdf/conduct_english.pdf">http://www.un.org/depts/ptd/pdf/conduct_english.pdf</a></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>

	meet the eligibility requirements as established by UNDP.
<b>4. Conflict of Interests</b>	<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"> <li>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;</li> <li>b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or</li> <li>c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</li> </ul> <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"> <li>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</li> <li>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</li> </ul> <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>B. PREPARATION OF PROPOSALS</b>	
<b>5. General Considerations</b>	<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>
<b>6. Cost of Preparation of Proposal</b>	<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>

	conduct or outcome of the procurement process.
<b>7. Language</b>	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.
<b>8. Documents Comprising the Proposal</b>	8.1 The Proposal shall comprise of the following documents: <ul style="list-style-type: none"> <li>a) Documents Establishing the Eligibility and Qualifications of the Bidder;</li> <li>b) Technical Proposal;</li> <li>c) Financial Proposal;</li> <li>d) Proposal Security, if required by BDS;</li> <li>e) Any attachments and/or appendices to the Proposal.</li> </ul>
<b>9. Documents Establishing the Eligibility and Qualifications of the Bidder</b>	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.
<b>10. Technical Proposal Format and Content</b>	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
<b>11. Financial Proposals</b>	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
<b>12. Proposal Security</b>	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than</p>



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

	<p>should clearly differentiate between:</p> <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> <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>
<b>15. Only One Proposal</b>	<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"> <li>a) they have at least one controlling partner, director or shareholder in common; or</li> <li>b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>c) they have the same legal representative for purposes of this RFP; or</li> <li>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;</li> <li>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</li> <li>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.</li> </ul>
<b>16. Proposal Validity Period</b>	<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>
<b>17. Extension of Proposal Validity Period</b>	<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</p>

	<p>any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
<b>18. Clarification of Proposal</b>	<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>
<b>19. Amendment of Proposals</b>	<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>
<b>20. Alternative Proposals</b>	<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>
<b>21. Pre-Bid Conference</b>	<p>21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.</p>

C. SUBMISSION AND OPENING OF PROPOSALS	
22.Submission	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
<b>Hard copy (manual) submission</b>	<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"> <li>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.</li> <li>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"> <li>i. Bear the name and address of the bidder;</li> <li>ii. Be addressed to UNDP as specified in the BDS</li> <li>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.</li> </ul> <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> </li> </ul> <p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> <li>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</li> <li>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.</li> <li>c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders</li> </ul>

<p><b>Email Submission</b></p>	<p>whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.</p> <p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> <li>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</li> <li>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.</li> <li>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.</li> <li>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.</li> <li>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:  <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</a></li> </ul>
<p><b>eTendering submission</b></p>	
<p><b>23. Deadline for Submission of Proposals and Late Proposals</b></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><b>24. Withdrawal, Substitution, and Modification of Proposals</b></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>

	24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened
<b>25. Proposal Opening</b>	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.
<b>D. EVALUATION OF PROPOSALS</b>	
<b>26. Confidentiality</b>	<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>
<b>27. Evaluation of Proposals</b>	<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"> <li>Preliminary Examination</li> <li>Minimum Eligibility and Qualification (if pre-qualification is not done)</li> <li>Evaluation of Technical Proposals</li> <li>Evaluation of Financial Proposals</li> </ol>
<b>28. Preliminary Examination</b>	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.
<b>29. Evaluation of Eligibility and Qualification</b>	<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"> <li>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;</li> <li>They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,</li> <li>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;</li> </ol>

	<ul style="list-style-type: none"> <li>d) They are able to comply fully with UNDP General Terms and Conditions of Contract;</li> <li>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</li> <li>f) They have a record of timely and satisfactory performance with their clients.</li> </ul>
30. Evaluation of Technical and Financial Proposals	<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 style="text-align: center;"><b>TP Rating</b> = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p style="text-align: center;"><b>FP Rating</b> = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p style="text-align: center;"><b>Combined Score</b> = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
31. Due Diligence	<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> <ul style="list-style-type: none"> <li>a) Verification of accuracy, correctness and authenticity of information</li> </ul>

