



REQUEST FOR PROPOSAL (RFP)
Ref. UNDP/AFG/RFP/2021/0000009212

(Services)

United Nations Development Programme (UNDP)	DATE: May 9, 2021
	REFERENCE: UNDP/AFG/RFP/2021/0000009212 Appointment of Business Consultancy Firm for identifying Women's owned SMEs eligible for Innovative Funding

Dear Sir / Madam:

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

This RFP includes the following documents:

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

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

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does

not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

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

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

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

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

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

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

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

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

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

Kindly go through this invitation letter and other documents attached here to this RFP. Should you have any questions or require any clarification, please feel free to email your questions/clarifications to the procurement officer at procurement.af@undp.org. The subject of the email should be UNDP/AFG/RFP/2021/0000009212 Appointment of Business Consultancy Firm for identifying Women's owned SMEs eligible for Innovative Funding

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

Sincerely yours,



Shadi Hussein

Head Of SCMO

May 9, 2021

Annex 1- Description of Requirements

Context of the Requirement	Please refer to Terms of Reference Annex-2
Implementing Partner of UNDP	UNDP CO Prosperity Unit, Support to Women SMEs
Brief Description of the Required Services	Appointment of Business Consultancy Firm (1) for identifying Women's owned SMEs eligible for Credit Revolving Fund and (2) identifying financial institutions for a potential Credit Guarantees Scheme to encourage them to lend to Women led and Small and Medium Enterprises
List and Description of Expected Outputs to be Delivered	Please refer to Terms of Reference Annex-2
Person to Supervise the Work/Performance of the Service Provider	Please refer to Terms of Reference Annex-2
Frequency of Reporting	Please refer to Terms of Reference Annex-2
Progress Reporting Requirements	Please refer to Terms of Reference Annex-2
Location of work	Kabul, Afghanistan with some assessments in other provinces (to be determined and agreed but possibly Nangarhar, Kandahar, Herat and Balkh)
Expected duration of work	The contract will have a duration of 3 months.
Target start date	June 2021
Latest completion date	Within 3 Months (subject to change, decision shall be taken during contract execution)
Travels Expected	Please refer to Terms of Reference Annex-2
Special Security Requirements	NA
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	Please refer to Terms of Reference Annex-2
Implementation Schedule indicating breakdown and timing of	<input checked="" type="checkbox"/> Required

activities/sub-activities	
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	Please refer to Terms of Reference Annex-2
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Please provide Project manager name Project Manager, Prosperity Unit
Type of Contract to be Signed	<input checked="" type="checkbox"/> PO/Contract shall be issued
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal. <input checked="" type="checkbox"/> Minimum passing score for Technical Proposal – 70% (70 out of 100 points)

Criteria for the Assessment of Proposal	<p><input checked="" type="checkbox"/> Combined Scoring Method, using the 70% and 30% distribution for technical and financial proposals respectively, where the minimum passing score of technical proposal is 70% out of 100 points</p> <p>Technical Proposal (100%)</p> <p><input checked="" type="checkbox"/> Qualifications / Expertise of the Firm (Service provider - 40% (Bidder shall refer to Annex 2, Section A for details)</p> <p><input checked="" type="checkbox"/> Proposed Methodology for the completion of Services, Its Appropriateness to the Condition and Timeliness of the Implementation Plan - 30% (Bidder shall refer to Annex 2, Section B for details)</p> <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel - 30% (Bidder shall refer to Annex 2, Section C for details and Terms of Reference, Section F for qualification requirements of each expert indicated below.</p> <ul style="list-style-type: none"> • Project Manager (6 points) • Assistance Project Manager (6 points) • Business Analyst (6 points) • Financial Analyst (6 points) • Quality Control Manager (6 points)
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions	<p><input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)</p> <p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
Annexes to this RFP	<p><input checked="" type="checkbox"/> Letter of Invitation</p> <p><input checked="" type="checkbox"/> Annex 1 - Description of Requirements</p> <p><input checked="" type="checkbox"/> Annex 2 - Terms of Reference</p> <p><input checked="" type="checkbox"/> Annex 3 - Forms for Submitting Service Provider's Technical Proposal</p> <p><input checked="" type="checkbox"/> Annex 3B – Financial Proposal Template (to be submitted separately by bidder)</p> <p><input checked="" type="checkbox"/> Proposal Submission Form (Annex 4)</p> <p><input checked="" type="checkbox"/> Annex 5 – Proposal Submission Form</p> <p><input checked="" type="checkbox"/> E-tendering Instructions Manual for Bidders</p> <p>FAQ for Bidders</p>

