



REQUEST FOR PROPOSAL

Ref. No: UNDP/AFG/RFP/2020/0000007785

Subject: Recruitment campaign for 9th term of trainings in Sivas, Turkey, Catalytic Support to MoIA (CSM). LOTFA Project – UNDP Afghanistan

Dear Sir / Madam:

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

This RFP includes the following documents:

- Letter of Invitation
- Annex 1 - Description of Requirements
- Annex 2 - Terms of Reference
- Annex 3 – Proposal Submission Form
- Annex 4 - Forms for Submitting Service Provider's Technical Proposal
- Annex 5 - Form for Submitting Financial Proposal
- E-tendering Instructions Manual for Bidders (attached through e-Tendering platform)
- FAQ for Bidders (attached through e-Tendering platform)

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

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

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

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

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

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

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

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

Your offer, comprising of documents stated in this RFP, should be submitted to UNDP Afghanistan in accordance with the Annex 1 (Description of Requirements) through the **“UNDP ATLAS E-tendering system”** (<https://etendering.partneragencies.org>).

The step by step instructions for registration of bidders and 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 proposal, please send an email to the E-tendering helpdesk at procurement.af@undp.org for help.

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

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

Kindly go through this invitation letter and other documents attached here to this RFP. Should you have any questions or require any clarification, please feel free to email your questions/clarifications to the procurement officer at procurement.af@undp.org. The subject of the email should be UNDP/AFG/RFP/2020/0000007785.

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Title: Head of Procurement Unit

Date: **November 12, 2020**

Annex 1- Description of Requirements

Context of the Requirement	Please refer to Terms of Reference Annex-2
Implementing Partner of UNDP	UNDP- Law and Order Trust Fund for Afghanistan (LOTFA)
Brief Description of the Required Services	Recruitment campaign for 9th term of trainings in Sivas, Turkey, Catalytic Support to MoIA (CSM).
List and Description of Expected Outputs to be Delivered	Please refer to Terms of Reference Annex-2
Person to Supervise the Work/Performance of the Service Provider	Please refer to Terms of Reference – Section F Scope of Services.
Frequency of Reporting	Please refer to Terms of Reference
Progress Reporting Requirements	Please refer to Terms of Reference
Location of work	The provinces as per annex IV of the TOR
Expected duration of work	The contract duration will be one and half months.
Target start date	1 st December 2020
Latest completion date	In 6 Weeks from contract award date (subject to change, decision shall be taken during contract execution)
Travels Expected	Please refer to Terms of Reference
Special Security Requirements	N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	Please refer to Terms of Reference
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	Please refer to Terms of Reference

Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP LOTFA Project – Contract Manager
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Goods & Services.
Criteria for Contract Award	<input checked="" type="checkbox"/> Technically qualified and lowest priced proposal; <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (100%) -</u></p> <input checked="" type="checkbox"/> Bidder's qualification, capacity and experience – 40% <input checked="" type="checkbox"/> Proposed Methodology, Approach and Implementation Plan – 40% <input checked="" type="checkbox"/> Qualifications and Experience of Key Personnel – 20% <p><i>The minimum technical score required to pass is 70%.</i></p> <p><u>Financial Proposal</u> Lowest priced bid among the technically qualified bid(s) will be recommended for award of the contract.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP	<input checked="" type="checkbox"/> Detailed TOR Annex – 2 <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 3)
Contact Person for Inquiries (Written inquiries only)	Focal Person in UNDP: E-mail: procurement.af@undp.org Note: This email address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was officially received. The Subject Line of email should be: UNDP/AFG/RFP/2020/0000007785 . The clarifications shall be asked 5 days prior closing date of RFP.
Required Documents that must be Submitted to Establish Qualification of Proposers (In "Certified True Copy" form only)	<input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages, <input checked="" type="checkbox"/> Technical and Financial Proposal (Work mythology, implementation plan, proposed team structure) according to TOR (Annex 2) <input checked="" type="checkbox"/> Signed proposal submission form (Annex 3) <input checked="" type="checkbox"/> Have minimum 5 years of experience general experience for the company.