	<p>provided by the Bidder;</p> <ul style="list-style-type: none"> <li>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;</li> <li>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;</li> <li>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;</li> <li>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</li> <li>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</li> </ul>
<b>32. Clarification of Proposals</b>	<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>
<b>33. Responsiveness of Proposal</b>	<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>
<b>34. Nonconformities, Repairable Errors and Omissions</b>	<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"> <li>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</li> </ul>



	<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>
<b>E. AWARD OF CONTRACT</b>	
<b>35. Right to Accept, Reject, Any or All Proposals</b>	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.
<b>36. Award Criteria</b>	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.
<b>37. Debriefing</b>	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.
<b>38. Right to Vary Requirements at the Time of Award</b>	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.
<b>39. Contract Signature</b>	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.
<b>40. Contract Type and General Terms and Conditions</b>	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 <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>
<b>41. Performance Security</b>	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at <a href="https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP POPP DOCUMENT LIBRARY/Public/PSU Solicitation Performance%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP POPP DOCUMENT LIBRARY/Public/PSU Solicitation Performance%20Guarantee%20Form.docx&amp;action=default</a> 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.

<b>42. Bank Guarantee for Advanced Payment</b>	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 <a href="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&amp;action=default">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&amp;action=default</a>
<b>43. Liquidated Damages</b>	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.
<b>44. Payment Provisions</b>	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.
<b>45. Vendor Protest</b>	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: <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html">http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html</a>
<b>46. Other Provisions</b>	<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 <a href="http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer">http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer</a></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	United States Dollar For evaluation purposes proposals prices expressed in different currencies shall be converted in: [US Dollars]  The source of exchange rate shall be: [ UN Exchange Rate]  The date for the exchange rate shall be [UN Exchange rate for the month of proposal submission closing date]

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: <a href="mailto:procurement.af@undp.org">procurement.af@undp.org</a> <b>Note</b> : The Subject Line of email should be: <b>UNDP/AFG/RFP/2020/0000007619</b></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/2020/0000007619</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>

			<p>The solicitation documents and the manual are also posted on the following websites:  <a href="http://procurement-notices-undp.org">http://procurement-notices-undp.org</a></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:  <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a></p> <p><b><u>Business Unit: AFG10 and Event ID 0000007619</u></b></p>
17	22	Electronic submission (email or eTendering) requirements	<p>Official Address for e-submission:  <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a></p> <ul style="list-style-type: none"> <li>▪ Format: PDF files only</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ <b>Financial Proposal must be password protected and Password for financial proposal <u>must not</u> be provided to UNDP until requested by UNDP through <a href="mailto:procurement.af@undp.org">procurement.af@undp.org</a> email account</b></li> <li>▪ Max. File Size per transmission: No Limit</li> <li>▪ Mandatory subject of email: UNDP/AFG/RFP/2020/0000007619</li> </ul>
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% (700 out of 1000 points).</p>
21		Expected date for commencement of Contract	<i>December 15, 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

			<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>
25	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Contracts <a href="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">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</a>
26		Other Information Related to the RFP	Schedule of payments: Payments shall be released as outlined in the "Deliverables" section of this document.
27		Post qualification Actions	Inquiry and reference checking with other previous clients on the quality of performance on on-going or previous contracts completed;
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 to the year of 2015 or earlier. The relevance of registration could be to communication or any firm related to assignment.
- All returnable Forms (Signed Proposal Submission forms, Form A to Form G)
- Have minimum five years' experience in the provision of similar services (experience and expertise in community policing, community engagement, training external communications, or SBCC to support MOIA/ANP and COPS project activities)
- Details of minimum two (02) similar contracts in the last three (03) years for the assignment with similar nature and complexity and with successful completion certificates at least one similar contract in (in community policing, community engagement, training external communications, or SBCC)
- Financial certified audit reports from the past three years.
- Have qualified professionals with experience in community engagement, research, external communications, police training, and SBCC
- 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. The Joint Venture should include the following:

1. Letter of Intent, jointly signed by Senior Partners of the JVs, as part of their RFP submission. The Letter of Intent should include the following:
  - a. Undertaking that the firms will be working as JV for the purposes of the assignment;
  - b. Specialties/areas of work that each individual firms will be responsible for;
  - c. Lead firm for UNDP-Afghanistan contact for the assignment. For the purpose of the assignment, UNDP Afghanistan will deal with the lead firm as UNDP-Afghanistan contact.
  - d. Name, title and telephone number of the Principal within the Lead firm identified for the JV, to act as the Contact Person. The principal must have been identified as the Contact and Empowered to sign Legal Agreement with UNDP Afghanistan and make decision for the JV on all contractual matters.
  - e. Completed Declaration of No conflict of Interest signed by the Principles of all firms in a Consultant JV.

Note: All information against which a firm or association or JV shall be evaluated should be attached and sequence as stated below:

Subject	Criteria	Document Submission requirement
<b>ELIGIBILITY</b>		
<b>Legal Status</b>	Vendor is a legally registered entity.	Form B: Bidder Information Form

	Certificate of valid Registration from the authorized entity and the bidder shall be based in Kabul, Afghanistan. In case of NGO's the bidder shall provide confirmation letter from authorized agency confirming that the NGO's is currently operational.	
<b>Eligibility</b>	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
<b>Conflict of Interest</b>	No conflicts of interest in accordance with RFP clause 4.	Form A: Technical Proposal Submission Form
<b>Bankruptcy</b>	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
<b>Financial</b>	<ul style="list-style-type: none"> <li>Audited financial reports for the past three years showing company turnover minimum of USD 1 million on average</li> </ul>	Form D: Qualification Form
<b>Past experience</b>	<ul style="list-style-type: none"> <li>Experience in completing successfully minimum two (02) contracts of similar nature and complexity with date of completion within the last 3 years, contract value of previous work and at least one contract should be in police training, communication, capacity building and or any other related scope equal to or more than USD 400,000</li> </ul>	Form D: Qualification Form
<b>QUALIFICATION</b>		
<b>History of Non-Performing Contracts<sup>1</sup></b>	Non-performance of a contract did not occur as a result of contractor default for the last 5 years.	Form D: Qualification Form
<b>Litigation History</b>	No consistent history of court/arbitral award decisions against the Bidder for the last 5 years.	Form D: Qualification Form
<b>Previous Experience</b>	Minimum 5 years of relevant experience with proven capacity.	Form D: Qualification Form
	<ul style="list-style-type: none"> <li>Minimum five years' experience in the provision of similar services (experience and expertise in community policing, community engagement, training external communications, and SBCC.</li> <li>Details of minimum two (02) similar contracts in the last three (03) years for the assignment with similar nature at least one in police training, community engagement, capacity building with successful completion certificates</li> <li>Experience of working in in-conflict or post-conflict environments</li> <li>Experience of working in remote provinces of Afghanistan will be considered as an advantage</li> </ul>	Form D: Qualification Form

<sup>1</sup> 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.



	<ul style="list-style-type: none"> <li>• Experience of involvement with international organizations in Afghanistan will be considered as advantage</li> <li>• Experience in completing successfully minimum two (02) contracts of similar nature and complexity with date of completion within the last 3 years, contract value of previous work and at least one contract should be equal to or more than USD 400,000 in police training, communication, capacity building and or any other related scope</li> <li>• Statement of satisfactory completion of works of similar nature from the top 02 (two) Clients from the past,</li> </ul> <p>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</p>	
<b>Key Personnel CVs</b>	<p>CVs of the following Key Personnel are required to be submitted within the technical proposal:</p> <ul style="list-style-type: none"> <li>• Team Leader / Project Manager – 1 CV Required</li> <li>• Communications/SBCC Expert – 1 CV Required</li> <li>• Community engagement/Community Policing Expert - 1 CV Required</li> <li>• Researcher/Survey Expert - 1 CV Required</li> </ul>	Form D: Qualification Form

## Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	300
2.	Proposed Methodology, Approach and Implementation Plan	400
3.	Qualifications and Experience of Key Personnel	300
	<b>Total</b>	<b>1000</b>

Section 1. Bidder's qualification, capacity and experience			Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing		<b>50</b>
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		<b>80</b>
1.3	Relevance of:		<b>125</b>
1.3.1	- Specialized knowledge and experience on similar engagements successfully completed before including community engagement, police training, communication and social and public advocacy or media campaign	50	
1.3.2	- Details of all previous contracts within the last 5 years to demonstrate provision of similar services (experience and expertise in community policing, community engagement, training external communications, and SBCC.	50	
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) and or related security institutions	25	
1.4	Quality Control procedures and risk mitigation measures		<b>30</b>
1.5	Organizational Commitment to Sustainability		<b>15</b>
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	
<b>Total Section 1</b>			<b>300</b>

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?	90
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	90
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	50
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract and details of project implementation plan	30
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.)	20
Total Section 2		400

<b>Section 3. Management Structure and Key Personnel</b>				<b>Points obtainable</b>
3.1	Management structure, staff time allocation, team composition and qualification of other professional staff			<b>40</b>
3.2	Qualifications of key personnel proposed			
3.2 a	<b>Project Manager / Team Leader – 1 CV Required</b>			<b>80</b>
	General Qualification		30	
	Suitability for the Project:		50	
	- Professional Experience in the area of specialization	45		
	- Knowledge of the region (Afghanistan)	5		
3.2 b	<b>Communications/SBCC Expert – 1 CV Required</b>			<b>60</b>
	General Qualification		30	
	Suitability for the Project:		30	
	- Professional Experience in the area of specialization	25		
	- Knowledge of the region (Afghanistan)	5		
3.2 c	<b>Community engagement/Community Policing Expert - 1 CV Required</b>			<b>60</b>
	General Qualification		30	
	Suitability for the Project:		30	

	- Professional Experience in the area of specialization	25		
	- Knowledge of the region (Afghanistan)	5		
3.2 d	<b>Researcher/Survey Expert - 1 CV Required</b>			<b>60</b>
	General Qualification		30	
	Suitability for the Project:		30	
	- Professional Experience in the area of specialization	25		
	- Knowledge of the region (Afghanistan)	5		
<b>Total Section 3</b>				<b>300</b>

**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

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### Supporting Kabul police districts to deliver improved community-oriented policing services 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.

## **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.

The ANP currently experiences low trust, both in its role as a militarised force and as a community service. According to the Asia Foundation, only 32% of Afghans believe the ANP efficiently arrests people that have committed crimes. Indeed, corruption (42% of Afghans have encountered some level of corruption in their dealings with the ANP) and criminality within ANP ranks is seen to be widespread, further discouraging people from accessing formal justice mechanisms. Even though the overall situation is better in Kabul (where 60% of respondents said they trusted or strongly trusted the ANP, according to LOTFA's 2020 Community and Police Perceptions Survey – 'CPPS'), there is little spotlighting of ANP personnel positively and proactively assisting citizens day to day or processing complaints with integrity.

The MOIA Strategic Plan recognises the current challenges faced by the ANP in its relation to the community and expressed its goal of transforming the ANP from a paramilitary force into a professional police institution that will be able to 'far more appropriately respond to the needs of the public that it serves' and be capable of providing rule of law services to the people of Afghanistan.

According to LOTFA's 2020 CPPS, public trust in police is highly correlated with public perceptions on security, police performance, and safety on streets (herein referred to as 'SPSS '). An in-depth analysis of the survey data reveals a strong correlation of trust in police with community perceptions on security situation, general performance of the police in their communities, and whether they feel safe walking alone on the streets. The data also shows positive correlations of trust in police with community respondents' personal interaction with the police, and their awareness of police community initiatives. However, these correlations are not as strong as SPSS factors.

