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**REQUEST FOR PROPOSAL (RFP)**

**Ref. UNDP/AFG/RFP/2021/000000** **9319**

**(Services)**

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| United Nations Development Programme (UNDP)  | DATE: June 3, 2021 |
| REFERENCE: UNDP/AFG/RFP/2021/000000 9319 **Provision of Legislative Tracking System (Database) for Taqnin department of Ministry of Justice** |

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/2021/0000009319- Provision of Legislative Tracking System (Database) for Taqnin department of Ministry of Justice

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 Supply Chain Management Office

June 3, 2021

**Annex 1- Description of Requirements**

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| --- | --- |
| Context of the Requirement | Please refer to Terms of Reference Annex-2 |
| Implementing Partner of UNDP | Access to Quality Justice Services (AQJS) |
| Brief Description of the Required Services | **Provision of Legislative Tracking System (Database) for Taqnin department of Ministry of Justice** |
| 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 | The Ministry of Justice , Kabul Afghanistan |
| Expected duration of work  | 4 months  |
| Target start date  | June 2021  |
| Latest completion date | Within 4 months from the starting date of the contract (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 activities/sub-activities | [x]  Required |
| Names and curriculum vitae of individuals who will be involved in completing the services | [x]  Required |
| Currency of Proposal | [x]  United States Dollars |
| Value Added Tax on Price Proposal | [x]  must be inclusive of VAT and other applicable indirect taxes |
| Validity Period of Proposals (Counting for the last day of submission of quotes) | [x]  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 | [x]  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 | Project Manager   |
| Type of Contract to be Signed | [x]  PO/Contract shall be issued |
| Criteria for Contract Award | [x]  Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) [x]  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.[x]  Minimum passing score for Technical Proposal – 70% (70 out of 100 points) |
| Criteria for the Assessment of Proposal  | ☒ 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 points1. **Qualifications of the Service Provider- 30 Points**

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following: a) Background / expertise of the organization – 05 Pointsb) General Organizational Capability which is likely to affect implementation, such as Financial stability and capacity, age/size of the firm – 05 Pointsc) Specialized Knowledge: Two similar assignments (Contracts) in terms of complexity and nature (developing of tracking system and software developments and databases. ) in the last 3 years. Copies of the contracts shall be submitted as part of the bid. 05 Points d)At least 3 years of relevant experience in developing of tracking system and software developments and databases -05 Points e) Experience of working with similar Projects in Afghanistan. 05 Points d) Statement of Satisfactory Performance from the Top 2 (two) Clients within the past 03 (Three) Years –05 Points1. **Proposed Methodology 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.*1. **Qualifications of Key Personnel-40 Point**

