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Resilient nations.*

## REQUEST FOR PROPOSAL

### Integrated Bio-Behavioral Surveillance Survey (IBBS) for HIV in Afghanistan

**RFP Ref. No -** UNDP/AFG/RFP/2021/ 0000009599

Project: UNDP-GF Program

Country: Afghanistan

Issued on: 28 June 2021

## Contents

<b>SECTION 1. LETTER OF INVITATION .....</b>	<b>4</b>
<b>SECTION 2. INSTRUCTION TO BIDDERS .....</b>	<b>6</b>
<b>A. GENERAL PROVISIONS .....</b>	<b>6</b>
1. Introduction.....	6
2. Fraud & Corruption, Gifts and Hospitality .....	6
3. Eligibility .....	6
4. Conflict of Interests .....	7
<b>B. PREPARATION OF PROPOSALS .....</b>	<b>7</b>
5. General Considerations .....	7
6. Cost of Preparation of Proposal .....	7
7. Language .....	8
8. Documents Comprising the Proposal .....	8
9. Documents Establishing the Eligibility and Qualifications of the Bidder .....	8
10. Technical Proposal Format and Content .....	8
11. Financial Proposals .....	8
12. Proposal Security.....	8
13. Currencies .....	9
14. Joint Venture, Consortium or Association .....	9
15. Only One Proposal.....	10
16. Proposal Validity Period.....	10
17. Extension of Proposal Validity Period .....	10
18. Clarification of Proposal .....	11
19. Amendment of Proposals .....	11
20. Alternative Proposals.....	11
21. Pre-Bid Conference .....	11
<b>C. SUBMISSION AND OPENING OF PROPOSALS .....</b>	<b>11</b>
22. Submission .....	12
23. Deadline for Submission of Proposals and Late Proposals .....	13
24. Withdrawal, Substitution, and Modification of Proposals .....	13
25. Proposal Opening .....	14
<b>D. EVALUATION OF PROPOSALS .....</b>	<b>14</b>
26. Confidentiality .....	14
27. Evaluation of Proposals .....	14
28. Preliminary Examination.....	14
29. Evaluation of Eligibility and Qualification .....	14
30. Evaluation of Technical and Financial Proposals .....	15
31. Due Diligence.....	15
32. Clarification of Proposals .....	16
33. Responsiveness of Proposal .....	16
34. Nonconformities, Reparable Errors and Omissions .....	16
<b>E. AWARD OF CONTRACT .....</b>	<b>17</b>
35. Right to Accept, Reject, Any or All Proposals.....	17
36. Award Criteria.....	17
37. Debriefing.....	17
38. Right to Vary Requirements at the Time of Award .....	17
39. Contract Signature.....	17

40.	Contract Type and General Terms and Conditions .....	17
41.	Performance Security .....	17
42.	Bank Guarantee for Advanced Payment.....	18
43.	Liquidated Damages .....	18
44.	Payment Provisions .....	18
45.	Vendor Protest .....	18
46.	Other Provisions .....	18
<b>SECTION 3. BID DATA SHEET .....</b>		<b>19</b>
<b>SECTION 4. EVALUATION CRITERIA.....</b>		<b>24</b>
<b>SECTION 5. TERMS OF REFERENCE .....</b>		<b>29</b>
<b>SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST .....</b>		<b>42</b>
<b>FORM A: TECHNICAL PROPOSAL SUBMISSION FORM .....</b>		<b>42</b>
<b>FORM B: BIDDER INFORMATION FORM.....</b>		<b>44</b>
<b>FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM .....</b>		<b>45</b>
<b>FORM D: QUALIFICATION FORM.....</b>		<b>46</b>
<b>FORM E: FORMAT OF TECHNICAL PROPOSAL .....</b>		<b>49</b>
<b>FORM F: FINANCIAL PROPOSAL SUBMISSION FORM .....</b>		<b>52</b>
<b>FORM G: FINANCIAL PROPOSAL FORM .....</b>		<b>53</b>

