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# REQUEST FOR PROPOSAL

## Provision of Perception Survey for Independent Election Commission (IEC) and Independent Election Complaints Commission (IECC)

**RFP Ref. No** - UNDP/AFG/RFP/2021/ 0000008821

Project: UN Electoral Support Project (UNESP)

Country: Afghanistan

Issued on: 22 March 2021

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## Section 1. Letter of Invitation

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**Subject: Provision of Perception Survey for Independent Election Commission (IEC) and Independent Election Complain Commission (IECC)**

**RFP No.** UNDP/AFG/RFP/2021/ 0000008821

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)

Please acknowledge receipt of this RFP by sending an email to [procurement.af@undp.org](mailto:procurement.af@undp.org), indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in e-Tendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Approved by:

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Title: Head of Supply Chain Management

Date: March 23, 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 meet the eligibility requirements as established by UNDP.</p>

4. Conflict of Interests	<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>	
5. General Considerations	<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>
6. Cost of Preparation of Proposal	<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 conduct or outcome of the procurement process.</p>
7. Language	<p>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.</p>
8. Documents	<p>8.1 The Proposal shall comprise of the following documents:</p>

<b>Comprising the Proposal</b>	<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>	<p>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.</p>
<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 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 Proposal/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> <ul style="list-style-type: none"> <li>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</li> </ul>



	<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 should clearly differentiate between:</p> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <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</p>

	be available within one firm.
<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 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</p>

	<p>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>
<b>C. SUBMISSION AND OPENING OF PROPOSALS</b>	
<b>22.Submission</b>	<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> </ul> </li> </ul>



Proposals	<p>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> <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</p>
25. Proposal Opening	<p>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.</p>
<b>D. EVALUATION OF PROPOSALS</b>	
26. Confidentiality	<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>
27. Evaluation of Proposals	<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>
28. Preliminary Examination	<p>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.</p>
29. Evaluation of Eligibility and Qualification	<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> </ol>

	<ul style="list-style-type: none"> <li>b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,</li> <li>c) 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> <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</p>

	<p>following:</p> <ul style="list-style-type: none"> <li>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</li> <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, Reparable 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 price shall be corrected;</li> <li>b) if there is an error in a total corresponding to the addition or subtraction</li> </ul>



	<p>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>	<p>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.</p>
<b>44. Payment Provisions</b>	<p>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.</p>
<b>45. Vendor Protest</b>	<p>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></p>
<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	<p>Will be Conducted</p> <p>Due to Covid-19 pandemic, a face to face pre-proposal conference will not be conducted but your questions will be answered through a ZOOM virtual meeting 7 days before the submission of the proposal deadline.</p> <p>Following is the detail for the meeting:</p> <p>Topic: Pre- Proposal Meeting, Public Perception Survey</p> <p>Time: Mar 31, 2021 01:30 PM Kabul</p> <p>Join Zoom Meeting</p> <p><a href="https://undp.zoom.us/j/84599427717">https://undp.zoom.us/j/84599427717</a></p> <p>Meeting ID: 845 9942 7717</p>
5	10	Proposal Validity Period	90 days
6	14	Proposal/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	<p>United States Dollar (USD)</p> <p>For evaluation purposes proposals prices expressed in different currencies shall be converted in: [US Dollars]</p> <p>The source of exchange rate shall be: [ UN Exchange Rate]</p> <p>The date for the exchange rate shall be [UN Exchange rate for the month of proposal submission closing date]</p>
11	31	Deadline for submitting requests for clarifications/ questions	<p>7 days before the submission deadline with following information:</p> <ul style="list-style-type: none"> <li>- Referencing the tender document-section where the firm has question</li> <li>- Company Name and focal point</li> </ul> <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 Person in UNDP:</p> <p>Address: United Nations Development Programme, UNDP Country Office, UNOCA Complex, Jalalabad Road, Kabul, Afghanistan</p> <p>E-mail address dedicated for this purpose:  <a href="mailto:procurement.af@undp.org">procurement.af@undp.org</a></p> <p><b>Note:</b> The Subject Line of email should be: <i>Request for clarification for UNDP/AFG/RFP/2021/ 0000008821 – RFP for Perception Survey for IEC and IECC</i></p>
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	<p>Uploading in the E-tendering system.</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>
14	23	Deadline for Submission	<p>Date and Time: As specified in the E-Tendering system (note that time zone indicated in the system is New York Time zone).</p> <p><b><u>PLEASE NOTE: -</u></b></p> <ol style="list-style-type: none"> <li>1. Date and time visible on the main screen of event (on 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</li> </ol>