The Service Provider must provide:a) Team leader Manager and responsible person for coordination and communications (10Point) b) Database Developing Expert (15 points)c) Tracking System Developing Expert (15 points)Note: Written confirmation from each personnel that they are available for the entire duration of the contract. |
| UNDP will award the contract to: | [x]  One and only one Service Provider |
| Contract General Terms and Conditions | [x]  General Terms and Conditions for contracts (goods and/or services)Applicable Terms and Conditions are available at:<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>  |
| Annexes to this RFP | [x]  Letter of Invitation[x]  Annex 1 - Description of Requirements [x]  Annex 2 - Terms of Reference [x]  Annex 3 - Forms for Submitting Service Provider’s Technical Proposal [x]  Annex 3B -Financial Proposal Template (to be submitted separately by bidder)[x]  Annex 4 - Proposal Submission Form[x]  E-tendering Instructions Manual for Bidders[x]  FAQ for Bidders |
| Contact Person for Inquiries(Written inquiries only) | Focal Person in UNDP: E-mail: procurement.af@undp.org Note: This email address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was officially received. Note: The Subject Line of email should be **UNDP/AFG/RFP/2021/000000** **9319- Provision of Legislative Tracking System (Database) for Taqnin department of Ministry of Justice .** The clarifications should be asked at least 5 days earlier to the below email address.Email: procurement.af@undp.org  |
| Required Documents that must be Submitted to Establish Qualification of Proposers (In “Certified True Copy” form only)  | ☒ Company Profile, which should not exceed fifteen (15) pages, ☒ Technical and Financial Proposal (Work Methodology, implementation plan, proposed team structure) according to TOR (Annex 2)☒ Signed form for Submitting Service Provider’s Proposal (Annex 3)☒ Financial Proposal (password protected), Annex 3B☒ Signed Proposal Submission Form (Annex 4)☒ The Proposer should have completed at least two **similar assignments (Contracts)** in terms of complexity and nature (developing of tracking system and software developments and databases. ) in the last **3 years**. Copies of the contracts shall be submitted as part of the bid. ☒ Valid Certificate of Registration of the business from Related government authority. ☒ Statement of Satisfactory Performance from the Top 2 (two) Clients within the past 03 (Three) years. ☒ Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references; ☒ Structure of the team, including the names, position in the team and CVs of key personnel- For details please refer to Annex – 2 TOR.- a) Project Expert: 15 Point) b) Database Developing Expert (15 points)c) Tracking System Developing Expert (10 points) |
| Allowable Manner of Submitting Proposals  | ☒ Online bidding in E-Tendering module. Date and Time: As specified in the system (note that the time zone indicated in the system in New York Time zone).**PLEASE NOTE: -**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.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.Note: for registration please refer to E-tendering instruction manual and FAQ.  |
| Conditions and Procedures for electronic submission and opening, if allowed  | Online Bidding E-tendering Module.☒ Official Address for e-submission: [https://etendering.partneragencies.org] ☒ Free from virus and corrupted files ☒ Format: PDF, Excel, Word ☒ 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 ☒ The Technical Proposal should be submitted separately from the Financial Proposal and must not contain any pricing information whatsoever on the services offered.**☒ Financial Proposal Password:****Password for financial proposal must 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.****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 their financial proposal value in the e-tendering system will be considered as disqualified.** |
| Joint Venture, Consortium or Association | * 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.
	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.
	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.
	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.
	5. A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:
1. Those that were undertaken together by the JV, Consortium or Association; and
2. Those that were undertaken by the individual entities of the JV, Consortium or Association.
	1. 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.
	2. The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.
 |
| Pre-Proposal meeting  | * 1. Not Applicable
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**Annex 2 – Detailed Terms of Reference**

**Provision of Legislative Tracking System (Taqnin Database) for Taqnin Department of Ministry of Justice**

# **Background**

Ministry of Justice as a main institution of legislation affairs in the Afghanistan government has the responsibility to process all legislative documents (laws, bylaws and statutes). Institute of Legislative Affairs and Academic Legal research (Taqnin Department) of Ministry of Justice annually finalizes dozens of legislative documents with different research in legal issues. In order to hard work and effective results, the Taqnin Department of Ministry of Justice has been appreciated by the cabinet of Afghanistan government several times. Despite great achievements, most of professional and administrative procedures in this department runs in classic format. Now a day all classic formats of works are getting change to modern formats by following the digitalization process. This change will cause more achievements in the work area and with low number of employees we will obtain more result, accuracy, and coordination. Ministry of Justice plans to digitalize some of important process in the Taqnin Department in 2021, therefor we started discussing about this program with UNDP in Afghanistan. Fortunately, the UNDP office in Afghanistan welcome our request and this document has been prepared for reflexing our needs in digitalization process in Taqnin Department. The project has titled “Legislative Tracking System (Taqnin Database)” and contains different sections which are our priorities in digitalization.

The Taqnin Database will be developed with mandate to properly document, record, archive the laws forwarded from or submitted through different government institutions, for inclusion in legislative calendar of the year, for further processing inside Taqnin or outside of Taqnin in other legislative steps. Thus, the systems keep track of the laws and regulations, their progress and all required updates related to Afghanistan law.