	<p><input checked="" type="checkbox"/> Details of minimum <u>one similar assignment (Contract)</u> in terms of complexity and nature in the last 3 years including Copy of contract with full details.</p> <p><input checked="" type="checkbox"/> Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;</p> <p><input checked="" type="checkbox"/> Valid Certificate of Registration of the business from relevant authority.</p> <p><input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top 2 (two) Clients within the past 03 (Three) years.</p> <p><input checked="" type="checkbox"/> Structure of the team, including the names, position in the team and CVs of key personnel- For details please refer to Annex – 2 TOR.</p>
Allowable Manner of Submitting Proposals	<p><input checked="" type="checkbox"/> Online bidding in E-Tendering module.</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> <p>Note: for registration please refer to E-tendering instruction manual and FAQ.</p>
Conditions and Procedures for electronic submission and opening, if allowed	<p><input checked="" type="checkbox"/> Official Address for e-submission: [https://etendering.partneragencies.org]</p> <p><input checked="" type="checkbox"/> Free from virus and corrupted files</p> <p><input checked="" type="checkbox"/> Format: PDF, Excel, Word</p> <p><input checked="" type="checkbox"/> Max. File Size per transmission: 5 MB</p> <p><input checked="" type="checkbox"/> Virus Scanning Software to be Used prior to transmission: Symantec/Norton/ESET NOD 32/ AVG/ Avira/ Bitdefender/ Kaspersky/ F-secure/ G Data/ Bull Guard/Avast</p> <p><input checked="" type="checkbox"/> The Technical Proposal and financial proposal with no password protection.</p>
Joint Venture, Consortium or Association	<p>a. If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and</p>

	<p>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> <ul style="list-style-type: none"> b. After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP. c. The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal. d. The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP. e. A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between: <ul style="list-style-type: none"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. f. Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials. g. The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.
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Annex 2

Terms of Reference:

Recruitment campaign for 9th term of trainings in Sivas, Turkey Catalytic Support to MoIA (CSM) 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

Catalytic Support to MoIA (CSM) is part of UNDP's overall strategy to support the MoIA and ANP at different levels: (1) Ministry; (2) Provincial police headquarters; and (3) District Police Stations, as well as across different thematic issues identified by the MoIA: (1) Public Order and Security; (2) Law Enforcement and Counter Crimes; (3) Public Services; (4) Institutional Reform; (5) Counter Narcotics; (6) Counter Corruption; and (7) Gender and Human Rights. The three key interventions supported through CSM project are (1) Police Emergency Response Services (PERS) – which aims to re-establish a police emergency call center and improve police responses; (2) Policewomen's Training – which aims to increase the number and quality of policewomen within the ANP; and (3) the construction of the Deputy Minister for Support Building – which provides much needed infrastructure to support the responsibilities of the MoIA's Office of the Deputy Minister for Support. These key interventions will provide key support to important reform areas within the MoIA and ANP and provide them with a strong foundation upon which to undertake further reforms within the ANP and the way that policework is undertaken within Afghanistan.

UNDP/CSM project plans to hold the 9th term of training for female police in Sivas Police Academy in mid-2021 and prior to the start of the training program wide-ranging campaigns should be taken place in various provinces where there is dire need for the female police under the MoIA Tashkil. As per MoIA Tashkil currently, there are 770 vacant Lieutenant positions for female police in different provinces most of which are risky and insecure areas. In the previous terms of trainings, as per normal practice the MoIA Recruitment Command organized the campaigns for the recruitment of female police and obtained the commitment of the candidates to work in the provinces where vacant female positions lied but after the recruitment of the cadets and completion of the training in Sivas, the cadets refused to work in the provinces for which they had signed commitment letters, therefore MoIA had to deploy them in the capital or secure provinces in a temporary basis. To ensure that the cadets are deployed in the provinces where they are recruited in, the MoIA should deploy them based on the Tashkil and should not deploy them in Kabul as temporary basis in case the cadets are not willing to work in the provinces as per their commitment. If still the cadets refuse to work in the provinces where they are deployed, the MoIA should cancel their deployment and the amount which has been spent on them should be taken back from them and this should be stated clearly to the cadets prior to their training in Sivas. Since the recruitment command of the MoIA has lack of capacity and facilities to conduct the recruitment campaigns, hence,