**Subject:** Integrated Bio-Behavioral Surveillance Survey (IBBS) for UNDP-GFP- HIV in Afghanistan

**RFP No.** UNDP/AFG/RFP/2021/ 0000009599

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

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
  - o Form A: Technical Proposal Submission Form
  - o Form B: Bidder Information Form
  - o Form C: Joint Venture/Consortium/Association Information Form
  - o Form D: Qualification Form
  - o Form E: Format of Technical Proposal
  - o Form F: Financial Proposal Submission Form
  - o Form G: Financial Proposal Form

If you are interested in submitting a Proposal in response to this RFP, please prepare your offer comprising of all required documents should be submitted in accordance with Section 2, through the UNDP ATLAS E-Tendering system, which can be accessed at <https://etendering.partneragencies.org>.

**No hard copy or email submissions will be accepted by UNDP:**

The step by step instructions for registration of bidders and quotation/proposal submission through the UNDP ATLAS E-Tendering system is available in the instructions manual for the bidders, attached with this RFP. Should you require any training on the UNDP ATLAS E-Tendering system or face with any difficulties when registering your company or submitting your bid, please send an email to the E-Tendering Help Desk at [procurement.af@undp.org](mailto:procurement.af@undp.org) during office hours to request for help.

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

Please refer to E-Tendering system for closing date of this RFP.

Kindly go through this invitation letter and other documents attached here to this RFP. Should you have any question or require any clarification, please feel free to send an email to the procurement officer at [procurement.af@undp.org](mailto:procurement.af@undp.org)

Please note that UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP

activities. (See

[http://www.undp.org/about/transparencydocs/UNDP Anti Fraud Policy English FINAL june 2011.pdf](http://www.undp.org/about/transparencydocs/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf) and [http://www.undp.org/content/undp/en/home/operations/procurement/procurement\\_protest/](http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protest/) for full description of the policies)

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

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

Approved by:

Title: Head of Supply Chain Management  
Date: June 24, 2020

A. GENERAL PROVISIONS	
1. Introduction	1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at <a href="https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d">https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</a>
	1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.
	1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website ( <a href="http://www.ungm.org">www.ungm.org</a> ). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.
2. Fraud & Corruption, Gifts and Hospitality	2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</a>
	2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.
	2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
	2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at <a href="http://www.un.org/depts/ptd/pdf/conduct_english.pdf">http://www.un.org/depts/ptd/pdf/conduct_english.pdf</a>
3. Eligibility	3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.
	3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.

<b>4. Conflict of Interests</b>	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> <li>a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;</li> <li>b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or</li> <li>c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</li> </ul> <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> <li>a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and</li> <li>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</li> </ul> <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
<b>B. PREPARATION OF PROPOSALS</b>	
<b>5. General Considerations</b>	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
<b>6. Cost of Preparation of Proposal</b>	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>

<b>7. Language</b>	7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.
<b>8. Documents Comprising the Proposal</b>	8.1 The Proposal shall comprise of the following documents: a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
<b>9. Documents Establishing the Eligibility and Qualifications of the Bidder</b>	9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.
<b>10. Technical Proposal Format and Content</b>	10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP. 10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive. 10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP 10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.
<b>11. Financial Proposals</b>	11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs. 11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price. 11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.
<b>12. Proposal Security</b>	12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal. 12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected. 12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.



	<p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Proposal/Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> <li>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</li> <li>b) In the event that the successful Bidder fails: <ul style="list-style-type: none"> <li>i. to sign the Contract after UNDP has issued an award; or</li> </ul> </li> </ul> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
<b>13. Currencies</b>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <ul style="list-style-type: none"> <li>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</li> <li>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</li> </ul>
<b>14. Joint Venture, Consortium or Association</b>	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p>

	<p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
<b>15.Only One Proposal</b>	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>a) they have at least one controlling partner, director or shareholder in common; or</li> <li>b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>c) they have the same legal representative for purposes of this RFP; or</li> <li>d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process;</li> <li>e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or</li> <li>f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.</li> </ul>
<b>16.Proposal Validity Period</b>	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
<b>17.Extension of Proposal Validity Period</b>	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and</p>

	in which case, such Proposal will not be further evaluated.
<b>18. Clarification of Proposal</b>	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
<b>19. Amendment of Proposals</b>	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>
<b>20. Alternative Proposals</b>	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
<b>21. Pre-Bid Conference</b>	<p>21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.</p>
<b>C. SUBMISSION AND OPENING OF PROPOSALS</b>	