This system will help in effective dissemination of the laws among everyone securing and protecting the important laws and reforms in digital mode time management (reduce/minimal time requirement) in retrieving and presenting the laws and necessary documents as required, thus save remarkable time and effort; enhancing the capacity, efficiency and effectiveness in service delivery regarding laws of the government; Hence, therefore, the UNDP AQJS project is seeking the technical service of an experienced professional IT firm/company in the relevant sector/s to accomplish this assignment for the mentioned period of time, as specified

**Scope of Services:**

Taqnin department of Ministry of Justice is aims at acquiring a legislative tracking system(database) to properly document, record, archive the laws forwarded from or submitted through different government institutions, for inclusion in legislative calendar of the year, for further processing inside Taqnin or outside of Taqnin in other legislative steps. Thus, the systems keep track of the laws and regulations, their progress and all required updates related to Afghanistan law. This system will also be an automated (digital) milestone tracking system, which enables the government institutions and the public to know the status of draft laws under Taqnin.

The system will be a multifunctional system, which cover the Taqnin stage registration, the online library, the apps on laws and constitution and a platform for online consolation on draft laws.

This system will also help in effective dissemination of the laws among everyone securing and protecting the important laws and reforms in digital mode time management (reduce/minimal time requirement) in retrieving and presenting the laws and necessary documents as required, thus save remarkable time and effort; enhancing the capacity, efficiency and effectiveness in service delivery regarding laws of the government; Hence, therefore, the UNDP AQJS project is seeking the technical service of an experienced professional IT firm/company in the relevant sector/s to accomplish this assignment for the mentioned period of time, as specified in this RFP.

**II.OBJECTIVES OF THE ASSIGNMENT**

 The Taqnin department of Ministry of Justice is aims to set up an automated (digital) milestone tracking system, which enables the government institutions and the public to:

* Have access to the laws of the country,
* Know the status of draft laws under Taqnin
* To comments on specific draft legislations put for public consultation and acquiring recommendations, suggestion, and opinion of the experts,
* To make those eligible register themselves for Taqnin stage courses
* And to support constitution and other legislation apps, may be developed in future.

# **General System Requirements**

The Taqnin database as a whole (system) requires some general technical facilities for better service which are as follow but not limits to them:

# **User friendly interface**

The Taqnin Database should be intuitive and easy to use, with a consistent look and feel across the system’s modules and pages.

# **Multi-lingual**

The Taqnin Database consists of data values both in English and in local languages (Dari and Pashto). So, the forms and related interfaces should be designed to input, store, and process all the 3 languages. The system should be fully localized to both Dari and Pashto.

# **Data Migration**

The Taqnin Database should be able to migrate all data form excel with necessary modifications if required.

The Taqnin Database should convert/accept fonts both in English and local languages.

Data migration should be done from MYSQL, EXCEL etc. into new software database.

# **Flexibility in Access Rights Management**

The Taqnin Database should provide a flexible access rights management system that allows both restricting access and custom access based on options and apps.

# **Security**

The Taqnin Database should adhere to international standards and best practices with regards to software and system security including industry standard secure hashing for passwords, CRSF protection as well as measures built into the software to prevent cross-site scripting and injections.

# **Cross-departmental Communication**

The Taqnin Database shall facilitate communication exchange within all important options and features. The system should provide the facilities for sending massages and tracking the new action of users when the system automatically updates, or the administrator adds some new information.

# **Logs**

The system shall be able to keep track of important changes and edits made to a document or a record through a log visible to all authorized users.

# **Multi-access**

The Taqnin Database should support multiple access. At the top of access system should be the authorized user (administrator) and sub- users should be under the supervision of him. The system should provide the facilities for necessary supervisions and monitoring with the blocking or restriction options for authorized user (administrator).

# **Batch Data Import and Export**

The solution shall support batch import of csv, excel, word and pdf files in all of the modules. Furthermore, the system shall support exporting selected data within a specific module into the same aforementioned file formats.

# **Compatibility with Operating Systems**

The developed tracking system should be compatible and could be hosted and compatible to any widely used operating system. The Linux, UNIX, Windows system is preferable and should avoid any vendor specific system. The bidder should provide the detail hardware specification required to install the system.

