



REQUEST FOR PROPOSAL (RFP)
Ref. UNDP/AFG/RFP/2021/ 0000008441

(Services)

United Nations Development Programme (UNDP)	DATE: February 3, 2021
	REFERENCE: UNDP/AFG/RFP/2021/ 0000008441 Functional Training for the Afghanistan Anti-Corruption Justice Centre (ACJC)

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 3a - Form for Submitting Service Provider's Technical Proposal
- Annex 3b – Form for Submitting Financial Proposal
- Annex 4 – Proposal Submission Form
- E-tendering Instructions Manual for Bidders
- FAQ for Bidders

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

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

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total

offer, without any change in the unit price or other terms and conditions.

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

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

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

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

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

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

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

http://www.un.org/depts/ptd/pdf/conduct_english.pdf

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

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/ 0000008441 Functional Training for the Afghanistan Anti-Corruption Justice Centre (ACJC)

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

Sincerely yours,

Shadi Hussein
Head Of SCMO



February 3, 2021

Annex 1- Description of Requirements

Context of the Requirement	Please refer to Terms of Reference Annex-2
Implementing Partner of UNDP	Anti-Corruption Justice Centre (ACJC)
Brief Description of the Required Services	Functional Training for the Afghanistan Anti-Corruption Justice Centre (ACJC)
List and Description of Expected Outputs to be Delivered	Please refer to Terms of Reference Annex-2
Person to Supervise the Work/Performance of the Service Provider	Please refer to Terms of Reference Annex-2
Frequency of Reporting	Please refer to Terms of Reference Annex-2
Progress Reporting Requirements	Please refer to Terms of Reference Annex-2
Location of work	Kabul, Afghanistan
Expected duration of work	7 months.
Target start date	01 March 2021
Latest completion date	30 Sep 2021 (subject to change, decision shall be taken during contract execution)
Travels Expected	Please refer to Terms of Reference Annex-2
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 Annex-2
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required

Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	Please refer to Terms of Reference Annex-2
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP ACTION Project – Project Manager
Type of Contract to be Signed	<input checked="" type="checkbox"/> PO/Contract shall be issued
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal. <input checked="" type="checkbox"/> Minimum passing score for Technical Proposal – 70% (70 out of 100 points)
Criteria for the Assessment of Proposal	<input checked="" type="checkbox"/> Combined Scoring Method, using the 70% and 30% distribution for technical and financial proposals respectively, where the minimum passing score of technical proposal is 70% out of 100 points Technical Proposal (100%) <input checked="" type="checkbox"/> Qualifications / Expertise of the Firm (Service provider - 30% (Bidder shall refer to Annex 2, Section A for details) <input checked="" type="checkbox"/> Proposed Methodology/Technical proposal (20%) for the completion of Services, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (Bidder shall refer to Annex 2, Section B for details)

	<p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel - 50% (Bidder shall refer to Annex 2, Section C for details and Terms of Reference, Section F for qualification requirements of each expert indicated below.</p> <ul style="list-style-type: none"> • Experience relevant to the assignment (20 points) • General Qualification (20 points) • Knowledge of the region, Afghanistan (10 points) <p>Financial Evaluation (30%): The following formula will be used to evaluate financial proposal: $p = y (\mu/z)$, where p = points for the financial proposal being evaluated y = maximum number of points for the financial proposal μ = price of the lowest priced proposal z = price of the proposal being evaluated</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions	<p><input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
Annexes to this RFP	<p><input checked="" type="checkbox"/> Detailed TOR (Annex 2)</p> <p><input checked="" type="checkbox"/> Form for Submitting Service Provider's Proposal (Annex 3)</p> <p><input checked="" type="checkbox"/> Proposal Submission Form (Annex 4)</p>
Contact Person for Inquiries (Written inquiries only)	<p>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. Note: The Subject Line of email should be RFP Judicial Retreat Program for the Afghanistan Anti-Corruption Justice Centre (ACJC) The clarifications should be asked at least 5 days earlier to the below email address. Email: procurement.af@undp.org</p>
Required Documents that must be Submitted to Establish Qualification of Proposers (In "Certified True Copy" form only)	<p><input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages,</p> <p><input checked="" type="checkbox"/> Technical and Financial Proposal (Work Methodology, implementation plan, proposed team structure) according to TOR (Annex 2)</p> <p><input checked="" type="checkbox"/> Signed form for Submitting Service Provider's Proposal (Annex 3)</p> <p><input checked="" type="checkbox"/> Signed Proposal Submission Form (Annex 4)</p> <p><input checked="" type="checkbox"/> Have minimum five years' experience in the provision of similar services/contracts (The bidder profile should be shared including demonstrated experience in delivering Judicial Retreat (complex corruption</p>