<p>Contact Person for Inquiries (Written inquiries only)</p>	<p>Focal Person in UNDP: E-mail: procurement.af@undp.org</p> <p>Note: This email address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was officially received. Note: The Subject Line of email should be RFP 9212 Appointment of Business Consultancy Firm for identifying Women’s owned SMEs eligible for Innovative Funding. The clarifications should be asked at least 7 days earlier to the below email address.</p> <p>Email: procurement.af@undp.org</p>
<p>Required Documents that must be Submitted to Establish Qualification of Proposers (In “Certified True Copy” form only)</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages, <input checked="" type="checkbox"/> Technical and Financial Proposal (Work Methodology, implementation plan, proposed team structure) according to TOR (Annex 2) <input checked="" type="checkbox"/> Signed form for Submitting Service Provider’s Proposal (Annex 3) <input checked="" type="checkbox"/> Signed Proposal Submission Form (Annex 4) <p>The service provider should have proven experience</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Have minimum five years’ experience in the provision of similar services/contracts (Have experience and expertise in institutional functionality assessment, community engagement, professional organizational assessment) <input checked="" type="checkbox"/> The Proposer should have completed at least three <u>similar assignments (Contracts)</u> in terms of complexity and nature (experience and expertise in institutional functionality assessment, community engagement, professional organizational assessment) in the last <u>3 years.</u> <input checked="" type="checkbox"/> Copies of at least 2 of the highest-value contracts (equal or more than 40K) in similar areas of work shall be submitted. Documented experience working with the Government of Afghanistan is mandatory. <input checked="" type="checkbox"/> Valid Certificate of Registration of the business from Related government authority. <input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top 2 (two) Clients within the past 05 (five) years. <input checked="" type="checkbox"/> Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references. <input checked="" type="checkbox"/> Structure of the team, including the names, position in the team and CVs of key personnel- For details please refer to Annex – 2 TOR.
<p>Allowable Manner of Submitting Proposals</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Online bidding in E-Tendering module. <p>Date and Time: As specified in the system (note that the time zone indicated in the system in New York Time zone).</p> <p>PLEASE NOTE: -</p>

	<p>Date and time visible on the main screen of the event (on the E-Tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the E-Tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly to the system.</p> <p>Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist.</p> <p>Note: for registration please refer to E-tendering instruction manual and FAQ.</p>
Conditions and Procedures for electronic submission and opening, if allowed	<p>Online Bidding E-tendering Module.</p> <p><input checked="" type="checkbox"/> Official Address for e-submission: [https://etendering.partneragencies.org]</p> <p><input checked="" type="checkbox"/> Free from virus and corrupted files</p> <p><input checked="" type="checkbox"/> Format: PDF, Excel, Word</p> <p><input checked="" type="checkbox"/> Virus Scanning Software to be Used prior to transmission: Symantec/Norton/ESET NOD 32/ AVG/ Avira/ Bitdefender/ Kaspersky/ F-secure/ G Data/ Bull Guard/Avast</p> <p><input checked="" type="checkbox"/> The Technical Proposal should be submitted separately from the Financial Proposal and must not contain any pricing information whatsoever on the services offered.</p> <p><input checked="" type="checkbox"/> Financial Proposal Password: Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP if the proposal is deemed technically qualified. Proposers will have 48 hours to respond to the request for password from UNDP. Proposers are advised to note their passwords in a secure place. Should UNDP be unable to open the file due to forgotten password(s), the Proposal shall be rejected.</p> <p>The bids submitted by email/post mail/hand shall not be accepted. While entering financial proposal in the e-tendering system, always mention your price as USD 1. Please do not mention the value of your financial proposal in e-tendering system. It should only be mentioned in the password protected file/attachment of financial submission form (form F and G). The proposal of those organizations who would reveal</p>

	their financial proposal value in the e-tendering system will be considered as disqualified.
Joint Venture, Consortium or Association	<p>a. If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and 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>b. After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>c. The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>d. The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>e. 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>f. Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>g. The Bidder (including the individual members of any Joint Venture) shall</p>

	submit only one Proposal, either in its own name or as part of a Joint Venture.
Pre-Proposal meeting	h. Not Applicable