Accordingly, the objectives of this assignment are threefold:

- To support consultation processes for identifying communities' needs and possible joint police-community initiatives in six target police districts (PD 4, PD5, PD6, PD7, PD8 & PD9) in Kabul.
  - The consultation processes will include dissemination and presentation of CPPS findings and other relevant materials, gathering of citizens' feedback on the survey results, and identification of possible joint initiatives that could be financed by COPS project's grant facility.
- To develop a communication strategy, action plan, and communication materials in close consultation with MOIA for this consultation and outreach campaigns.
  - The strategy and action plan will serve to enhance the relationship between communities and police. The communication materials will include, but not limited to, radio and video messaging using social media, electronic and non-electronic billboards that will help in proper messaging and communication between public and police. The bidder is expected to produce a docuseries, i.e. a video series that follows a group of people (in this case MOIA/ANP, PHQ, PD police and other relevant parties) and their involvement in real events and situations over a period of this assignment.
- To engage and build capacity of relevant MOIA directorates and Kabul PHQ and PD staff in establishing and conducting citizens' feedback mechanisms and using social and behaviour change communications in their efforts to improve security, safety, police performance, and public interaction with police.

## **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 at target PDs in Kabul to secure buy-ins and devise plans for organizing community consultations and citizens' feedback sessions on CPPS findings and possible joint community-police initiatives, particularly those aimed at improving overall security, safety on the streets, police performance, and public interaction with police (and vice versa).
3. Design and implement quantitative and qualitative surveys and/or focus groups to capture pre and post perceptions of people attending the consultation sessions and their reflections on the CPPS findings, consultation sessions/processes, and 'SPSS' factors in their communities
4. Where possible, engage community representatives to co-create and co-design the community consultations and citizens' feedback sessions for the six pilot PDs.
5. Conduct community consultations and citizens' feedback sessions in the target PDs. These consultations and sessions should include at least 80-100 participants in the target PDs representing groups from different socio-economic backgrounds.
6. Develop and implement the communication strategy and action plan for the consultations and citizens' feedback sessions. This should be done in consultation with relevant MOIA's Directorates of Community Policing, Media and Public Relations under the overall guidance of the General Directorate of Strategic Communication
7. Develop required communication materials to support the consultations and citizens' feedback sessions, including organizing discussions on radio police relating to CPPS findings and the consultation processes.
8. Develop a story board and scripts for a high-quality docuseries, capturing key processes, challenges in ground truthing CPPS findings, generate citizens' feedback, and overall community-police engagement. The docuseries will serve also as an edutainment material for MOIA and COPS project in the future.
9. Provide lists of priority initiatives for the six target PDs based on community consultations and agreements. The lists should include brief descriptions of problems facing the communities, proposed measures, roles of community and police, and indicative budget where possible.
10. Develop and implement 'on the job training' programmes for MOIA/ANP, PHQ and PD personnel in establishing and conducting citizens' feedback mechanisms and using social and behavior change communications in their efforts to improve security, safety, police performance, and public interaction with police.

**d. Deliverables and Schedules/Expected Outputs**

No	Deliverables	Duration	Payment
1.	<p>Inception report which details the proposed methodology and workplan for the assignment:</p> <ul style="list-style-type: none"> <li>• In consultation with the UNDP COPS team, prepare project implementation plan for 4 months' time frame.</li> <li>• Desk review of existing MoIA communication, public outreach and or community policing policies, guidance notes and MoIA strategic communication policies</li> <li>• Prepare inception report and recommendation from the desk review</li> </ul>	1 Month	20% of contract value
2.	<p>Acceptance of</p> <ul style="list-style-type: none"> <li>• Survey and/or focus group designs for pre- and post-perceptions regarding consultation sessions and reflections on the CPPS findings, and 'SPSS' factors in their communities</li> <li>• Communication strategy and action plan for community</li> </ul>	1.5 Months	20% of contract value