	<p>and financial crimes) Program within a criminal justice setting over the past five years. At least 2 similar contracts in delivering Judicial Retreat (complex corruption and financial crimes) with value 50,000 USD or above. Please provide list of the similar services/experience.</p> <p><input checked="" type="checkbox"/> The Proposer should have developed/completed at least <u>two similar assignments (Contracts)</u> in terms of complexity and nature in the last 5 <u>years</u> and should have the experience of working with the government of Afghanistan. Copy of the contracts shall be submitted.</p> <p><input checked="" type="checkbox"/> Valid Certificate of Registration of the business from Related government authority.</p> <p><input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top 2 (two) Clients within the past 05 (five) years.</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"/> 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	procurement.af@undp.org
Conditions and Procedures for electronic submission and opening, if allowed	<p>Online Bidding E-tendering Module.</p> <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"/> 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 should be submitted separately from the Financial Proposal and must not contain any pricing information whatsoever on the services offered.</p> <p><input checked="" type="checkbox"/> Financial Proposal Password: Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP if the proposal is deemed technically qualified. Proposers will have 48 hours to respond to the request for password from UNDP. Proposers are advised to note their passwords in a secure place. Should UNDP be unable to open the file due to forgotten password(s), the Proposal shall be rejected.</p> <p>The bids submitted by email/post mail/hand shall not be accepted. While entering financial proposal in the e-tendering system, always mention your price as USD 1. Please do not mention the value of your financial proposal in e-tendering system. It should only be mentioned in the password protected file/attachment of financial submission form. The proposal of those organizations who would reveal their financial proposal value in the e-tendering system will be considered as disqualified.</p>

Joint Venture, Consortium or Association	<ul style="list-style-type: none"> a. If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture. 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.
Pre-Proposal meeting	h. Not Applicable

Annex 2 – Detailed Terms of Reference

Terms of Reference:

Functional training services (English language, Financial Management and computer skills Training) for the Afghanistan Anti-Corruption Justice Centre (ACJC)

UNDP Global Mission Statement:

UNDP is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. UNDP is on the ground in 166 countries, working with national counterparts on their own solutions to global and national development challenges.

UNDP Afghanistan Mission Statement:

UNDP supports stabilization, State-building, governance and development priorities in Afghanistan. UNDP support, in partnership with the Government of the Islamic Republic of Afghanistan (GIROA), the United Nations system, the donor community and other development stakeholders, has contributed to institutional development efforts leading to positive impact on the lives of Afghan citizens. Over the years UNDP support has spanned such milestone efforts as the adoption of the Constitution; Presidential, Parliamentary and Provincial Council elections; institutional development through capacity-building to the legislative, the judicial and executive arms of the State, Ministries, Government agencies and commissions at the national and sub-national levels. UNDP has played a role in the management of the Law and Order Trust Fund for Afghanistan (LOTFA), which supports the Government in developing and maintaining the national police force and in efforts to stabilize the internal security environment. Major demobilization, disarmament and rehabilitation and area-based livelihoods and reconstruction programmes have taken place nationwide. UNDP Programmes in Afghanistan have benefited from the very active support of donors. UNDP Afghanistan is committed to the highest standards of transparency and accountability and works in close coordination with the United Nations Assistance Mission in Afghanistan (UNAMA) and the UN system to maximize the impact of its development efforts on the ground.

Organizational context:

UNDP Afghanistan's Governance for Peace (G4P) Programme Unit supports the Afghan Government in implementing its strategies for Governance, Rule of Law, developing its institutional capacity and providing services to the Afghan population. This includes supporting the implementation of the Afghanistan National Strategy for Combatting Corruption.