Annex 2 – Detailed Terms of Reference

Terms of References (TOR)

For the appointment of Consultancy Firm for identifying Women's owned SMEs eligible for Innovative Funding and Commercial Banks for Credit Guarantees Scheme

UNDP Global Mission Statement:

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

UNDP Afghanistan Mission Statement:

UNDP focus is helping Afghanistan build and share solutions to the challenges of Environment, Livelihoods, Gender, Rule of Law, Governance and Health. UNDP has been working in Afghanistan since 1966 in close partnership with government, civil society, and other national and international partners. UNDP advocates for change and connects the Afghan government, NGOs, civil society and other partners to the knowledge and resources they need to help the Afghan people build a better life.

Project background and description

As Afghanistan is battling the COVID-19 pandemic with enforced quarantines, lockdowns, and movement restrictions, these measures significantly impact the private sector, including female-owned businesses, due to limitations of trade and business activities.

As Afghanistan emerges from protracted conflict, the private sector provides a pivotal foundation for sustained economic and social development in support of the 2030 SDG Agenda, contributing to peace and social cohesion. While the overall formal private sector is estimated to provide approximately 20% of GDP, there are an estimated 16,000 registered micro or small enterprises operating in Afghanistan.

Women-driven SMEs play a direct role in empowering women and providing services that contribute to women's empowerment. While there is a re-emergence of the private sector in Afghanistan, the proportion of businesses owned by women is estimated to be less than 5% of MSMEs and only 3% of registered companies. Most are operating in the services sector, Afghanistan's primary sector, and provides 52% of GDP and small-scale manufacturing. According to the Afghanistan Investment Support Agency (AISA), 78% of women's participation was in small businesses.

The proposal builds on previous UNDP efforts in support of women-owned/managed SMEs and will specifically address access to business financing, which is a key structural barrier for addressing gender disparity across entrepreneurship in Afghanistan.

The proposal will also offer capacity building support with a major focus on the digital transformation of women-owned/managed SMEs through training and promotion of business models that leverage eCommerce and digital banking opportunities. This will enhance market access - both locally and abroad - and will equip women with the relevant digital and IT skills required for them to be successful. By leveraging eCommerce and digital banking technologies, the proposal further seeks to "build--better forward" and overcome social and mobility barriers associated with women-owned/managed business in the public space, hence improving the gender-responsiveness of the entrepreneurship ecosystem in Afghanistan. E-services and e-commerce business models are already gaining momentum due to high levels of smartphone ownership and internet penetration in the larger cities, with evidence of increased engagement by women-owned enterprises, and a forward-looking capacity strengthening project will further this momentum. Capacity strengthening efforts will include a women empowerment focus, and non-financial barriers will seek to be addressed by working with many complementary projects and initiatives (e.g., EGEMA).

The project is currently targeting SMEs nationally throughout Afghanistan but with more focus on top five provinces (Kabul, Nangarhar, Balkh, Kandahar and Herat).

Project Objectives

- Screening, assessing and selecting 20-25 small and medium sizes enterprises owned or co-owned by women¹;
- Providing funding to selected enterprises that show growth potential and a viable business plan but are experiencing temporary financial difficulties as a result of the pandemic;
- Offering trainings to build digital and IT skills to leverage e-Commerce and digital banking opportunities.

Assignment Description

The UNDP Afghanistan Country Office intends to hire a Business Consultancy Firm (the "Contractor") to (1) identify women-led enterprises in Afghanistan that can benefit from the Fund Programme allowing them access much-needed equity financing and learn new skills to support and grow their businesses; and (2) identify commercial banks that could participate in Credit Guarantee scheme to enable them to lend to Small and Medium Enterprises especially those own and led by women.