	consultations and citizens' feedback sessions <ul style="list-style-type: none"> <li></li> </ul>		
3	Acceptance of <ul style="list-style-type: none"> <li>'On the job training' programmes for MOIA/ANP, PHQ and PD personnel in establishing and conducting citizens' feedback mechanisms and using social and behaviour change communications in their efforts to improve security, safety, police performance, and public interaction with police.</li> <li>Monitoring, Evaluation, and Learning Framework with expected results clearly defined</li> </ul>	1.5 Months	20% of contract value
4	Acceptance of <ul style="list-style-type: none"> <li>A report summarizing key processes, outcomes (of consultations and MOIA capacity development), challenges and opportunities in conducting community consultations and establishing citizens' feedback mechanisms</li> <li>Lists of priority initiatives for the six target PDs based on community consultations and agreements</li> <li>High quality docuseries capturing key processes, challenges in ground truthing CPPS findings, generate citizens' feedback, and overall community-police engagement</li> </ul>	1.5 Months	20% of contract value
5	In Acceptance of <ul style="list-style-type: none"> <li>Final project report and handover of printed, audio and visual materials to UNDP COPS</li> </ul>	Within 2 weeks	20% 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) Community Engagement/Community Policing Expert, iv) Research/Survey Expert. The Assignment is expected to start in December 2020, for a duration of four months.

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

The service provider should have proven experience

1. Have experience and expertise in community policing, community engagement, training external communications, and SBCC to support MOIA/ANP and COPS project activities
2. Have over five years' experience in the provision of similar services and at least 2 similar contracts in the past two years and at least one in police training, community policing or capacity building.



3. Have qualified professionals with experience in community engagement, research, external communications, and SBCC. At least one research, survey and or assessment contract of government or non-government institutions.

#### **h. Key personnel qualifications**

The firm should propose an appropriate team composition/size for carrying out the tasks as required within the given timeframe (4 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:

- a) Names and qualifications of the key personnel who will perform the services, and specifically indicate the identity of the team leader;
- b) 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.	Community engagement/Community Policing Expert	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/Survey 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/Control 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**

No	Deliverables	Duration	Payment
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2.	<p>Inception report which details the proposed methodology and workplan for the assignment:</p> <ul style="list-style-type: none"> <li>• In consultation with the UNDP COPS team, prepare project implementation plan for 4 months' time frame.</li> <li>• Desk review of existing MoIA communication, public outreach and or community policing policies, guidance notes and MoIA strategic communication policies</li> <li>• Prepare inception report and recommendation from the desk review</li> </ul>	1 Month	20% of contract value
2.	<p>Acceptance of</p> <ul style="list-style-type: none"> <li>• Survey and/or focus group designs for pre- and post-perceptions regarding consultation sessions and reflections on the CPPS findings, and 'SPSS' factors in their communities</li> <li>• Communication strategy and action plan for community consultations and citizens' feedback sessions</li> <li>•</li> </ul>	1.5 Months	20% of contract value
3	<p>Acceptance of</p> <ul style="list-style-type: none"> <li>• 'On the job training' programmes for MOIA/ANP, PHQ and PD personnel in establishing and conducting citizens' feedback mechanisms and using social and behaviour change communications in their efforts to improve security, safety, police performance, and public interaction with police.</li> <li>• Monitoring, Evaluation, and Learning Framework with expected results clearly defined</li> </ul>	1.5 Months	20% of contract value
4	<p>Acceptance of</p> <ul style="list-style-type: none"> <li>• A report summarizing key processes, outcomes (of consultations and MOIA capacity development), challenges and opportunities in conducting community consultations and establishing citizens' feedback mechanisms</li> <li>• Lists of priority initiatives for the six target PDs based on community consultations and agreements</li> <li>• High quality docuseries capturing key processes, challenges in ground truthing CPPS findings, generate citizens' feedback, and overall community-police engagement</li> </ul>	1.5 Months	20% of contract value
5	<p>In Acceptance of</p> <ul style="list-style-type: none"> <li>• Final project report and handover of printed, audio and visual materials to UNDP COPS</li> </ul>	Within 2 weeks	20% of contract value
	Total	6 Months	100%

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.).