# **Cloud-based Deployment**

The Taqnin Database shall be a web-based system and will be hosted on a cloud service. The cloud hosting service configuration shall properly take into account the tracking system’s configuration requirements in terms of processing power, memory and desk space to ensure a fast and reliable user experience. The hosted solution will need to use SSL certificate, and provide automatic backup functionality.

# **Customizability**

The solution shall allow implementing customization and custom workflows and business logic in different modules to ensure the Taqnin Database aligns with Taqnin’s requirements.

# **Development and implementation in open-source technologies**

Create all aspects of the system in open-source technologies for example PHP, Linux, and etc.

# **Dynamic system**

 The system should have a tools area which system admin can add, edit or remove items, steps … etc.

# **Parts of Taqnin Database**

Taqnin database as a comprehensive system for managing legislative affairs in Ministry of Justice particularly in Institute of Legislation Affairs and Academic Legal Research has 16 separate sections which are as follow:

# **Afghanistan Legislative Documents Collection**

Afghanistan Legislative Documents Collection souled be:

* Able to register all legislative documents from first up to last number of official gazettes in different categories and specifications (fortunately pdf files of all legislative documents are available in existent collection).
* Able to provide report based on legislative documents areas, dates, types, enacted or revoked documents and some other specifications.
* Able to provide advance search possibilities based on mentioned specifications.

# **Drafts of Legislative documents database**

The legislative documents data base section should be:

* Able to provide all information about the process of drafts legislations from the first step up to last step in Ministry of Justice.
* Able to Provide categorized reports from the entered information.
* Able to Provide deadline of necessary actions for finalizing the legislative document drafts.
* Able to Provide alarm massage via email about the suspended and uncompleted activities.
* Sending conformation massages about the accomplished activities

# **Tracking system of process of legislative documents outside of Ministry of Justice**

Tracking system of process of legislative documents outside of Ministry of Justice should be:

* Able to provide user accounts for some focal points outside the Ministry of Justice for entrance of information.
* Able to show all five or six steps of process of legislative documents.
* Able to provide comprehensive table of information for each step of process of legislative documents (the details will share with the contractor during the work)
* Able to provide overall and specific report about a legislative document
* Able to provide deadline for each step of work
* Able to send alarm massage for suspended and uncompleted document
* Able to send confirmation massage for completed actions

# **Legislative drafts consultation system**

Legislative drafts consultation system should be:

* Able to provide user account for all participants whom would like to share their views about drafts of legislative documents in first time
* Able to announce the online consultation process of legislative documents via MoJ official website and social media pages with sending personal email of registered users for ever
* Able to register secret and open views of users about drafts of legislative documents by crating both modules in the system (on the other hand some users may want to share their views controversially)
* Able to provide the possibility for users to share their views and comments about overall document and article by article.
* Able to provide the “agree” or “disagree” options in every article along with the “comment” option
* Able to provide analytical report from collected comments, agree and disagree views

# **Legislative documents implementation monitoring system**

Legislative documents implementation monitoring system should be:

* Able to create accounts for governmental institutions focal points
* Able to add all content of enacted legislative documents in the system separately related to each Governmental Institutions.
* Able to add all evaluation benchmarks and criteria according to each article of legislative documents in a checklist format
* Able to add the justifications for unimplemented provisions of legislative documents
* Able to show deadlines for some articles
* Able to report the best and better focal points in adding information to the system
* Able to report unimplemented provisions by the governmental institution
* Able to report the best and better governmental institutions in rule of law (implementation of legislative documents)
* Able to report with charts about the implementation situations of legislative documents in governmental institution
* Able to report with charts about the implementation situations of legislative documents according to different areas of legislative documents
* Able to send emails to all focal points

## Registration and tracking system of legal research

Registration and tracking system of legal researches should be:

* Able to create account for all professional members of Taqnin
* Able to add research projects title with all details along with supervisors’ specifications
* Able to create steps for research projects with deadlines for each one
* Able to put comments in each step to encourage the professional members for some correction and continuing of his research by supervisors and administrator
* Able to share some references to professional members by supervisor and administrator
* Able to put comments in each section of the research content (article or work) by supervisor and administrator
* Able to block some research projects by administrator
* Able to share some other research subjects to professional members
* Able to report the situation of research projects
* Able to send automatically warning email for suspended and uncompleted research projects
* Able to send email to supervisors by administrator about related projects
* Able to monitor the copy right observation by professional members. The content of all research results should automatically compare with similar content in the internet.