	<p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> <li>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</li> <li>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.</li> <li>d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected.</li> <li>c) Documents which are required to be in original form (e.g. Proposal/Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS.</li> <li>d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link:  <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/</a> </li> </ul>
<b>23. Deadline for Submission of Proposals and Late Proposals</b>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<b>24. Withdrawal, Substitution, and Modification of Proposals</b>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after</p>

	the bid has been opened
<b>25.Proposal Opening</b>	25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.
<b>D. EVALUATION OF PROPOSALS</b>	
<b>26.Confidentiality</b>	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
<b>27.Evaluation of Proposals</b>	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> <li>Preliminary Examination</li> <li>Minimum Eligibility and Qualification (if pre-qualification is not done)</li> <li>Evaluation of Technical Proposals</li> <li>Evaluation of Financial Proposals</li> </ol>
<b>28.Preliminary Examination</b>	28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.
<b>29.Evaluation of Eligibility and Qualification</b>	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> <li>They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list;</li> <li>They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,</li> <li>They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required;</li> <li>They are able to comply fully with UNDP General Terms and Conditions of Contract;</li> <li>They do not have a consistent history of court/arbitral award</li> </ol>

	<p>decisions against the Bidder; and</p> <p>f) They have a record of timely and satisfactory performance with their clients.</p>
<b>30. Evaluation of Technical and Financial Proposals</b>	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p><b>TP Rating</b> = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p><b>FP Rating</b> = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p><b>Combined Score</b> = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
<b>31. Due Diligence</b>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p>

	<ul style="list-style-type: none"> <li>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</li> <li>b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;</li> <li>c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;</li> <li>d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary;</li> <li>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</li> <li>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</li> </ul>
<b>32. Clarification of Proposals</b>	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
<b>33. Responsiveness of Proposal</b>	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
<b>34. Nonconformities, Repairable Errors and Omissions</b>	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> <li>a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of</li> </ul>



	<p>the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected;</p> <p>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</p> <p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
<b>E. AWARD OF CONTRACT</b>	
<b>35.Right to Accept, Reject, Any or All Proposals</b>	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
<b>36.Award Criteria</b>	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
<b>37.Debriefing</b>	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
<b>38.Right to Vary Requirements at the Time of Award</b>	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
<b>39.Contract Signature</b>	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
<b>40.Contract Type and General Terms and Conditions</b>	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
<b>41.Performance Security</b>	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at <a href="https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guar">https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guar</a>

	<p><a href="#">antee%20Form.docx&amp;action=default</a> within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.</p>
<b>42. Bank Guarantee for Advanced Payment</b>	<p>42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at <a href="https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default</a></p>
<b>43. Liquidated Damages</b>	<p>43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.</p>
<b>44. Payment Provisions</b>	<p>44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.</p>
<b>45. Vendor Protest</b>	<p>45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures:  <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html">http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html</a></p>
<b>46. Other Provisions</b>	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15  <a href="http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer">http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer</a></p>

### Section 3. Bid Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	<p>Will be Conducted</p> <p>Due to Covid-19 pandemic, a 'virtual pre-proposal conference will be conducted, and questions will be answered through a ZOOM virtual meeting 16 days before the submission of the proposal deadline.</p> <p>Following is the detail for the meeting:</p> <p>Topic: Pre- Proposal Meeting, Integrated Bio-Behavioural Surveillance (IBBS)</p> <p>Time: July 4, 2021 01:30 PM Kabul</p> <p>Join Zoom Meeting</p> <p>Link of the Zoom meeting:  <a href="https://us04web.zoom.us/j/71489083821?pwd=a3o2Ryt2MTArSkhCV045RFdJUDRFUT09">https://us04web.zoom.us/j/71489083821?pwd=a3o2Ryt2MTArSkhCV045RFdJUDRFUT09</a></p> <p>Meeting ID: 714 8908 3821</p> <p>Passcode: p7Lv3S</p>
5	10	Proposal Validity Period	90 days
6	14	Proposal/bid Security	Not Required