to ensure a proper and operative campaign for this term, a robust and comprehensive strategy should be practiced through which the females are encouraged to join police and serve in the provinces where they will be recruited. For this purpose, a qualified external company should be hired and conduct the campaigns in the provinces listed in Tashkil. The company should be selected from the civil society organizations (CSOs) which are familiar with the society and can better have access to the community councils, mosques, the NGO sector, and voluntary associations.

B. Overall objective

C. Specific Objectives

- Sensitize communities to the need for women in the Afghan National Police (ANP) and to know the importance of their role in providing security services
- Contribute to the organizational culture through greater women's representation in the Afghan National Police (ANP)
- Empowering women to leadership positions in ANP through trainings and skills development

D. Immediate Objectives:

- Inform target audience of the importance and role of female police and influence their decision to join
- Attract qualified female applicants to the ANP ranks
- Reduce the number of provinces with no or low level of female police recruits
- Increase diversity in the female police force by recruiting women from different ethnicities and provinces

E. Expected Results

Upon completion of the recruitment campaign, the company/CSO/NGO should be able to sensitize public to the need for women in the Afghan National Police and to know the importance of women's role in providing security services. The company should be able to attract qualified female applicants to the ANP ranks. By the end of the campaigns, the community councils, mosques, NGOs specially the women organizations, civil society organizations, schools, universities and other related areas will be aware of the campaign messages. By the end of the campaign the firm/company should provide the list of minimum 700 candidates to go through the recruitment process.

F. Scope of Services

The duration of this assignment is one and half months with the following specific scope:

- The Firm/Company/CSO/NGO has to provide a detailed work plan and action plan for the campaigns;
- To conduct a wide range campaign reaching interested and literate women across the 26 provinces s per Tashkil. The campaigns should be conducted in form of public gathering, meetings with Government counterparts, PHQs, Zone commanders, community councils, NGOs, Department of Women's Affairs, and visits to schools, mosques, and universities for awareness giving and attracting the females;
- To reach out to religious leaders, especially in the more conservative provinces. Only new female recruits will be accepted as applicants. An attempt will be made to solely recruit cadets for areas currently accepting policewomen for work (as per existing Tashkil);
- To use the criteria for the selection of the female police (**Annex I**);
- To distribute the outreach materials (**Annex II**) in public places for higher visibility. Taking into account the low level of literacy among women, it is suggested to use pictures, illustrations, and painting and/or video/audio tools. The posters should be put up on inside walls of schools, universities and other public places and the promotional materials should be distributed among women to attract women to join the police. The outreach and promotional items will be procured by UNDP and the contractor will be responsible for the distribution of items.
- To show videos of trainings in Sivas Police Academy via projectors in different locations to the public to attract women to join the police (Copies of videos will be shared with the company by UNDP);
- To prepare a comprehensive report of the campaigns after the completion of the process;
- To work with close coordination of General Recruitment Commands of the MoIA at the provincial units;
- To introduce the concept and importance of the female police in the society and transfer the messages (**Annex III**) to the public;
- To complete the recruitment application forms, and obtain the indorsement of Recruitment Command in the provincial units; and
- To complete the documentation process and submit the list of eligible candidates to General Recruitment Commands of the MoIA at the provincial units.