## Legislation affairs Consultation meetings booking system.

Legislation affairs Consultation meetings booking system should be:

* Able to register for Consultation meetings/hearings through a booking system available.
* Able to generate the list of registered applicants with necessary details.
* Able to record all the data/comments made available in the Consultation meetings.
* Able to analyze (quantitatively and qualitatively) the recorded data.
* Able to record all the events by time, duration, date and titles.

## Tracking system of Cabinet and other its Committees approvals

Tracking system of Cabinet and other its Committees resolutions should be:

* Able to record all the Cabinet and related Committees Approvals
* Able to categorize all the approvals by topic, date, deadlines, responsible authorities and required activities.
* Able to generate all the annual and quarterly reports of the done and undone activities required for the approvals.
* Able to track and monitor the implementation of the entrusted approvals by the related authorities
* Able to search/browse the recorded approvals by date, topic, committees and entrusted departments

## Legal consultation registration system should be:

* Able to record all the legal consultation provided by the Institute in separate categories
* Able to search/browse the legal consultation by topic and date
* Able to generate reports regarding the given consultations
* Able to preview, download and print the recorded legal consultations
* Able to track and approve the ongoing legal consultations by the related supervisor or executive committee

## Executive Committee members coordination system

Executive Committee members’ coordination system should be:

* Able to create special user accounts for Institute Executive Committee members
* Able to provide chat system within the Committee members
* Able to provide meeting agenda based on calendar
* Able to provide confirmation of attendance system and send short report of confirmed participants in a meeting
* Able to send invitation messages for members with agenda
* Able to provide grades of importance for meetings

## Online registration system of Legislation Stage (Internship) Program

Online registration system of Legislation Stage (Internship) Program should be:

* Able to provide user account for whom want to apply for annual Legislation Stage Program
* The users should be able to upload their documents in their accounts
* Able to send confirmation email to users about successfully creation of their accounts, the result of shortlist process, examination date, result of examination and other necessary massages
* Able to shortlist automatically the eligible applicants according to uploaded information and documents with approval possibility by authorized committee
* Able to create the printable pdf form for the applicants
* Able to create automatically ID cards for the successful applicants
* Able to upload all necessary documents of successful applicants in their profile
* Able to create an online alumni association for graduated Stager with collective chat and email possibility
* Able to share important announcements and legal issues to all applicants

## Legislative Stagers (internees) practice works system

Legislative Stagers (internees) practice works system should be:

* Able to create account for recruited stagers
* Able to divide all stagers in different coordinated groups
* Able to make a platform or common file for group working
* Able to generate progression reports of group working
* Able to supervise group working by supervisors

## Legislative Stagers (internees) profile system

Legislative Stagers (internees) profile system should be:

* Able to work as an archive for all documents of graduated Stagers
* Able to verify the stager’s graduation certificates
* Able to make a coordination group for all graduated stagers
* Able to provide an analytical report about the specification of all graduated stagers
* Record and registration of graduation certificates with online verification system

## In- Job Legal Stage program registration and profile system

In- Job Legal Stage program registration and profile system should be:

* Able to register through creating an account for the applicants
* Able to create profile accounts for the accepted applicants (In-Job Legal Stagers/internees)

Able to provide analytical report

## Digital library

Digital Library section should be:

* Able to provide soft library by capacity of 1,000,000 books and 1,000,000 articles
* Able to Provide the wide registration capability of books, Journals/magazines and articles which contains the author name, title of the book/article, year of publication and …
* Able to Provide the advance search capability for audience in national official languages and Arabic and English languages
* Able to Provide the online preview/printing and online reading capability of books and articles
* Able to provide upload and download capability for administrator
* Able to provide the limited download capability for audience
* Able to provide reports of uploaded and downloaded books and articles to administrator
* Able to provide categorized reports about the numbers of downloaded, viewed and printed books and articles
* Allocating separated section for other countries laws and international conventions
* Able to Provide links with other internal and some international legal publications with reporting capability of new publication and pursuing capability of online systems of purchasing

## Apps

Taqnin requires the following apps:

* Consultation app on drafts of legislative documents (for limited users)
* Digital library app
* Legislative Stage Course Program app
* In- Job Legal Stage program app

## Other Requirements

## Users

* Taqnin requires a multi users accounts at different levels which will be provided by us in a separate document.