7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will not be imposed
9	40	Performance Security	Not Required
10	18	Currency of Proposal	<p>United States Dollar (USD)</p> <p>For evaluation purposes proposals prices expressed in different currencies shall be converted in: [US Dollars]</p> <p>The source of exchange rate shall be: [ UN Exchange Rate]</p> <p>The date for the exchange rate shall be [UN Exchange rate for the month of proposal submission closing date]</p>
11	31	Deadline for submitting requests for clarifications/ questions	<p>7 days before the submission deadline with following information:</p> <ul style="list-style-type: none"> <li>- Referencing the tender document-section where the firm has question</li> <li>- Company Name and focal point</li> </ul> <p>UNDP will endeavour to provide the above clarifications expeditiously, but any delay in providing such information will not be considered a reason for extending the submission date of a proposals.</p>
12	31	Contact Details for submitting clarifications/questions	<p>Focal Person in UNDP: Address: United Nations Development Programme, UNDP Country Office, UNOCA Complex, Jalalabad Road, Kabul, Afghanistan E-mail address dedicated for this purpose: <a href="mailto:procurement.af@undp.org">procurement.af@undp.org</a></p> <p><b>Note:</b> The Subject Line of email should be: <i>Request for clarification for UNDP/AFG/RFP/2021/ 0000009599– RFP for Integrated Bio-Behavioural Surveillance Survey (IBBS) for UNDP-GFP- HIV in Afghanistan</i></p>
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	<p>Uploading in the E-tendering system.</p> <p>Supplemental Information will be uploaded to the system (Atlas-E tendering System). Once uploaded, bidders who accepted Tender Invitation will be notified automatically by a system that changes have occurred. It is the responsibility of the bidders to view the respective changes and clarifications in the system.</p>

14	23	Deadline for Submission	<p>Date and Time: As specified in the E-Tendering system (note that time zone indicated in the system is New York Time zone).</p> <p><b><u>PLEASE NOTE: -</u></b></p> <ol style="list-style-type: none"> <li>1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the e-tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system.</li> <li>2. Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist.</li> </ol>
15	22	Allowable Manner of Submitting Proposals	<p>E-Tendering System</p> <p>Your proposal, comprising of requested documents, should be submitted thorough the UNDP ATLAS E-tendering system.</p> <p>The step by step instruction to be followed for bid submission thorough the UNDP ATLAS E-tendering system is available in the instruction manual for the bidders, attached with this RFP.</p> <p>The solicitation documents and the manual is also posted in following websites:</p> <p><a href="http://procurement-notice-undp.org">http://procurement-notice-undp.org</a></p>
16	22	Proposal Submission Address	<p>Shall be submitted through e-Tendering System:</p> <p><a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a></p> <p><b><u>Business Unit: AFG10 and Event ID 0000009599</u></b></p>
17	22	Electronic submission (eTendering) requirements	<p>Official Address for e-submission:</p> <p><a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a></p> <ul style="list-style-type: none"> <li>▪ Format: PDF files only</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Format: PDF, Excel, Word</li> <li>▪ The Technical Proposal should be submitted separately from the Financial Proposal and must not contain any pricing information whatsoever on the services offered.</li> <li>▪ Max. File Size per transmission: 10 MB</li> </ul>

			<ul style="list-style-type: none"> <li>Financial Proposal Password:</li> </ul> <p>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.</p> <p>The bids submitted by email/post mail/hand shall not be accepted.</p> <ul style="list-style-type: none"> <li>While entering financial proposal in the e-tendering system, always mention your price as USD 1. Please do not mention the value of your financial proposal in e-tendering system. It should only be mentioned in the password protected file/attachment of financial submission form. The proposal of those organizations who would reveal their financial proposal value in the e-tendering system will be considered as disqualified.</li> </ul>
18	27 36	Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively</p> <p>The minimum technical score required to pass is 70%.</p>
19		Expected date for commencement of Contract	August 2021
20		Maximum expected duration of contract	For the period of Nine months after award of the contract.
21	35	UNDP will award the contract to:	One Proposer
22	39	Type of Contract	<p>Contract for Goods and/or Services to UNDP</p> <p><a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p> <p>Lump sum contract with the following payment conditions:</p> <p>-20 % of the payment after the completion of the Milestone 1, upon clearance by the UNDP/GFP.</p> <p>-30% of the payment after the completion of Milestone 2 upon clearance by the UNDP/GFP.</p> <p>-50% of the payment upon the completion of the Milestone 3, upon clearance by the UNDP/GFP.</p>