			<p>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 in the system.</p> <p>2. 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>E-Tendering System</p> <p>Your proposal, comprising of requested documents, should be submitted thorough the UNDP ATLAS E-tendering system.</p> <p>The step by step instruction to be followed for bid submission thorough the UNDP ATLAS E-tendering system is available in the instruction manual for the bidders, attached with this RFP.</p> <p>The solicitation documents and the manual is also posted in following websites:</p> <p><a href="http://procurement-notice-undp.org">http://procurement-notice-undp.org</a></p>
16	22	Proposal Submission Address	<p>Shall be submitted through e-Tendering System:</p> <p><a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a></p> <p><b><u>Business Unit: AFG10 and Event ID 0000008821</u></b></p>
17	22	Electronic submission (eTendering) requirements	<p>Official Address for e-submission:</p> <p><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>▪ Format: PDF, Excel, Word</li> <li>▪ The Technical Proposal should be submitted separately from the Financial Proposal and must not contain any pricing information whatsoever on the services offered.</li> <li>▪ Max. File Size per transmission: 10 MB</li> <li>▪ Financial Proposal Password:</li> </ul> <p>Password for financial proposal <b><u>must not</u></b> 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.</p> <ul style="list-style-type: none"> <li>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.</li> </ul>
18	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%.</p>
19		Expected date for commencement of Contract	June 2021
20		Maximum expected duration of contract	For the period of four months after award of the contract.
21	35	UNDP will award the contract to:	One Proposer
22	39	Type of Contract	<p>Contract for Goods and/or Services to UNDP</p> <p><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></p> <p>Lump sum contract with the following payment conditions:</p> <ul style="list-style-type: none"> <li>-20 % of the payment after the completion of the Milestone 1, upon clearance by the UNDP/UNESP.</li> <li>-20% of the payment after the completion of Milestone 2 upon clearance by the UNDP/UNESP.</li> <li>-30% of the payment upon the completion of the Milestone 3, upon clearance by the UNDP/UNESP.</li> <li>-30 % of the payment after the completion of the Milestone 4 upon clearance by the UNDP/UNESPC.</li> </ul>
23	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>
24		Other Information Related to the RFP	<i>The bids submitted by email/post-mail/hand shall not be accepted while entering the financial proposal in the e-tendering system, always mention your price as USD 1. Please don't mention the value of your financial proposal in the e-tendering system. It should be mentioned the password protected file/attachment of the financial submission from (form F and G). The proposal value in the e-tendering system will be considered as disqualification.</i>
25		Post qualification Actions	<p>Inquiry and reference checking with other previous clients on the quality of performance on on-going or previous contracts completed;</p> <p>Physical inspection of the bidder's plant, factory, branches or other places where business transpires, with or without notice to the bidder;</p>

## 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:

- Proposal submission form –If offeror does not submit, they will be disqualified.
- All returnable Forms (Signed Proposal Submission forms, Form A to Form G)
- Certificate of valid Registration of the business, along with previous registration document which dates to 5 years or older.
- Technical and Financial Proposals submitted separately with Financial Proposal being password protected pdf file.
- Proposal/Bid Validity for minimum 120 days from the bid submission deadline
- CVs of Key Personnel.

### Minimum Eligibility and Qualification Criteria.

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 in field of research	Form B: Bidder Information Form
<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	Form A: Technical Proposal Submission Form

	legal action against the vendor that could impair its operations in the foreseeable future.	
<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 3 years.	Form D: Qualification Form
<b>Previous Experience and Financial Standing</b>	-Minimum 5 years of experience in organizing and managing research and analysis assignments. For further details on assignment, please refer to section 5. ToR -The firm should have a Minimum of 400,000 USD average annual turnover within last three years	Form D: Qualification Form
	The firm should have experience in conducting and delivering at-least 3 research and analysis assignments of similar nature and complexity with UN agencies or International donors during the last 5 years with value of each contract US \$ 300,000.	Form D: Qualification Form
<b>Sample of previous work</b>	Please provide a copy of your company's previous work including past contracts, POs as part of your technical proposal.	Form D: Qualification Form
<b>Key Personnel CVs</b>	CVs of the following Key Personnel are required to be submitted within the technical proposal: <ul style="list-style-type: none"> <li>• Project Manager – 1 CV Required</li> <li>• Project Coordinator – 1 CV Required</li> <li>• Data and Research Analyst - 1 CV Required</li> <li>• Gender 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	400
2.	Proposed Methodology, Approach and Implementation Plan	300
3.	Management Structure and Key Personnel	300
	<b>Total</b>	<b>1000</b>

<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.