##  Cloud Hosting

The cloud hosting platform should provide the following requirements:

* Backup options, with the ability to restore the database to an earlier backup, as well as an option to download manual backups on demand.
* Disaster recovery features with active backup replication in DR sites to prevent data loss.
* The connections shall use HTTPS and SSL Certification
* The hosting configuration (processing power, memory and disk space) shall properly take into account the number of users which will be mentioned in near future, and the database’s scope of apps and features.

## Warranty and maintenance of Database

Maintenance of Taqnin database is of primary importance to us, as after sale services are difficult to obtain in Afghanistan, therefore, this could be an issue which needs consideration and should affect decision making process whether to go ahead with a supplier or not.

## The quality assurance

Quality of reporting is of primary importance to us. Taqnin is producing extensive reports to the government authorities and public as well, with different requirements. The software should have adjustable reporting options to facilitate varying reports by level of urgency, level of priority, projects, by class, by type etc. Failure to provide such reporting will cause significant disruption. This will affect our decision when choosing a particular software.

## Discussion on Specifications and Details

 Taqnin is ready to provide and present details on every aspect of the current ToR.

## Coordination with National Statistics and Information Authority (NSIA)

Whereas the NSIA has the authority to manage the systemization in the country and based on the Presidential Decree NO#2 issued on 1/10/1399 in this regard, in order to better coordinate matters related to systemization and system development all affairs related to system development should be manage by or in coordination with NSIA. The contracting company is obliged to coordinate the system development issues with NSIA and consider all recommendation thereto. Also, regarding the connection of the legislative tracking system with the central system, if required, the company should implement the suggestions, guidelines, advises and comments from the NSIA.

## Others

* The firm /company should take complete system requirements (functional and non-functional) from system stakeholder and provide the whole system SRS (Software Requirements Specifications).
* The firm/company should apply agile methodology for development.
* The company should provide support to the developed system for the period of at least two years after completion.
* The firm/company should consider some training (at least one year) on the database use and running day to day in order to enable the Taqnin related personnel to troubleshoot as needed.
* The firm/company should provide a detailed manual for end users.
* Alternatively, technical training shall be given to ICT unit of MoJ/Taqnin to enable a quick fix if needed and doesn’t require MoJ/Taqnin to contact the supplier since this will be time consuming and will cause disruption of activities
1. **Expected Deliverables and Payment Schedule**

The complete payment will be done upon completion of the task, as such that the contractor shall submit invoices to UNDP for the services ordered and delivered to UNDP together with supporting documents to demonstrate that the Tracking system was developed.

1. **Institutional Arrangement**
	1. **Supervisory arrangement**

This assignment will be implemented, governed, and monitored with over all supervision of the National project Manager AQJS project within the Governance for Peace (G4P) Unit of UNDP Afghanistan

## Reporting by the Contractor

The Contractor will report to UNDP on the progress of the activity.

Below are outlined the deliverables for this assignment. The contracting party will engage regularly with the AQJS project management team and the Head of Department of Study, Description and Training of Laws, at MOJ/Taqnin to discuss progress made and to suggest and agree on any adjustments that may be required in the scope and/or approach.

**Deliverable 1: Inception report and work-plan**

Submission of a detailed inception report including application/system developing approach and methodology, data quality control approach, data security approach.