23	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Contracts <a href="https://www.undp.org/content/dam/undp/library/corporate/Procurement/english/3.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf">https://www.undp.org/content/dam/undp/library/corporate/Procurement/english/3.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf</a>
24		Other Information Related to the RFP	<i>The bids submitted by email/post-mail/hand shall not be accepted while entering the financial proposal in the e-tendering system, always mention your price as USD 1. Please don't mention the value of your financial proposal in the e-tendering system. It should be mentioned the password protected file/attachment of the financial submission from (form F and G). The proposal value in the e-tendering system will be considered as disqualification.</i>
25		Post qualification Actions	Inquiry and reference checking with other previous clients on the quality of performance on on-going or previous contracts completed;  Physical inspection of the bidder's plant, factory, branches or other places where business transpires, with or without notice to the bidder;

### Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

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

### Minimum Eligibility and Qualification Criteria.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion. The Joint Venture should include the following:

1. Letter of Intent, jointly signed by Senior Partners of the JVs, as part of their RFP submission. The Letter of Intent should include the following:
  - a. Undertaking that the firms will be working as JV for the purposes of the assignment;
  - b. Specialties/areas of work that each individual firms will be responsible for;
  - c. Lead firm for UNDP-Afghanistan contact for the assignment. For the purpose of the assignment, UNDP Afghanistan will deal with the lead firm as UNDP-Afghanistan contact.
  - d. Name, title and telephone number of the Principal within the Lead firm identified for the JV, to act as the Contact Person. The principal must have been identified as the Contact and Empowered to sign Legal Agreement with UNDP Afghanistan and make decision for the JV on all contractual matters.
  - e. Completed Declaration of No conflict of Interest signed by the Principles of all firms in a Consultant JV.

Note: All information against which a firm or association or JV shall be evaluated should be attached and sequence as stated below:

Subject	Criteria	Document Submission requirement
<b>ELIGIBILITY</b>		
<b>Legal Status</b>	Vendor is a legally registered entity in field of research	Form B: Bidder Information Form
<b>Eligibility</b>	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with RFP clause 3.	Form A: Technical Proposal Submission Form
<b>Conflict of Interest</b>	No conflicts of interest in accordance with RFP clause 4.	Form A: Technical Proposal Submission Form



<b>Bankruptcy</b>	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
<b>QUALIFICATION</b>		
<b>History of Non-Performing Contracts<sup>1</sup></b>	Non-performance of a contract did not occur as a result of contractor default for the last 5 years.	Form D: Qualification Form
<b>Litigation History</b>	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
<b>Previous Experience and Financial Standing</b>	-Minimum 5 years of experience in organizing and managing research and analysis assignments. For further details on assignment, please refer to section 5. ToR -The firm should have a Minimum of 350,000 USD average annual turnover within last three years	Form D: Qualification Form
	The firm should have experience in conducting and delivering at-least 2 research and analysis assignments of similar nature and complexity with UN agencies, international organizations or Government during the last 5 years with value of each contract US \$ 150,000.	Form D: Qualification Form
<b>Sample of previous work</b>	Please provide a copy of your company's previous work including past contracts, POs as part of your technical proposal.	Form D: Qualification Form
<b>Key Personnel CVs</b>	CVs of the following Key Personnel are required to be submitted within the technical proposal: <ul style="list-style-type: none"> <li>• Principle investigator – 1 CV Required</li> <li>• Biostatistician – 1 CV Required</li> <li>• Data Manager - 1 CV Required</li> </ul>	Form D: Qualification Form

### Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Expertise of Firm / Organization (Bidder's qualification, capacity and experience)	300
2.	Proposed Methodology, Approach and Implementation Plan	400

<sup>1</sup> Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

3.	Management Structure and Key Personnel	300
	<b>Total</b>	<b>1000</b>

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing	70
1.2	General Organizational Capability which is likely to affect implementation <ul style="list-style-type: none"> <li>- Financial stability</li> <li>- loose consortium, holding company or one firm</li> <li>- age/size of the firm</li> <li>- strength of project management support</li> <li>- project financing capacity</li> </ul> project management controls	100
1.3	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills.)	30
1.4	Quality assurance procedures, warranty	30
1.5	Relevance of: <ul style="list-style-type: none"> <li>- Specialized Knowledge in the proposed scope of work in the TOR</li> <li>- Demonstrated experience on Similar Programme /studies</li> <li>- Experience on Projects in the Afghanistan</li> <li>- Work for UN agencies major multilateral/ or bilateral programmes</li> </ul>	70
Total Section 1		300

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	To what degree does the proposer understand the task?	30
2.2	Have the important aspects of the scope of work been addressed in sufficient detail?	30
2.3	Are the different components of the evaluation adequately weighted relative to one another?	40
2.4	Is the proposal based on an evaluation of similar project and was the findings of similar projects properly used in the preparation of the proposal?	50
2.5	Is the study methodology adopted appropriate for the task?	55
2.6	Is the scope of task well defined and does it correspond to the TOR?	110
2.7	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	85
Total Section 2		400

Section 3. Management Structure and Key Personnel		Points obtainable
<b>3.1</b>	<b>Principal Investigator</b>	
	Master Epidemiology or related public health field. PhD degree will be Asset	60
	7 years of experience in developing, conducting IBBS/HIV research among hidden populations or key populations including KAP surveys on health.	100
	Previous work experience in Afghanistan and the region. Being Afghan national will be an asset	40
	<b>Subtotal</b>	<b>200</b>
<b>3.2</b>	<b>Biostatistician</b>	
	Master in biostatistics or statistics	30
	5 years' experience of data analysis	50
	Afghan national and work experience in Afghanistan	20
	<b>Subtotal</b>	<b>100</b>
<b>3.3</b>	<b>Data Manager</b>	
	University degree in IT or management information system	30
	3 years' experience of data management	50
	Afghan national and work experience in Afghanistan	20
	<b>Subtotal</b>	<b>100</b>
<b>Total Section 3</b>		<b>300</b>

**Note:** The CV of three categories key professional staff shall be evaluated in detail in accordance with technical proposal evaluation criteria 3.2 and in accordance with the educational and professional qualifications indicated in the Terms of Reference. The CVs of other professional staff, submitted if any, shall be considered for combined evaluation of the team as part of technical proposal evaluation criteria 3.1 (Management structure, staff time allocation, team composition and qualification of other professional staff).



## **1. PROJECT DESCRIPTION**

The United Nations Development Programme (UNDP) is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in 170 countries and territories, working with governments and people on their own solutions to global and national development challenges to help empower lives and build resilient nations.

UNDP is a lead agency in UNAIDS for addressing the dimensions of HIV and AIDS relating to human rights, gender and sexual diversity. In addition, UNDP contributes to public health and development partnerships through collaborations with the Global Fund to Fight AIDS, Tuberculosis and Malaria (the 'Global Fund'), Roll Back Malaria, Stop TB Partnerships, and special programmes on human reproduction and infectious diseases that disproportionately affect poor populations.

As a member of the country-level UN Joint Team on AIDS, UNDP operates strictly in support, and within the framework of national health plans and disease specific national strategies, under the programmatic leadership of national health authorities and respecting the critical role of local civil society organizations (CSOs). Promoting national ownership, developing capacity and strengthening national systems is the over-riding objective of UNDP's engagement.