¹ The criteria will be further detailed with the selected company and the criteria may expand to SMEs that have more than 50% of women employees or significant role of the women in the management.

The Contractor is expected to provide the following services:

Activity 1: perform a landscaping exercise and market assessment to identify, screen and analyze potential beneficiary companies (20-25 SMEs identified and assessed) according to selection criteria agreed with the UNDP CO ahead of the activity. It is expected that the Contractor will provide UNDP with a preliminary list of criteria and proposed process for the landscaping exercise /market assessment. Also, for any identified company, details to be provided include strengths/weaknesses, readiness to receive support and risks associated with a prospective investment, along with additional details agreed upon with UNDP before the start of the activity. The geographic distribution of the 20-25 SMEs needs to be throughout Afghanistan with a specific focus on top five provinces (Kabul, Nangarhar, Balkh, Kandahar and Herat). For this assessment, the selected company will use the UNCDF's LDCIP Sourcing/Screening Questionnaire and Scorecard (separately attached).

Activity 2: perform a market assessment of the local financial institutions sector to identify institutions suitable to participate in the project in the Credit Guarantees Scheme of UNDP with the objective to increase the provision of loans / outreach to Small and Medium Enterprises. The local banks should be assessed in regard to their capacity of:

- The ability of credit reviewing related to SME financing
- The ability to partly absorb risk on the issued loans, i.e. 50% pari pasu risk sharing (to be negotiated)
- The ability to have a strong reach out capacity and thereof perform a high degree of utilization
- The ability to pay a guarantee fee that partly could be subsidized.
- The ability to finance loans towards SMEs by own funds partly guaranteed by UNDP
- The ability to control, monitor, process and recover outstanding loans
- The ability to report financial information and development outputs to the UNDP

As in the case of Activity 1 and Activity 2, it is expected that the Contractor will provide UNDP with a preliminary interpretation of the instructions above and a list of criteria and intended process for the market assessment for UNDP approval ahead of the activity.

Activity 3: draft and submit 2 separate reports – one for Activity 1 and a second report for Activity 2 – that provide a comprehensive, in-depth overview of the undertaken activities, processes, results and recommendations. The content of the report will be agreed with UNDP beforehand. It would cover at least the following. 1) profile of the organization 2) number of employees 3) size of portfolio – turn over / loan portfolio, market size 4) growth potential – growth trend over the last 5 years, new products etc. 5) possible local financial institutions to interact with regarding the Credit Guarantees Scheme, preferably throughout Afghanistan with a specific focus on top five provinces (Kabul, Nangarhar, Balkh, Kandahar and Herat).

Facilities to be provided by UNDP

The Contractor shall be responsible for all logistical, administrative and maintenance support necessary for its personnel to perform the above-mentioned activities for the whole duration of the contract with no responsibility on the part of UNDP.

This shall include the following:

- The duty of care of all its personnel in Afghanistan, including the welfare of its staff, payment of salaries, medical insurance, medical and casualty evacuation in the event of a security breakdown.
- Arrangements for logistics across all aspects of the assignment, including in-country transportation for its operations, accommodation, and any visa requirements.
- Security for all its personnel and assets. Neither the UNDP nor its national partners shall provide security facilities or be liable for any individual and material damage.
- Ensure adequate communication with UNDP.

Selection Procedure

Single stage open competitive selection. Interested companies are invited to submit a Technical Proposal and a Financial Proposal in the manner described in the “Submission requirements” section below.

Assignment Start Date and Duration:

The Assignment is expected to start in March 2021 and has an estimated overall duration of 3 months.

Eligibility

- Valid business registration document of the company along with previous registration documents covering the past 5 years or more.
- A successful proposer shall provide technical proposal ensuring that they understand and meet the technical requirements of the assignment, able to conduct the work within the stipulated deadline with the required quality.

Company Profile

The successful company should have the following:

- Extensive professional experience in Business Consultancy in Afghanistan (5 years or more);
- Extensive knowledge of conducting Market Surveys and analysis (5 years or more).
- Extensive knowledge of women-led local companies and local banking system.
- Satisfactory completion of at least 2 similar contracts with / for an international organization.