Following the successful implementation of the Project Initiation Plan (PIP) for Anti-Corruption "Development Plan for a Nation-Wide Anti-Corruption Project", implemented from January 2018

to June 2019, UNDP is now managing and delivering the Anti-Corruption, Transparency and Integrity Openness National (ACTION) Project. The ACTION project contributes directly to the targets of the broader Governance, Rule of Law and Human Security portfolio and works in close coordination with other projects in this pillar and other development actors.

ACTION programmatic engagement includes technical support to the Anti-Corruption Justice Centre (ACJC). The ACJC has been established by Presidential Decree No. 53, dated 30 June 2016 in order to enhance the fight against major corruption crimes through achieving a more efficient way to expedite, integrate and co-ordinate detection, investigation, prosecution and implementation of court decisions. The jurisdiction of the ACJC is focused on the most serious crimes of corruption either by the amount involved or by the rank of the state official alleged offender.

The ACJC is a joint centre which includes:

1. Major Crimes Taskforce – Reports to Ministry of Interior
2. General Prosecution Directorate – Reporting to Attorney General’s Office
3. Primary and Appeal Courts – Assigned by the Supreme Court
4. Executive Directorate – Reports to the Attorney General’s Office

The ACTION Project overall objectives are:

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

The ACTION Project includes the following output:

“The Anti-Corruption Justice Centre has Improved Technical and Operational Capacities to Effectively Adjudicate Corruption Cases”

By the end of the project period, police, prosecutors and judges co-located at the Anti-Corruption Justice Centre (ACJC) will receive measurable improvements to their technical capacities and ability to investigate violations. ACJC administrative and management staff will be better able to provide core office functions and the organization will have a dedicated and sustainable training unit to support further internal improvements. In addition, by the end of this project, critical equipment and logistics gaps will have been filled, in support of sustainable long-term ACJC operations.

Between July 2019 and October 2019, a strategic need assessment of the ACJC was conducted to assist in increasing the capacity to investigate, prosecute, adjudicate and administrate cases under the jurisdiction of the ACJC. The need assessment identified criminal justice needs; administrative and logistics needs; security and infrastructure needs; communication needs; and policy and legislative needs. Included within the criminal justice related needs, the assessment identified the need to develop investigative-interview capacities and capabilities.

Organizational context of the position:

Under the overall supervision of the Chief, Governance for Peace (G4P) Unit, under the direct supervision of the Project Manager for ACTION and in close collaboration with the Programme Management Specialist on Anti-Corruption, the implementing partner will be responsible for developing and delivering a training package relating to the delivery of IT-basic computer skills, English language and financial management training.

II. OBJECTIVES AND SCOPE OF ASSIGNMENT

Under this activity, support will be provided to the Administration, Finance, Record Keeping and Database Section departments of the ACJC.

Trainings will include:

1. English Language training and Presentation skills; (over a period of six months- 2 hours per 2 days a week, inside the ACJC);
2. Enhanced IT skills; (two modules of five days each);
3. Finance and asset management; (two modules of five days each);
4. Reporting and auditing; (two modules of five days each);
5. Gender (one module for five days).

These trainings will be ideally delivered jointly with the AGO Training Department to ensure greater sustainability.

When required and/or relevant, these trainings may be extended to the prosecutors and judges (e.g. ICT, gender, English).

UNDP requires the services of a local firm/training provider to deliver the above trainings.

The potential implementing partner should propose the detailed content of the course relevant and adapted to ACJC's requirement.

The selected firm will be responsible for providing training venues (in a hotel which is secured from UN point of view), for 7 modules mentioned above. Logistics (lunch, refreshment & stationary should be provided during each module for 15 participants). (lunch should include: soup, Salad, rice, main course, vegetable, and dessert)

(Refreshment/coffee breaks will be providing two times per day; two types cookies, tea, coffee and sweets.)