G. Deliverables and Schedules/Expected Outputs

#	Deliverables	Duration	Payment
1	Inception report which details the proposed methodology and the implementation plan	Within one week from the date of contract-December 1-7, 2020	10% of contract value
2	Successful campaigns in 26 provinces as per requirement of MoA (Annex IV) using the criteria for selection of the candidates.	One month- December 8, 2020-January 7, 2021	40% of contract value
3	List of eligible per criteria candidates of minimum 700	Within one week after completion of the campaigns-January 8-14, 2021	20% of contract value
4	Final report and high quality, innovative, interactive audio/visual presentation, including lessons learned	Within last week of the assignment- January 15-21, 2021	30%

H. Expected duration of the contract/assignment

The contract duration will be one and half months and the assignment is expected to start in 1st December 2020.

I. Institutional Arrangement

- a) UNDP will provide papers for printing and copying A4 and A3.
- b) Will provide access to the premises for one focal point from the contractor's side.
- c) Internet connection for the devices and the server.

J. Duty Station

The provinces as per annex IV.

K. Professional Qualifications of the Successful Contractor and its key personnel

The service provider should have proven experience

2. Have experience and expertise in management and conduct of public outreach and media campaigns, and community engagement
3. At least having 1 similar contract in the past 3 years
4. Have over five years' experience in the provision of similar services
5. Have qualified professionals with experience in recruitment campaigns, community engagement, research, and external communications.

L. Key personnel qualifications

The firm/CSO should propose the following team composition/size for carrying out the tasks as required within the given timeframe (one and half months). Please include the names and qualifications of the key personnel who will perform the services, and specifically indicate the identity of the team leader 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.

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

Team Leader / Project Manager	Masters' or bachelor's degree in Business Administration, Public Outreach or Management. With master's degree 4 years and with bachelor's degree 6 years of experience is required. Required language/s: Dari, Pashto and English
Public Outreach/Advocacy and Communication Specialist	Master's or bachelor's degree in communication and or media, political science and or in any of the related field. With Bachelor's degree 8 years of related experience and with master's degree 5 years Required language/s: Dari and Pashto and plus strong English writing and reporting skills
M & E and Reporting Specialist	Master's or bachelor's degree in communication and or media, Social Sciences or any of the related fields. With Bachelor's degree 6 years of related experience and with master's degree 5 years Required language/s: Dari, Pashto plus strong English writing and reporting skills
Gender Officer (female)	Master's or bachelor's degree in Gender, Social Work, Communication or any of the related fields. With Bachelor's degree 6 years of related experience and with master's degree 3 years Required language/s: Dari, Pashto plus strong English writing and reporting skills

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.

M. Quality Assurance Mechanism:

The firm/CSO 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/CSO and provide feedback and inputs on the deliverables. The firms should closely work with MOIA counterparts particularly with DM Training & Personnel.

N. Price and Schedule of Payments

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

The contractor shall submit a price proposal as below:

#	Technical Evaluation Criteria	Points Obtainable
1	Bidder's qualification, capacity and experience	40
2	Proposed Methodology, Approach and Implementation Plan	40
3	Qualifications and Experience of Key Personnel	20
Total		100

Only candidates obtaining a minimum of 70% of the total technical points (49 points) would be considered for the Financial Evaluation.

Documentations required: Interested individual Consultants must submit the following documents/information to demonstrate their qualifications in one single PDF document:

- Duly accomplished confirmation of Interest and Submission of Financial Proposal Template using the template provided by UNDP (Annex II) as well as the contact details (email and telephone number)
- CVs of Team Leader/Project Manager (1 CV), Public Outreach/Advocacy and Communication Specialists (1 CV), M & E and Reporting Specialist (1 CV), and Gender Officer (female) (1 CV);
- Proposed methodology for campaigns in 26 provinces; and
- Implementation plan.