<b>Section 1. Bidder's qualification, capacity and experience</b>		<b>Points obtainable</b>
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	50
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	100
1.3	Extent to which the company has in-house capacity/capability (Company to have complete in-house capabilities)	50
1.4	Relevance of: <ul style="list-style-type: none"> <li>- Demonstrable experience in conducting both quantitative and qualitative surveys, stakeholder/beneficiary perception surveys including: experience in engaging with local community members, using participatory and consultative approaches.</li> </ul>	100
	<ul style="list-style-type: none"> <li>- Experience in engaging with government institutions and use of tact and sensitivity when handling sensitive information.</li> </ul>	25
	<ul style="list-style-type: none"> <li>- Past experience of conducting research and surveys in the areas of democracy and governance</li> <li>- Past performance i.e. has company worked with UN or other international organization for provision of same type of service</li> </ul>	50
	<ul style="list-style-type: none"> <li>- Specialized experience in provision of research and analysis assignments in Afghanistan</li> </ul>	25
<b>Total Section 1</b>		<b>400</b>

<b>Section 2. Proposed Methodology, Approach and Implementation Plan</b>		<b>Points obtainable</b>
2.1	Understanding of the requirement: Has the company understood the scope of the project and described the project management approach	20
2.2	Description of the Offeror's approach and methodology or meeting or exceeding the requirements of the Terms of Reference	150
2.3	Description of available performance monitoring, evaluation mechanisms, reporting mechanism and tools; how they shall be adopted and used for a specific requirement	30
2.4	Assessment of the implementation plan including whether the activities are properly sequenced and if these are logical and realistic	40
2.5	Is quality assurance procedures/mechanism, equipment, and risk analysis adequately addressed in their proposal?	50
2.6	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.)	10
<b>Total Section 2</b>		<b>300</b>

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	General Management Structure and Staffing, organogram		20
3.2	Qualifications of key personnel proposed		
3.2 a	Project Manager: <i>minimum 1 CV required</i>		90
	- General Qualification:	20	
	- Specific Experience relevant to the assignment	60	
	- Language Qualifications	10	
3.2 b	Project coordinator: <i>minimum 1 CV required</i>		70
	- General Qualification:	20	
	- Specific Experience relevant to the assignment	40	
	- Language Qualifications	10	
3.2 c	Data and research analyst: <i>minimum 1 CV required</i>		60
	- Academic Qualifications	10	
	- Specific Experience relevant to the assignment	40	
	- Language Qualifications	10	
3.2 d	Gender expert: <i>minimum 1 CV required</i>		60
	- Academic Qualifications	10	
	- Specific Experience relevant to the assignment	40	
	- Language Qualifications	10	
Total Section 3			300

**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).

## Section 5. Terms of Reference

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### 1. PROJECT DESCRIPTION

The United Nations Electoral Support Project (UNESP) is the international community's programming vehicle to support the 2018 to 2021 elections in Afghanistan. The Project has two overall objectives: 1) to build the capacity of the Afghan electoral institutions (the Independent Elections Commission [IEC] and the Electoral Complaints Commission [ECC]) to implement elections in line with the national electoral legal framework and Afghanistan's international commitments; and 2) to allow a programming mechanism for the international community to partially finance the elections as per the request of the Government of Afghanistan. The project follows previous UN projects in support of the Afghan electoral process, most notably the Enhancing Legal and Electoral Capacity for Tomorrow (ELECT) projects, from 2006-2011 (ELECT I) and 2012-2015 (ELECT II), and the UNDP Project Initiation Plan that is in place since July 2015 – October 2017. The UNESP places the UN's electoral support to Afghanistan directly under the political and supervisory oversight of the UN Assistance Mission in Afghanistan (UNAMA) and reflects the growing sustainability of the Afghan electoral process, as evidenced by the Government of Afghanistan's financial commitment to both electoral institutions, and the provision of significant in-kind support to the implementation of elections.

Elections are an integral part of the global push towards a better tomorrow. Sustainable Development Goal 16: "Peace, Justice and Strong Institutions" offers specific guidelines to tackle imperative challenges such as building effective, accountable, and inclusive institutions; guaranteeing election integrity and trust; and ensuring responsive, inclusive, participatory, and representative decision-making at all levels. Therefore, UNESP will provide technical and operational support with international technical election Advisors, Specialists and Operational Advisors, to the Electoral Management Bodies (EMBs). The overall focus will be on providing a more cost efficient and effective project business model by using best technical and operational practices, encompassing UNDP's values of integrity, transparency, mutual respect, professionalism, accountability, and results orientation. UNESP will interact and support both EMBs and other stakeholders by way of offering the benefits of employment, education, enrichment, and empowerment to transfer responsibility of ownership to EMBs and Afghan institutions for the future sustainability of Afghan elections. In 2021, the project will support IEC and ECC in the implementation of:

- Administration of election events by the IEC.
- Credible electoral dispute resolution by the ECC.
- Capacity building for IEC and ECC.
- Public outreach (through IEC/ECC) to encourage engagement in the electoral process.
- polling centre specific voter list produced for upcoming election events; and
- IEC and ECC undertake relevant activities regarding electoral reform.