III. TASKS

UNDP requires the services of a local firm/training provider will do the following tasks:

- Talk to the relevant staff within ACJC to find out the gaps and requirements before designing the content of the above trainings;
- Design the content (English, Dari and Pashto) at least two weeks in advance with UNDP for quality assurance. The content should be adapted to the requirement of ACJC. The firm should develop the content of the training which will help ACJC to do their job effectively;
- Deliver the training. CVs of each of the trainers should be included as part of the bid;
- Develop pre and post questionnaire to show the gain in knowledge for each of the participants.
- Prepare training delivery report, which will include all the materials used for the training, pre and post questionnaire, agenda, names of the training participants and recommendation for future activities.

Training content (Mandatory)

All courses will be delivered in English and Dari/Pashto. Each foundation course will be delivered to 20 staff of the Anti-Corruption Justice Centre (ACJC).

Training Delivery:

The potential implementing partner should propose the number of students per course.

The English Language Training will take place within the ACJC and the rest training will be the ownership of the contractor providing training venues (in a hotel which is secured from UN point of view),

Course delivery should include a "pre-read" information pack outlining course content.

IV. DELIVERABLES & METHODOLOGY

Below outlines the deliverables for this assignment. The UNDP implementing partner will engage regularly with the anti-corruption project management team to discuss progress made and to suggest and agree on any adjustments that may be required in the scope and/or approach.

Deliverable 1: Compilation of inception report and time-bound work-plan. 10%

Delivery-partner to submit a detailed inception report including: delivery modalities, course content, evidence-based methodology in respect of selection of participants for train-the-trainer, methodology for monitoring and evaluating the effectiveness of training, and timeline for delivery course and all activity to be completed during March to Sep 2021

Deliverable 2: Training delivery report for IT Skills (20%)

The service provider will work with ACJC, develop training materials on basic and advanced IT skills relevant to the trainees and deliver those trainings to at least 20 ACJC staff. All the training materials will be in English, Dari and Pashto and will be shared with UNDP before the end of the assignment.

Deliverable 3: Training delivery report for finance and asset management (20%)

The service provider will work with ACJC, develop training materials on finance and asset management relevant to the trainees to discharge their day to day functions effectively and deliver those trainings to at least. All the training materials will be in English, Dari and Pashto and will be shared with UNDP before the end of the assignment.

Deliverable 4: Training delivery report for reporting and auditing (20%)

The service provider will work with ACJC, develop training materials on reporting (finance and other reporting) and auditing relevant to the trainees to discharge their day to day functions effectively and deliver those trainings to at least 10 participants. All the training materials will be in English, Dari and Pashto and will be shared with UNDP before the end of the assignment.

Deliver 5: Training delivery report for English and Gender (10%)

The service provider will work with ACJC, develop training on English language (basic and advanced separately) for 2 hours for two days a week for Seven months to at least 15 participants for each course.

The service provider will develop training materials on gender and gender mainstreaming and deliver those trainings to at least 10 participants. All the training materials will be in English, Dari and Pashto and will be shared with UNDP before the end of the assignment.

Deliver 6: End of assignment report (20 %)

Submission of comprehensive post-delivery report, including evidence of capacity development and recommendations for future activity.

WORKING ARRANGEMENTS

Expected duration of the assignment

- The inception report should be submitted within 28 days of the award of the contract.
- The trainings will be delivered during March to September 2021

Duty Station

All training delivery will take place in Kabul, Afghanistan and the training location will be determined by UNDP.

Facilities to be provided by UNDP

UNDP ACTION project will identify and introduce participants to the training and will directly monitor and observe the selected bidder while training delivery.

QUALIFICATIONS OF SUCCESSFUL BIDDER

- The bidders should have developed and implement minimum 2 similar assignments, in the past three years.
- The bidders experience on a similar project conducted with UNDP will be an added value.
- General Organizational capacity which is likely to affect implementation (number of available consultants, experience within Afghan government institutions and controlling mechanism)

G. Key personnel qualifications

The firm should propose an appropriate team (minimum 5 trainers) composition/size for carrying out the tasks as required within the given timeframe (7 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.
- c) All trainers to have a proven track record of delivering computer skills, Financial management and English language training within the context of the country
- d) All trainers to have a minimum of 10 years' experience in FM training, English language training and IT-computer skills training
- e) All trainers to have recognized training qualifications.
- f) Trainers must have master's degree on the related subject.
- g) All trainers to have a proven track record of delivering relevant training within challenging, fragile and post-conflict environments.