O. 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.

Annexes to TOR

Annex I:

Criteria for selection of the cadets:

- 1) The candidates should be matched with the available vacancies for Second Lieutenant.
 کاندیدان باید با مطابقت به تشکیل انتخاب گردند.
- 2) The candidates should have passed the 12th grade or above (14th, 15th or 16th) in school and must be able to read and write.
 کاندیدان باید فارغ صنف ۱۲ و یا (۱۴، ۱۵ یا ۱۶) بوده و قادر به خواندن و نوشتن باشند.
- 3) The candidates should not have attended Sivas trainings in past.
 کاندیدان نباید در برنامه های آموزشی در سیواس ترکیه اشتراک نموده باشند.
- 4) No current ANPs should be in the list of the candidates.
 کارمندان داخل خدمت پولیس نباید شامل لیست کاندیدان گردند.
- 5) The candidates should pass the selection examinations.
 کاندیدان باید در امتحان تحریری و بقیه آزمایشات کامیاب گردند.
- 6) The candidates should be between the ages of 18 to 30.
 کاندیدان باید بین سن ۱۸ الی ۳۰ سال باشند.
- 7) No pregnant woman should be sent to Turkey, as the physical training element could adversely affect the pregnancy.
 هیچ کاندید حامله نباید به ترکیه فرستاده شود چون آموزش فیزیکی باعث تاثیر منفی در حمل وی میگردد.
- 8) The selected candidates should be in good physical health and in sound mental and psychological condition.
 کاندیدان باید از صحت و قوای فیزیکی خوب و حالت روانی سالم برخوردار باشند.
- 9) Before the departure of cadets to Turkey, the MoIA should conduct a medical test to ascertain their mental well-being and physical health status.
 قبل از عزیمت محصلین به ترکیه، وزارت امور داخله باید آزمایش صحتی را از تمام کاندیدان جهت مطمئن شده از حالت روانی و فیزیکی شان به عمل آورد.
- 10) Before the departure of cadets, the MoIA should organize a basic orientation training and physical exercise sessions for the selected candidates at the ANPA over a period of three weeks.
 قبل از عزیمت محصلین به ترکیه، وزارت امور داخله باید یک برنامه آموزش ابتدایی و رهنمودی را همراه با مجالس تمرین های فیزیکی برای کاندیدان منتخب در اکادمی پولیس برای مدت سه هفته دایر نماید.
- 11) UNDP will monitor the process of recruitment, the medical tests, the orientation sessions and the selection examinations.
 اداره یو ان دی پی از پروسه امتحان، استخدام، آزمایش های صحتی و صنف های آموزشی نظارت خواهد نمود.
- 12) Necessary documentations such as Application Form of the MoIA, Letter of Guarantor, Sponsor Letter, Commitment Letter, Education Attestation Letter, National ID card,

Guarantor's Tazkira and other related documents should be properly collected, and authenticity confirmed by the MOIA.

اسناد لازم چون فورمه درخواست وزارت امور داخله، تضمین نامه، تعهد نامه، مکتوب تاییدی تحصیل، تذکره کاندید، تذکره شخص تضمین کننده و دیگر اسناد مربوط باید به شکل درست جمع آوری گردیده و توسط وزارت امور داخله تصدیق و تایید گردند.

Annex II:

List of outreach materials:

No	Item Description	QTY
1	Notebook	6000
2	Pen	10000
3	Paper file	6000
4	Scarf	6000
5	Cup	5000
6	Sticker Poster	5000
7	Billboard	26

Annex III:

Messages of campaign team to the public:

- The messages should be tailored to address the recruitment issues and they should be attractive.
- The messages should highlight the recruitment information and empowering messages.
- The messages should highlight the qualifications needed to be a Non- Commissioned Officer (NCOs)
- The messages should highlight both the importance of the presence of women within the police and aspects of social stigma attached to women working as police officers.
- Campaign teams should be well aware of the potential problems and craft messages/responses in the event that participants raise questions.
- The campaign teams should clearly state to the public that females who are residents of the province, should be deployed in same province in consideration of the list of provinces where vacant positions are available.