Mainstreaming of gender throughout the project is evident in output indicators related to women's participation, reflecting the importance that UNESP places on increasing the position of women in Afghan electoral and political processes. Assisting the EMBs to implement measures to increase public confidence in elections and democracy will be mainstreamed through the electoral assistance provided. Additional implementation details will come in another document explaining the capacity building plan and activities which will be developed in coordination with the EMBs. And confirmation will be sent to IEC concerning that the national contracts will be managed by the EMBs and covered through their national budgets.

## **2. BACKGROUND INFORMATION**

The Independent Election Commission (IEC) and the Electoral Complaints Commission (ECC) are mandated by law to conduct free, fair, and credible elections in Afghanistan. It is important and essential to understand the public perception on the electoral process and the electoral management bodies (EMB's) to gauge people's knowledge, understanding and expectation about their structures, activities, achievements, challenges, and gaps in their work while fulfilling their mandates. The survey will assist in the assessment of the public perception from the electoral events of 2019, including voter registration, candidate nomination, Presidential election, complaints adjudication and announcement of results.

### **Independent Election Commission**

The Independent Election Commission (IEC) of Afghanistan is the sole institution responsible for administering and supervising elections and referenda. According to the Election Law (amended on 12/02/2019), the Commission is responsible for administering and supervising the Presidential elections, Parliamentary (Wolesi Jirga) elections, Provincial Council elections, District Council elections, Village Council elections, Municipal Council elections, Mayoral elections and Referenda.

The Commission's general objective as a responsible, impartial and professional institution is to conduct free, fair and transparent elections; increase the level of national participation; promote the conduct of regular and standard elections; enhance the people's trust in elections as a national process and the electoral commissions as the national institutions for the management of elections.

The IEC has its presence in 34 provinces with well-established and functional field structure managed by a strong headquarters (HQ) operations team. However, the goal is to keep the organizational structure as well-defined and horizontal as possible to enable organizational effectiveness and sustainability in coordination with the public, media, political parties and coalitions, civil society organizations, key government ministries, the international community, and other relevant stakeholders.

According to the IEC Lessons Learned report on the 2019 Presidential election, relationship and understanding among the voters, stakeholders, and the electoral process in general need to be further strengthened. In addition, it was also identified that there are other issues on election operations, voter registration and gender mainstreaming such as issues related to coordination, difficulty of recruiting female Civic Educators (CEs) or female gender officers in provincial offices etc. It is equally essential to understand how people perceive the coordination, collaboration, and the role of each EMBs to ensure trust, transparency, and accountability during the electoral process.

In 2020, the IEC planned and launched regular consultation and coordination meetings with stakeholders and a nationwide civic education campaign, which included face-to-face communication. Important results were achieved through these activities and hence required planning specific activities by which the results would be assessed.

### **Electoral Complaints Commission**

ECC is established to enhance the transparency and credibility of the electoral process and election results by ensuring electoral justice. Based on the article 28 of the Electoral Law (amended on 12/02/2019), the mandate of the ECC is to address challenges and complaints arising from negligence, violation and identification of crimes related to elections. ECC has been and remains committed to fulfilling its legal mandate with full integrity and professionalism.

ECC has its presence in all 34 provinces. The Provincial Complaints Commissions (PECCs) are primarily responsible for registration and adjudication of electoral complaints in their respective provinces, whereas the Central ECC is mandated to address appeals against the decisions made by the PECCs. Based on ECC's internal

regulations and procedures, it has established a mechanism on how complaints and appeals are registered, investigated, adjudicated and decisions made. Technical teams of central and provincial ECC are primarily responsible for registration and investigation of complaints and appeals and Commissioners responsible for final adjudication and decision making. Therefore, having adequate capacity, technical knowledge and independence from political influence are imperative for free and fair investigation and adjudication of complaints and appeals. Equally important is the effective coordination between the provincial offices and the central office for timely settlement of disputes.

For stakeholders to exercise their electoral rights on Electoral Dispute Resolution (EDR), and also as recommended on the Lessons Learned report on the 2019 Presidential election, it is imperative that they are aware of their rights and responsibilities. It is equally important that stakeholders have a good understanding of the legal mandate of the ECC, EDR mechanism followed in Afghanistan and the system put in place by the ECC to enhance public access to the disputes resolution process. Therefore, it is important for the ECC to sensitize public about the EDR process and build their trust and confidence in the credibility and transparency of the electoral justice system, so they timely report electoral violation, crime, and negligence. Equally important is to establish a mechanism so that people have an easy access to the electoral justice system at central and provincial level.

During the 2019 Presidential election, to generate greater public awareness on EDR process and gain their trust, the ECC had engaged with electoral stakeholders in several ways, including by use of print, electronic and social media, and face-to-face consultations. In addition to regular complaints/ appeals registration, temporary staff were hired, trained, and deployed in Polling Centers to facilitate easy access to complaints registration on the Election Day.