The following are the detailed requirements of the key personnel 3 Trainers minimum for this assignment.:

No.	Key Personnel	Minimum Educational Qualifications and Experience
1.	Trainers	<p>Qualifications:</p> <ul style="list-style-type: none"> Advanced university degree (master's degree is required and PhD is preferred) in law, criminology, economics, finance, development, international relations or a related area is required. A first-level university degree or equivalent academic education, professional training with certification from a recognized international/national legal, police, customs or other staff training institution, with specialization in criminal justice, crime prevention, criminal investigation, law enforcement, in combination with two additional years of relevant professional experience may be accepted in lieu of the advanced university degree. Certification or other qualification in training design and delivery is an advantage. <p>Required experience:</p> <ul style="list-style-type: none"> A minimum of seven years of relevant, progressively responsible professional experience as a judge or senior prosecutor with conduct of financial crime cases is required. At least one of the consultants selected for this assignment must be from a civil law jurisdiction. Experience in the investigation, prosecution and/or adjudication of serious and complex financial crimes, including corruption, bribery and money laundering, is required. Experience in development, management and delivery of

No.	Key Personnel	Minimum Educational Qualifications and Experience
		<p>financial crime technical assistance and providing advice at operational and policy levels is required.</p> <ul style="list-style-type: none"> • Experience in training/advising prosecutors, judges and/or other officials in matters relating to serious and complex financial crimes, including corruption, bribery and money laundering, is highly desirable. • Experience with working in developing countries is highly desirable. • Experience of working in Afghanistan is highly desirable

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.

Language:

- Excellent written and verbal Dari/Pashto skills is required
- Excellent written and verbal English skills is a necessary requirement.

Annex 3 FORM FOR SUBMITTING SERVICE PROVIDER'S TECHNICAL PROPOSAL

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

A. Preliminary requirement

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

B. Qualifications of the Service Provider- 30 Points

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

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

Scoring shall be conducted based on the following:

- a) *Reputation of Organization and Staff: Credibility, Accreditations, Financial Stability, Project management controls. 10 points*
- b) *Specialised Knowledge: Number of similar contracts presented (higher than the required minimum of 2) for the assignment with similar nature and complexity. 10 Points*
- c) *Age/Size of Firm: Number of years of firms' experience (higher than the required minimum of 5) as company in assignment with similar nature and complexity -5 Points*
- d) *Statement of Satisfactory Performance from the Top 2 (two) Clients within the past 05 (five) Years – 5 Points*

C. Proposed Methodology/Technical proposal for the Completion of Services-20 Points

Technical Approach & Methodology **(20 marks)** – This explains the understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. The Applicant should also explain the methodologies proposed to adopt and highlight the compatibility of those methodologies with the proposed approach.

D. **Qualification and Experience of Key Personnel (50 points) [evaluation of CVs]**

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

- **Experience relevant to the assignment (20 points).**
- **General Qualification (20 points)**
- **knowledge of the region, Afghanistan (10 Points)**

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

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

1. Cost Breakdown per Deliverable*

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

	Deliverables [list them as referred to in the RFP]	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Deliverable 1	10%	
2	Deliverable 2	20%	
3	Deliverable 3	20%	
4	Deliverable 4	20%	
5	Deliverable 5	10 %	
6	Deliverable 6	20%	
	Total	100%	

2. Cost Breakdown by Cost Component

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

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

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
a. Trainer 1				
b. Trainer 2				
c. Trainer 3				
d. Other (please specify)				
II. Out of Pocket Expenses (if applicable)				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Lunch/Refreshments for participants				

7. Others (please specify)				
III. Other Related Costs				

[Name and Signature of the Service Provider’s Authorized Person]
[Designation] *[Date]*

Annex 4: Proposal Submission Form

To: Head of SCMO, UNDP Afghanistan

Dear Sir/Madam:

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

We hereby declare that:

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

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

We agree to abide by this Proposal for *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]