Minimum Qualifications of Key Personnel

No.	Key Personnel	Minimum Educational Qualifications and Experience
1.	Project Manager	PhD or master's degree in Business Administration and Management or economics with at least 15 years of relevant work experience
2.	Assistance Project Manager	Master's degree in Business Administration and Management, Finance / Accounts, or Economics with focus on Finance and Accounting, with at least 10 years of relevant work experience
3.	Business Analyst	Bachelor's degree in business Analysis and Marketing or Economics with at least 5 years of relevant work experience
4.	Financial Analyst	Bachelor's degree in finance and Accounting with at least 5 years of relevant work experience
5.	Quality Control Manager	Bachelor's degree in management or business administration or Economics with at least 7 years of relevant work experience

Submission Requirements

Companies are invited to submit a completed Technical and Financial Proposal.

Quality Assurance/Control Mechanism:

Under the oversight of the Prosperity Unit's Pillar Head in Kabul at UNDP Country Office, and the overall coordination of the relevant UNDP Programme Analyst, the Contractor shall report to the Head of Prosperity Pillar and the Chief Technical Advisor and will liaise with UNDP Programme Analyst and other staff as needed. The Pillar Head will assess the performance of the Contractor in close consultation with the UNDP Programme Analyst and certify payments based on deliverables.

Price and Schedule of Payments

Disbursement of funds will be phased and contingent upon the satisfactory assessment of deliverables. The payment schedule will be agreed during contract negotiations and will reflect the percentages reported in the table below:

#	Deliverables	Indicative Timing/Duration	Payment
Reporting			
1	Submission and approval of research process and assessment criteria for Activity 1 and 2 as specified in the “Assignment description” section	15 days from start of contract commencement	20%
2	Submission and approval of the draft two reports as mentioned under Activity 3 as specified in the “Assignment description” section.	First Report: 1.5 months after contract commencement 2 nd Report: 2.5 months after contract commencement	40%
3	Submission and approval of final full reports as mentioned under Activity 3 as specified in the “Assignment description” section	To be submitted within 3 months after the project/contract commencement.	40%

Annex 3 FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL[insert: *Location*].[insert: *Date*]To: [insert: *Name and Address of UNDP focal point*]

Dear Sir/Madam:

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

A. Preliminary requirement

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

B. Qualifications of the Service Provider- 40 Points

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

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

Scoring shall be conducted based on the following:

- a) Reputation of Organization and Staff: Credibility, Accreditations, Financial Stability, Project management controls. **10 points**
- b) Specialized Knowledge: Number of similar contracts presented (higher than the

required minimum of 1) for the assignment with similar nature and complexity. **15 Points**
c) Age/Size of Firm: Number of years of firms' experience (higher than the required minimum of 5) as company in assignment with similar nature and complexity **-10 Points**
d) Statement of Satisfactory Performance from the Top 2 (two) Clients within the past 05 (five) Years **-5 Points**

C. Proposed Methodology (Technical proposal) for the Completion of Services-30 Point

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

D. Qualifications of Key Personnel-30 Point

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

- Project Manager (6 points)
- Assistance Project Manager (6 points)
- Business Analyst (6 points)
- Financial Analyst (6 points)
- Quality Control Manager (6 points)

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

1. Cost Breakdown per Deliverable*

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

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

	Deliverables [list them as referred to in the RFP]	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Submission and approval of research process and assessment criteria for Activity 1 and 2 as specified in the "Assignment description" section		
2	Submission and approval of the draft two reports as mentioned under Activity 3 as specified in the "Assignment description" section.		
3	Submission and approval of final full reports as mentioned under Activity 3 as specified in the "Assignment description" section		
	Total		

2. Cost Breakdown by Cost Component

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

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

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate

I. Personnel Services				
1- Project Manager				
2- Assistance Project Manager				
3- Business Analyst				
4- Financial Analyst				
5- Quality Control Manager				
II. Out of Pocket Expenses (if applicable)				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

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

[Designation] [Date]

Annex 4: Proposal Submission Form

To: Head of SCMO, UNDP Afghanistan

Dear Sir/Madam:

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

We hereby declare that:

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

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

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

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

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

We remain,

Yours sincerely,

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

Name and Title of Signatory: _____

Name of Firm: _____

Contact Details: _____

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