### **3. PURPOSE**

With technical and critical operational support from UNESP, the EMBs conducted the 2019 Presidential election, including adjudication of all electoral complaints and appeals. Before entering the next phase of the electoral cycle for the Provincial Council, District Council, Municipality and Ghazni Wolesi Jirga elections, the IEC and ECC, with support from UNESP will conduct the Public Perception Survey. This Survey will measure the understanding of electoral stakeholders and voters on the electoral process and perception towards the EMBs with specific focus on the following areas:

- Usefulness and effectiveness of engaging in democratic processes by participating in elections.
- The ability/capacity of the IEC and ECC to effectively carry out their mandates.
- Accountability and trust of the electoral stakeholders on the IEC and ECC in delivering their mandates in conducting elections in a credible, participatory, and transparent manner and in ensuring an electoral justice.
- Effectiveness of public outreach and voter education campaigns conducted by the EMBs to inform and motivate civic participation in different phases of the electoral calendar.
- Effectiveness and understanding of voter registration among eligible and first-time voters.
- Women, youth, minorities and persons with special needs engagement and participation in the electoral process both as voters and candidates and their access to the electoral justice system.
- Stakeholders' participation and access to complaint/appeals registration and adjudication process and confidence in decisions made by the ECC.
- What the IEC and ECC should do better next time to meet expectations and obtain confidence of voters and stakeholders.

The proposed Survey will seek public's perception on EMB's that will guide in the strengthening of their respective strategies and approaches for the future elections and assess the level of public trust on the EMBs and the electoral process in general. Given the large investment in public awareness campaigns, the Survey will

also evaluate the effectiveness of these campaigns in generating greater awareness among stakeholders about elections, EDR and democratic processes.

#### **4. SPECIFIC OBJECTIVES**

The Survey is meant to identify perceptions in the following areas:

##### **Public trust and confidence on the electoral process and the EMBs in delivering their mandates.**

- Measure knowledge and understanding of the public on mandates and roles of the EMBs in the electoral process, elections, and in providing electoral justice.
- Measure public trust and confidence on the EMBs and commonly held misconceptions and/or biases about the IEC and ECC.
- Measure stakeholders' opinion on whether IEC and ECC's credibility on the election process has declined or increased.
- Measure the interest or lack of interest of voters to participate in the future electoral process.
- Provide recommendations that will contribute to strengthening public trust and confidence on the EMBs for conducting credible, transparent, and participatory future elections.

##### **Voter registration**

- Measure voters' accessibility and understanding of the voter registration process including the voter list display.

##### **Election operations**

- Understand stakeholder's perception about the functions and effectiveness of the provincial offices of the EMBs.
- Measure people's perception on accessibility, facilities, and transparency during polling.
- Measure people's perception about the use and significance of the Biometric Voters Verification (BVV) and other technologies during the electoral process.
- Seek stakeholders' opinion and assessment on counting, data entry and results announcement.
- Measure the reason why registered voters did or did not participate in the previous elections.
- Assess how prevalent are practices like "Vote-buying" or "Family Voting".
- Provide recommendations to increase accessibility, transparency, and credibility of the electoral process with focus on election operations, including the use of technology.

##### **Electoral disputes resolution and electoral justice**

- Assess public's accessibility for filing complaints/appeals during electoral phases and the existence of perceived 'barriers' amongst interested parties.
- Understand the level of public confidence and trust on investigation process and final decisions made by PECC/ Central ECC of a complaint/appeal with complainant/respondent, petitioner, and appellee.
- Measure the level of engagement of PECCs and Central ECC with key electoral stakeholders during the complaints /appeals registration and adjudication process to enhance transparency of decision making and share final decisions.
- Assess public's understanding of roles and functions of PECCs and Central ECC in complaints registration and adjudication process.

## **Gender and Social inclusion**

- Measure the perception of women and people with special needs on their accessibility, participation and facilities provided during the electoral process.
- Measure how conducive the environment was for women's electoral participation as voters and candidates considering the given social, religious, and cultural context and their illiteracy rate.
- Provide recommendations to enhance women's and marginalized groups meaningful participation in the future elections at policy, programmatic and operational level addressing factors causing impediments to their participation.

## **Public awareness, voter education and stakeholder engagement**

- Measure the level of understanding and awareness on what is required to participate in the electoral process, including EDR.
- Measure the effectiveness of the public outreach campaigns and communication products and means of communication to reach out to voters and other electoral stakeholders (i.e., face-to-face, radio, TV, front line SMS, call centre, digital and social media) and styles of messaging (i.e., simplification, unconventional, or more educational vs. informational).
- Assess stakeholders' engagement and participation in previous elections.
- Recommend strategic approaches for the IEC and ECC to conduct an effective voter and civic education campaigns and stakeholder engagement in different phases of the electoral cycle (electoral and non-electoral period).
- Provide key messages for each EMBs in public relations communication strategy based on the Survey findings.