Target Audience:

Primary Audience:

- High school-graduated female students between the ages of 18-30
- Female institute and university students between the ages of 18-30 from the target provinces
- Women and girls from CSOs/NGOs, women and human rights advocates

Secondary Audience:

- The public with a focus on adults in the target provinces
- Religious leaders and community elders in the target provinces
- Male family members of the targeted crowd
- School teachers, principals, and university teachers

Annex IV:

List of the provinces where campaigns should be conducted. The ranks will be 2nd Lieutenant and Sergeant.

No.	Province	Number of vacant positions
1	Nangarhar PPHQ	50
2	Kunar PPHQ	30
3	Laghman PPHQ	30
4	Parwan PPHQ	25
5	Kapisa PPHQ	25
6	Panjsher PPHQ	30
7	Nooristan PPHQ	30
8	Paktia PPHQ	40
9	Paktika PPHQ	20
10	Khost PPHQ	30
11	Logar PPHQ	30
12	Wardak PPHQ	15
13	Kandahar PPHQ	50
14	Uruzgan PPHQ	30
15	Zabul PPHQ	30
16	Helmand PPHQ	50
17	Nimroz PPHQ	30
18	Farah PPHQ	30
19	Badghis PPHQ	30
20	Ghor PPHQ	30
21	Faryab PPHQ	15
22	Samangan PPHQ	25
23	Sare Pul PPHQ	20
24	Kunduz PPHQ	25
25	Takhar PPHQ	25
26	Baghlan PPHQ	25
	Total	770

Annex 3: Proposal Submission Form

To: Head of SCMO, UNDP Afghanistan

Dear Sir/Madam:

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

We hereby declare that:

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

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

We agree to abide by this Proposal for *90 days*.

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

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

We remain,

Yours sincerely,

Authorized Signature *[In full and initials]*: _____

Name and Title of Signatory: _____

Name of Firm: _____

Contact Details: _____

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

Annex 4

Forms for Submitting Service Provider's Proposal

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following Total 40 points

- a) Statement of Satisfactory Performance from the Top 2 (two) Clients within the past 03 (Three) years – 15 Points*
- b) one similar assignment (Contract) in terms of complexity and nature one contracts in the last 3 years – 15 Points*
- c) Have minimum 5 years of experience general experience for the company. -10 Points*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work. – 40 points

C. Qualifications of Key Personnel

The Service Provider must provide:

- a) Names and qualifications of the following key personnel*
 - 1. Team Leader / Project Manager – 5 points*
 - 2. Public Outreach/Advocacy and Communication Specialist – 5 points*
 - 3. M & E and Reporting Specialist – 5 points*
 - 4. Gender Officer (female) – 5 points*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

Annex 5

Financial Proposal Template

D. Cost Breakdown per Deliverable*

No.	Deliverables <i>[list them as referred to in the RFP]</i>	Duration	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Inception report which details the proposed methodology and the implementation plan	Within one week from the date of contract-December 1-7, 2020	10% of contract value	
2	Successful campaigns in 26 provinces as per requirement of MoIA (Annex IV) using the criteria for selection of the candidates.	One month- December 8, 2020-January 7, 2021	40% of contract value	
3	List of eligible per criteria candidates of minimum 700	Within one week after completion of the campaigns-January 8-14, 2021	20% of contract value	
4	Final report and high quality, innovative, interactive audio/visual presentation, including lessons learned	Within last week of the assignment- January 15-21, 2021	30%	
	Total		100%	

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

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

Description of Activity				Total Rate
I. Personnel Services				
1.Team Leader / Project Manager				
2.Public Outreach/Advocacy and Communication Specialist				
3.M & E and Reporting Specialist				
4.Gender Officer (female)				
II. Out of Pocket Expenses				
5. Transportation Cost				
6. Communications				
7. Office Rent				
8. Others				
III. Other Related Costs				