**Deliverable 2: Development of the system**

Under deliverable 2, the service provider must develop the system with all the technical requirements and specifications mentioned in the TOR as well as the details and specifications may be suggested by Taqnin during the meetings and present it to the MOJ/Taqnin for their review. Where the service provider will receive further comments, suggestions, and recommendations from the Taqnin. All the comments obtained, and recommendations received will be considered and the required changes will be brought into the system accordingly.

**Deliverable 3: Finalizing the development of the system.**

Under deliverable 3, the service provider must finalize the system as per the instruction of the MOJ/Tqanin and based on the suggestions, modifications, changes, add and omission recommended by the MOJ/Tqanin on the first draft. As such that all of the requirements are fulfilled, and the task is achieved.

**Deliverable 3: Post-delivery report**

Submission of post-delivery report, including lessons learned, and recommendations for future activity/ies, and submission of user/admin manuals, video guide, system documentations including but not limited to installation, maintenance, and administration manuals.

**Payment schedules:**

|  |  |
| --- | --- |
| 1st payment: Upon submission of Inception report and work-plan | 20% |
| 2nd payment: Upon designing and development of the first draft of the system as mentioned in the TOR | 20% |
| 3rd payment: upon completion of the final system with consideration of the all the comments and suggestion of the MOJ Taqnin | 40% |
| 4th payment: During the closure phase, upon completion of final post-delivery report | 20% |
| **Total** | **100%** |

**Payment Modality:**

Payments under the contract shall be made in accordance with the Responsible Party Agreement and shall be delivery based and be made on approved completion of the milestones listed above. This payment will only be for work carried out directly by the Responsible Party.

|  |
| --- |
| **IV.WORKING ARRANGEMENTS** |
| **Institutional Arrangements:**This partnership will be implemented, governed and monitored with the overall supervision of the Project Manager of the AQJS Project within the Governance for Peace (G4P) Unit of UNDP Afghanistan and in close collaboration with MOJ DM on Admin and Finance Affairs and Head of Taqnin.**Duration of the Work:**The assignment should be delivered within a maximum of 4 months from the starting date of the contract. **Duty Station** Delivery of this project is on the duty station, the Ministry of Justice, Kabul  |
| **V. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS** |
| 1. **Technical Proposal consisting of:**
	1. Background and qualifications of the Responsible Party. Prior experience in development of data collection and geo-location-based monitoring system is required, proven through real demonstration of similar systems built in the past.
	2. Methodology for developing the Legislative Tracking System
	3. Outline work plan
	4. Profiles of key staff including the Director and System developer/designer.
	5. Reporting and M&E arrangements
2. **Financial Proposal consisting of:**
	1. Staff costs
	2. Tools and software costs
	3. Administrative and overheads costs
 |

1. **Expected duration of the contract/assignment.**

The assignment should be delivered within a maximum of 5 months from the starting date of the contract.

1. **Professional qualifications of the successful contractor.**

|  |  |
| --- | --- |
| **Key personnel**  | **Minimum Educational qualification and experience**  |
| Project Expert (1CV)  | **Education and Qualification:** A bachelor’s degree in computer science, Database and tracking system development or any other relevant topics.                       **Years of experience:**A minimum of 5 years of experience in building IT solutions to development problems is requested. Additional experience in, communication, coordination, tracking system development or in database developing will be an asset. The candidate will have to demonstrate at least one similar experience in building a technological solution to a development problem through an existing functioning website or application. **Languages:** Fluency in English, Pashtu and Dari is required. |
| Expert-2(1CV) Database Developing Expert  | **Education and Qualification:** A bachelor’s degree in computer science, Database and tracking system development or any other relevant topics.                       **Years of experience:**A minimum of 3 years of experience in building IT solutions to development problems is requested. Additional experience in tracking system development or in database developing will be an asset. The candidate will have to demonstrate at least one similar experience in building a technological solution to a development problem through an existing functioning website or application. **Languages:** Fluency in English, Pashtu and Dari is required. |
| Expert 3(1CV) Tracking System Developing Expert  | **Education and Qualification:** A bachelor’s degree in computer science, Database and tracking system development or any other relevant topics.                       **Years of experience:**A minimum of 3 years of experience in building IT solutions to development problems is requested. Additional experience in tracking system development or in database developing will be an asset. The candidate will have to demonstrate at least one similar experience in building a technological solution to a development problem through an existing functioning website or application. **Languages:** Fluency in English, Pashtu and Dari is required. |