## **5. TARGET GROUP**

The survey will be designed to obtain information based on the following demographics:

- Citizens age – 18 and over
- Gender of respondents
- Literacy level of respondents
- Urban or rural/remote area
- Employment status of respondents
- People with special needs

The stakeholders considered for Focus Group Discussions (FGDs) will be from the following groups:

- Media and civil society organizations
- Women and women rights organizations
- Youth groups/university students (between 18 and 25 years old)

The stakeholders considered for Key Informant Interviews (KIIs) will be from the following groups:

- Political parties
- National electoral experts
- CSOs /observer groups
- Media
- Influential figures who may or may not be associated with political parties

## **6. GEOGRAPHIC LOCATION**

The survey will cover 34 provinces. It will be conducted at mosques, colleges/universities, markets, villages, community, youth centers and other locations with a concentrated presence of any of the target groups.

## 7. SAMPLE

An appropriate sampling methodology will be designed to select respondents from the above specified locations and target groups.

The sample will be strictly probability based (random) and sample design will preferably endeavor the following:

- Approximate margin of error of +/- 2 %
- 95% confidence level

The survey will include a minimum sample of **5,700 adult voting age citizens**.

### **Factors taken into consideration while calculating the sample size:**

- At least 3 FGDs per province (10-15 persons in each FGD) x 34= 102 FGDs covering approximately 1,600 respondents.
- At least 3 KII per province; approximately 120 respondents to be covered.
- Approximately 4,000 respondents for questionnaire survey (phone, on-line and face-to-face)
- Respondents per province for the questionnaire survey, number of FGDs and KIIs will be determined taking into consideration size of the province, population per province, urban and rural inhabitants, and demographics (refer to annex 1 for size of the eligible population per province).

## 8. METHODOLOGY

Quantitative and qualitative methodologies will be used comprising several tools and techniques, including questionnaire survey (phone, on-line and offline), face-to-face interviews, FGDs and key informant interviews (KIIs).

The data collected will form the basic requirements for future decision making of the IEC and ECC, and will allow for UNESP, the IEC and ECC to the ability to collect, organize and interpret data to arrive at rational decisions regarding the efficiency and effectiveness of the organizations. Thus, data and data analysis are keys to successful decision making. The importance extends to advanced management techniques and concepts such as total quality management, benchmarking, staff appraisal systems, corporate planning, program budgeting and capital expenditure evaluations.

### **Focus Group Discussion**

At least three FGDs (one with women's group, one with youth and one with media and CSOs) comprising 10-15 participants in each group will be held in every province, and whenever possible will be audio recorded.

### **Key Informant Interview**

At least three key informant interviews (at least 1 female) will be conducted in each province. The respondents will be from the target group specified in the previous section (section 5, target group).

### **Questionnaire survey**



A nationwide questionnaire survey (phone, on-line and face-to-face) will be carried out covering approximately 4,000 sample size and a minimum of 50 questions will be asked to the respondents (refer to annex 2 for sample questions). The research process including sampling design/methodology, questionnaire development, sampling size and tools for data collection per province will be carried out by the selected research company in coordination with the Technical Working Work (TWG) established with representatives of the IEC, ECC and UNESP.

Appropriate coding scheme will be used based on question numbers, skips and filter instructions in the questionnaires. For example, it shall include codes for open-ended questions. All value labels shall replicate response choices as closely as possible according to the English questionnaire. All “Don’t know” responses shall be coded to end in a ‘8’, e.g. 8, 98; All “Refused” responses shall be coded to end in a ‘9’, e.g.: 9, 99, etc. survey instruments and questionnaire, FGD and KII questions;

### **Literature review**

The recommendations provided in the final report of the Survey will incorporate review of available literatures including UNESP, IEC and ECC reports on past elections, reports on the outcomes of lessons learned exercises and any existing literature on issues related to civil and electoral education and the effect on participation of minorities, women, persons with special needs as well as other secondary data as available .

### **Pilot survey**

The pilot survey will be conducted in three provinces and sample questionnaires and methodology will be revised based on the outcome of the pilot survey. The provinces to be selected for the pilot survey will follow the following criteria: 1 first grade province, 1 second grade province and 1 from others (as graded by the Independent Directorate of Local Governance, Afghanistan).

### **Data analysis**

Statistics is a large discipline that comprises three broad tasks. These are:

1. Collection of data.
2. Processing and presentation of data.
3. Analysis and interpretation of data.

The overall objective is to make valid conclusions about the characteristics of the sources from which the data were obtained. The result of the data collection will assist the IEC and ECC in the use of the statistics as a tool to be used in conjunction with other fields to aid in decision making.

The IEC & ECC will need an understanding of statistics for the following four key reasons in the future:

1. To properly present and describe the data and information.
2. To draw conclusions about large populations based solely on information collected from samples.
3. To make reliable forecasts about their respective mandates.
4. To improve business processes.