### **UNDP Global Fund Partnership**

As part of its wider engagement with the United Nations, the Global Fund has partnered with UNDP since 2003 to ensure that grants are implemented, and services are delivered in countries facing complex challenges. The partnership focuses on three closely linked areas of work: implementation support, capacity development, and policy engagement. For implementation support UNDP serves as an interim Principal Recipient (PR) (currently in 26 countries) in a variety of settings including countries that face capacity constraints, complex emergencies, poor governance environments, political upheaval, or donor sanctions. It does so upon request by the Global Fund and/or the Country Coordinating Mechanism (CCM) and when no national entity is able to assume the role at the time. UNDP's role as PR is an interim arrangement until national entities can assume full responsibility for implementation and capacity of national partners (Government and CSOs) is also strengthened to ensure long-term sustainability of health outcomes.

## **2. Global Fund Programmes in Afghanistan**

The UNDP is a partner of Global Fund to Fight AIDS, Tuberculosis and Malaria and serves as interim Principal Recipient ('PR') at the request of the Country Coordinating Mechanism ('CCM') or GF. The Afghanistan CCM selected UNDP Afghanistan to assume the PR' role for the HIV, TBRSSH and Malaria grants. The Ministry of Public Health (MoPH) is the principal implementing partner and a number of non-governmental organizations implementing the grant activities as Sub-recipients ('SR') in targeted areas. The PR, UNDP is responsible for the financial and programmatic management of the Global Fund grants as well as procurement of pharmaceutical and non-health items and the quality of the services provided under the Programmes. In all areas of implementation, UNDP provides support to national partners to strengthen health systems to assume the PR' role when capacities permit. The UNDP's working to strengthening partnerships between MoPH, other government agencies, affected communities, development partners and UN agencies to ensure more effective and inclusive governance of the response against the three diseases. The UNDP Afghanistan has a Programme Management Unit ('PMU') that coordinates and oversees the implementation of the Programmes and ensure compliance of the terms and conditions of the grant agreements with the GF and UNDP rules, policies and procedures. UNDP implements program activities in partnership with sub-recipients (NGOs) in the country and provides general guidance on UNDP/Global Fund rules and procedures to all SRs participating in the implementation of program activities.

## **3. BACKGROUND INFORMATION**

Afghanistan is a low-income country in Asia, sharing borders with Pakistan, Iran, Tajikistan, Uzbekistan and Turkmenistan. Despite long periods of instability and armed conflict, Afghanistan's primary health system has steadily expanded in recent years and led to improved health outcomes for its population. The Islamic Republic of Afghanistan has an estimated settled population of 32,890,171 million (Central Statistics Office, 2020). Afghanistan with 638 maternal mortality ratio and 50 under five mortality is in the upper rank in the list of developing countries. Deliveries attended by skilled birth attendant is 51% and ANC four plus visit is at 18% .

The Human Immunodeficiency Virus (HIV) epidemic is widespread throughout many countries in Asia. Many of the same risk factors, which facilitate the virus transmission in these countries, are also present in Afghanistan. The Afghanistan National Program for Control of AIDS, Hepatitis and STI (ANPASH), in response to the threat of the HIV epidemic, formulated four consecutive National HIV/AIDS Strategic Plans, conducted two rounds of integrated bio-behavioral surveillance (IBBS) in 2009 and 2012, and conducted Population Size Estimation and Epi Analysis of the National Program in 2019.

Despite the low HIV prevalence in Afghanistan, data suggests risk contexts and potential for the spread of HIV. There are structural determinants for a wider HIV epidemic including drug production and trafficking, strong religious and cultural proscriptions against sexual relations outside of marriage and the use of illicit drugs, large population of young people (more than 60% is below 25 year-old), poverty, insecurity, lack of access to quality education, and violence which increases susceptibility to HIV. Other determinants include high prevalence of TB and STIs, low literacy rate (27%), and high level of stigma and discrimination against People living with HIV (PLHIV).

In this context, the Ministry of Public Health and the Afghanistan National Program for Control of AIDS, STI and Hepatitis (ANPASH) have developed a National Strategic Plan (NSP IV) for 2021 - 2025. The stated goal of NSP IV 2021-2025 is to halt new HIV, STI & Hepatitis infections and improve the health and quality of life of people living with and affected by HIV, STIs, and Hepatitis in Afghanistan over the next five years.