**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:

1. **Preliminary requirement**

☒ Company Profile, which should not exceed fifteen (15) pages,

☒ Technical and Financial Proposal (Work Methodology, implementation plan, proposed team structure) according to TOR (Annex 2)

☒ Signed form for Submitting Service Provider’s Proposal (Annex 3)

☒ Financial Proposal (password protected), Annex 3B

☒ Signed Proposal Submission Form (Annex 4)

☒ The Proposer should have completed at least two **similar assignments (Contracts)** in terms of complexity and nature **(developing of tracking system and software developments and databases.** **)** in the last **3 years**. Copies of the contracts shall be submitted as part of the bid.

☒ Valid Certificate of Registration of the business from Related government authority.

☒ Statement of Satisfactory Performance from the Top 2 (two) Clients within the past 03 (Three) years.

☒ Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references.

☒ Structure of the team, including the names, position in the team and CVs of key personnel- For details please refer to Annex – 2 TOR.

☒. Acceptance of UNDP GTC.

1. **Qualifications of the Service Provider- 30 Points**

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

1. Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations.
2. Business Licenses – Registration Papers, Tax Payment Certification, etc.
3. Contractor registered and Permitted to work in Afghanistan.

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.

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) Background / expertise of the organization – **05 Points**

b) General Organizational Capability which is likely to affect implementation, such as Financial stability and capacity, age/size of the firm – **05 Points**

c) Specialized Knowledge: Two similar assignments (Contracts) in terms of complexity and nature (developing of tracking system and software developments and databases. ) in the last 3 years. Copies of the contracts shall be submitted as part of the bid. **05 Points**

d)At least 3 years of relevant experience in developing of tracking system and software developments and databases -**05 Points**

e) Experience of working with similar Projects in Afghanistan. **05 Points**

f) Statement of Satisfactory Performance from the Top 2 (two) Clients within the past 03 (Three) Years –**05 Points**

1. **Proposed Methodology (Technical proposal) for the Completion of Services-30 Points**

|  |
| --- |
| *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.* |

1. **Qualifications of Key Personnel-40 Points**

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

a) Project Expert (15 Point)

b) Database Developing Expert (15 points)

c) Tracking System Developing Expert (10 points)

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

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

**1. Cost Breakdown per Deliverable\***

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

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Deliverables*****[list them as referred to in the RFP]*** | **Percentage of Total Price *(Weight for payment)*** | **Price*****(Lump Sum, All Inclusive)*** |
| 1 | 1st payment: Upon submission of Inception report and work-plan | 20% |  |
| 2 | 2nd payment: Upon designing and development of the first draft of the system as mentioned in the TOR | 20% |  |
| 3 | 3rd payment: upon completion of the final system with consideration of the all the comments and suggestion of the MOJ Taqnin | 40% |  |
| 4 | 4th payment: During the closure phase, upon completion of final post-delivery report | 20% |  |
|  | **Total**  | **100%** |  |

**2. Cost Breakdown by Cost Component**

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of Activity** | **Remuneration per Unit of Time** | **Total Period of Engagement** | **No. of Personnel** | **Total Rate**  |
| **I. Personnel Services**  |  |  |  |  |
| 1. Project Expert
 |  | **4 Months**  | **1** |  |
| 1. Database Developing Expert
 |  | **4 Months**  | **1** |  |
| 1. Tracking System Developing Expert
 |  | **4 Months**  | **1** |  |
| **II. Out of Pocket Expenses (if applicable)** |  |  |  |  |
|  1. Travel Costs |  |  |  |  |
|  2. Daily Allowance |  |  |  |  |
|  3. Communications |  |  |  |  |
|  4. Reproduction  |  |  |  |  |
|  5. One Year Maintenance cost  |  | One Year |  |  |
| **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:

1. 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.
2. 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.
3. We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
4. 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]*