Quantitative data will be analyzed using widely recognized statistical software such as SPSS, Stata, R, Atlas ti (but not restricted to) and the IEC, ECC and UNESP are to be provided with the raw data in MS Excel format.

Appropriate analytical tools will be used to analyze the qualitative data.

## **9. Expected Deliverables**

Milestone 1:

1. Implementation plan (including but not limited to key activities, recruitment plan, training plan and timeline) and inception/progress report submitted to the TWG.
2. Questionnaires survey instruments and methodology drafted and submitted to the TWG.
3. Validation workshop to finalize the survey questionnaires and instruments conducted by the Offeror.

#### Milestone 2:

- Enumerators recruited and trained for the pilot survey.
- Pilot survey completed and report of the pilot survey submitted to TWG.
- Questionnaires revised and finalized after the pilot survey.

#### Milestone 3:

- Enumerators recruited and trained.
- Data collection completed.
- Draft report submitted to the TWG.
- Raw data is sent to the TWG.

#### Milestone 4:

- Final draft report submitted to the TWG for an initial review, including data visualization of key findings.
- Final survey report submitted with raw and analyzed data (in hard and soft copy).
- Photographs and videos representative of the data collection process e.g. sample photos of face-to face interviews, FGDs and KIIs to be provided with the final report.
- Workshop to present survey results to the key stakeholders, including project donors, conducted.

### Reporting

The selected Offeror will provide milestone updates to UNDP and TWG at key stages of design and implementation process of the survey instruments. Moreover, the Offeror is responsible for delivering timely and good quality presentations on the technical aspects of the survey as well as progress on implementation to UNDP/UNESP.

### Timeframe

- Milestone 1 is expected to take maximum two weeks from contract award.
- Milestone 2 is expected to take a maximum four weeks from contract award.
- Milestone 3 is expected to take maximum twelve weeks from contract award.
- Milestone 4 is expected to take maximum fourteen weeks from contract award.

### UNDP/UNESP's Responsibilities will include.

- Coordinate with IEC and ECC in forming the Technical Working group (TWG). This team including representatives from UNESP, IEC and ECC will be closely working with the selected offeror, approving, in writing, before each step in the process.
- Coordinate with and inform government counterparts, partners and other related stakeholders as needed.
- Advise the selected Offeror to identify key stakeholders to be interviewed as part of the assessment.
- Support the selected Offeror in liaising with partners and providing relevant documentation as well as feedback.

## Key Professional Staff

### **1-Project Manager: 1 CV required**

**Academic Qualifications:** The incumbent must have a Master's degree in social science or related field Public administration, Public policy, Economics, political science, development studies or related field.

- **Required Experience:** At least five years of demonstrable experience in coordination, project management and implementation as well as monitoring of programme outputs and activities.
- Experience with working with government or international aid agencies.
- Experience in management of complex projects, preferably in the fields of research and analysis.
- Experience in financial management of projects of similar nature.

**Language:** Proficiency in written and spoken English and knowledge of Afghanistan's official languages (Pashto and Dari) are required.

### **2-Project coordinator: 1 CV required**

**Academic Qualifications:** Master's degree in social science or other related field.

- **Required Experience:** Five years of demonstrable experience in coordination, project management and implementation as well as monitoring of programme outputs and activities
- Experience with working with government or international aid agencies.
- Experience in management of community research projects, preferably in the fields of research and analysis.
- Experience in the operational and mobilization of project staff in diverse and complex working environments, including security restrictions, ethnic diversity.

**Language:** Proficiency in written and spoken English and knowledge of Afghanistan's official languages (Pashto and Dari) are required.

### **3-Data and research analyst: 1 CV required**

**Academic Qualifications:** Master's degree in Statistics, Business Administration, or related field

#### **Required Experience:**

- Five years of demonstrable experience in designing methodologies and undertaking data analysis for research and surveys.
- Experience in Quantitative and qualitative surveys with the raw data conversion to provide detailed reports, using histograms, pie, linear, plots and other reporting data charts.
- Experience and knowledge of using international recognized research tools and software.

**Language:** Proficiency in written and spoken English and knowledge of Afghanistan's official languages (Pashto and Dari) are required.

### **4-Gender Specialist: 1 CV required**

**Academic Qualifications:** Master's degree in gender studies or related field

#### **Required Experience:**

- Five years of demonstrable experience working in gender mainstreaming and vulnerable populations.
- Experience in multi-cultural and complex political scenarios.
- Experience in research analysis.

**Language:** Proficiency in written and spoken English and knowledge of Afghanistan's official languages (Pashto and Dari) are required.