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

**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

## 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:

<b>Have you duly completed all the Returnable Bidding Forms?</b>	
▪ 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"/>
<b>Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?</b>	<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

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

## Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	UNDP/AFG/RFP/2020/0000007619		

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]

<b>Name of leading partner</b>  (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
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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: \_\_\_\_\_

Form D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	UNDP/AFG/RFP/2020/0000007619		

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

Historical Contract Non-Performance

☐ Contract non-performance did not occur for the last 5 years

☐ 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)

☐ No litigation history for the last 5 years

☐ 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

<b>Annual Turnover for the last 3 years</b>	Year	USD
	Year	USD
	Year	USD
<b>Latest Credit Rating (if any), indicate the source</b>		

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/2020/0000007619		

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?
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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
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

<b>Name of Personnel</b>	[Insert]
<b>Position for this assignment</b>	[Insert]
<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	[Insert]
<b>Education/ Qualifications</b>	<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>

<b>Professional certifications</b>	<ul style="list-style-type: none"><li>▪ Name of institution: [Insert]</li><li>▪ Date of certification: [Insert]</li></ul>
<b>Employment Record/ Experience</b>	<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>
<b>References</b>	<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/2020/0000007619		

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/2020/0000007619		

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)
<b>Personnel Fees</b> (Subtotal A)	
<b>Out of Pocket Expenses</b> (Subtotal B)	
<b>Total Amount of Financial Proposal</b>	

**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				
Communications/SBCC Expert				
Community engagement/Community Policing Expert				
Researcher/Survey 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 (Airlines)	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**

No	Deliverables	Duration	Payment
3.	<p>Inception report which details the proposed methodology and workplan for the assignment:</p> <ul style="list-style-type: none"> <li>• In consultation with the UNDP COPS team, prepare project implementation plan for 4 months' time frame.</li> <li>• Desk review of existing MoIA communication, public outreach and or community policing policies, guidance notes and MoIA strategic communication policies</li> <li>• Prepare inception report and recommendation from the desk review</li> </ul>	1 Month	20% of contract value
2.	<p>Acceptance of</p> <ul style="list-style-type: none"> <li>• Survey and/or focus group designs for pre- and post-perceptions regarding consultation sessions and reflections on the CPPS findings, and 'SPSS' factors in their communities</li> <li>• Communication strategy and action plan for community consultations and citizens' feedback sessions</li> <li>•</li> </ul>	1.5 Months	20% of contract value
3	<p>Acceptance of</p> <ul style="list-style-type: none"> <li>• 'On the job training' programmes for MOIA/ANP, PHQ and PD personnel in establishing and conducting citizens' feedback mechanisms and using social and behaviour change communications in their efforts to improve security, safety,</li> </ul>	1.5 Months	20% of contract value



	<p>police performance, and public interaction with police.</p> <ul style="list-style-type: none"> <li>Monitoring, Evaluation, and Learning Framework with expected results clearly defined</li> </ul>		
4	<p>Acceptance of</p> <ul style="list-style-type: none"> <li>A report summarizing key processes, outcomes (of consultations and MOIA capacity development), challenges and opportunities in conducting community consultations and establishing citizens' feedback mechanisms</li> <li>Lists of priority initiatives for the six target PDs based on community consultations and agreements</li> <li>High quality docuseries capturing key processes, challenges in ground truthing CPPS findings, generate citizens' feedback, and overall community-police engagement</li> </ul>	1.5 Months	20% of contract value
5	<p>In Acceptance of</p> <ul style="list-style-type: none"> <li>Final project report and handover of printed, audio and visual materials to UNDP COPS</li> </ul>	Within 2 weeks	20% of contract value
	Total	6 Months	100%