- ✓ *The CV's of key personnel are mandatory documents to be submitted in accordance to Form E of Technical Proposal.*

**Note:**

-It is up to the offeror to propose the optimum team composition to achieve the objective of this study, but the survey team members must have following competencies:

- a. Sufficient numbers and technically qualified personnel to monitor and implement activities and deliver all required outputs.
- b. Fluency in major local dialects Dari, Pashtu and Uzbek.
- c. Sound communication skills both verbal and writing.
- d. High cultural sensitivity and respect for diversity are needed.
- e. Strong assessment, analytical, statistical, and planning skills
- f. Strong presentation and facilitation skills
- g. Flexibility and adaptability to work in/with a varied team across multiple offices and cultures; and
- h. Evidence of successful completion of a project of a similar size and complexity.

-The survey team will be responsible for undertaking the community perception survey in line with an approach agreed with the UNDP/TWG.

## Section 6: Returnable Bidding Forms / Checklist

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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"/>
▪ Form H: Proposal Security Form	<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/2021/ 0000008821		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. ....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:			

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]
--	------------

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: _____

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:			

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

### Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> Contract(s) not performed for the last 3 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)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> 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.

☒ Bidders **must** submit copies of minimum 3 previous contracts of similar nature and complexity implemented over the last 5 years, contract value of each of these previous contracts should be more than or equal to USD 300,000.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

## Financial Standing

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

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/2021/ 0000008821		

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 Extent to which the company has in-house capacity/capability (Company to have complete in-house capabilities)
- 1.4 Relevance of: Demonstrable experience in conducting both quantitative and qualitative surveys, stakeholder/beneficiary perception surveys including:

- Experience in engaging with local community members, using participatory and consultative approaches.
- Experience in engaging with government institutions and use of tact and sensitivity when handling sensitive information.
- Past experience of conducting research and surveys in the areas of democracy and governance
- Past performance i.e. has company worked with UN or other international organization for provision of same type of service
- Specialized experience in provision of research and analysis assignments in Afghanistan

### 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: Has the company understood the scope of the project and described the project management approach
- 2.2 Description of the Offeror's approach and methodology or meeting or exceeding the requirements of the Terms of Reference
- 2.3 Description of available performance monitoring, evaluation mechanisms, reporting mechanism and tools; how they shall be adopted and used for a specific requirement
- 2.4 Assessment of the implementation plan including whether the activities are properly sequenced and if these are logical and realistic

- 2.5 Is quality assurance procedures/mechanism, equipment, and risk analysis adequately addressed in their proposal?
- 2.6 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. CVs for the following staff must be submitted as part of the proposal:
1. Project Manager: *minimum 1 CV required*
  2. Project coordinator: *minimum 1 CV required*
  3. Data and research analyst: *minimum 1 CV required*
  4. Gender expert: *minimum 1 CV required*

## 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]
<b>Professional certifications</b>	<i>[Provide details of professional certifications relevant to the scope of services]</i> ■ Name of institution: [Insert] ■ Date of certification: [Insert]
<b>Employment Record/ Experience</b>	<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> [Insert]
<b>References</b>	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i> Reference 1: [Insert] Reference 2: [Insert]

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/2021/ 0000008821		

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/2021/ 0000008821		

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>Professional Fees</b> (from Table 2)	
<b>Out of Pocket Expenses</b> (from Table 3)	
<b>Total Amount of Financial Proposal</b>	

### Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate	No. of Days/months/ hours	Total Amount (USD)
		A	B	C=A+B
	Project Manager			
	Project Coordinator			
	Data Analyst			
	Gender Expert			
	Enumerators (total number)			
<b>Subtotal Professional Fees:</b>				



**Table 3: Out of Pocket Expenses**

Description	UOM	Quantity	Unit Price	Total Amount
International flights	Trip			
Subsistence allowance	Day			
Miscellaneous travel expenses	Trip			
Local transportation costs	Lump Sum			
Out-of-Pocket Expenses				
Other Costs: (please specify)				
Subtotal Other Costs:				

**Table 4: Breakdown of Price per Deliverable/Activity**

Deliverable/ Activity description	Time (person days)	Professional Fees	Other Costs	Total
1. -Work plan indicating key activities, timeline and inception/progress report submitted to the TWG.  -Questionnaires survey instruments and methodology drafted and submitted to the TWG.  -Validation workshop to finalize the survey questionnaires and instruments conducted by the Offeror.				
2. Enumerators recruited and trained for the pilot survey  -Pilot survey completed, and report of the pilot survey submitted to TWG.  -Questionnaires revised and finalized after the pilot survey.				
3.-Enumerators recruited and trained.  -Data collection completed.  -Draft report submitted to the TWG.  -Raw data is sent to the TWG.				
4. -Final draft report submitted to the TWG for an initial review, including data visualization of key findings  -Final survey report submitted with raw and analyzed data (in hard and soft copy)  -Photographs and videos representative of the data collection process e.g. sample photos of face-to face interviews, FGDs and KIIs to be provided with the final report  -Workshop to present survey results to the key stakeholders, including project donors, conducted.				

## **Attachments for RFP:**

**Annex 1: Sample size breakdown**

**Annex 2: Sample questions for the Public Perception Survey**