Currently HIV interventions are implemented in 14 provinces as per the national priority mapping exercise conducted in 2020. Through domestic support, Government is supporting 7 cities and UNDP as PR for Global Fund resources also supported 7 cities. NFM HIV grant is designed to support NSP IV 2021 – 2025. In order to implement HIV grant activities UNDP entered into agreements with qualified service providers as grant sub-recipients (SRs) responsible for implementation of HIV activities in the intervention provinces as per the approved work plan.

## **HIV/AIDs Risks in Key Populations in Afghanistan: PWIDs, MSMs, FSWs, & Prisoners**

### **People who inject drugs (PWID)**

The main driver of the HIV epidemic in Afghanistan is PWIDs through sharing the needle and injecting equipment. In IBBS 2009, the average sample estimation of HIV prevalence among PWIDs was 7.1%, ranging between 1% in Mazar-i-Sharif, 3.2% in Kabul to 18.2% in Herat . The IBBS 2012 with a bigger scope estimated overall HIV population prevalence in PWID at 4.4% (0.3% in Mazar, 0.9% in Charikar, 1.0% in Jalal Abad, 2.4% in Kabul to 13.3% in Hirat) . It was also reported that there is a high prevalence of Hepatitis C (31.2%) among PWID.

According to the 2019 Afghanistan mapping and PSE report, there were 374 hotspots for PWID across the eight cities. The total number of PWID in 31 cities in Afghanistan was estimated to be 25,736 persons, which corresponds to 0.69% of the adult population (15 – 64y). The total number of male PWID in 31 cities in Afghanistan was estimated to be 24,657 persons, which corresponds to 1.29% of the male adult population (15 – 64y). While size estimation of rural PWID has not been done, some sources point at the existence of injecting drug use outside of urban areas. Drug use is often associated with petty crime, begging or selling family assets in order to finance the drug use habit.

### **Female Sex Worker (FSW)**

The IBBS 2009, found that 49% of FSW had between 4 - 7 clients per month. It also found that 42% of them were between 18 and 24 years of age and 81% sold sex as their only source of income.<sup>2</sup> In IBBS 2012, 58% of interviewed FSW said they cannot read and write. Many reported low client volumes with 60% saying that they had 2-5 client in the last month. 39% had heard about HIV, 42% had heard about STIs. 75% of them had sex while they had STI symptoms. The study also revealed that 70% of the respondents had heard about condoms and 52% of them had used a condom last time they had sex.<sup>3</sup>

According to the 2019 Afghanistan mapping and PSE report, there were 237 hotspots for Women with High Risk Behavior (WHRB) across the four cities. The total number of WHRB in 31 cities in Afghanistan was estimated to be 11,237 persons, which corresponds to 0.61% of the adult female population (15 – 64y).

### **Men who have sex with men (MSM)**

Little is known about the extent of MSM behavior or the size of the MSM population in the country due to a tradition of sexual relationships of adult men with younger men and boys, including sexual exploitation of the latter, and high stigma and discrimination and hidden nature of this population. However, sources suggest that male-to-male sexual contact may play a larger role in HIV transmission than previously assumed. The 2007 mapping assessment revealed a close interaction of MSM with female partners (spouses), young males, and reliance on drugs. In addition, available information indicates that many MSM include those who engage in sex for money and goods, largely unprotected. The assessment revealed that many of the MSM interviewed in Kabul and Mazar-i-Sharif were actively involved in commercial sex work and had multiple sex partners.

The 2009 Naz Foundation International study shed some light on sexual behavior, knowledge and attitudes of MSM in Kabul and Mazar-i-Sharif pointing to alarming risk behavior including early sexual inception of boys and forced intercourse. Majority (89%) of the MSM received goods or money for sex while 26% the MSM interviewed in Kabul reported having more than 6 sexual partners in the last month preceding the study, including regular partners, strangers and paid partners. The study also highlighted that MSM had high incidence of having sex with females, especially in Mazar-i-Sharif (both paid and unpaid) and STI symptoms while reporting low condom use, including during the last sexual encounter with a male.

The 2012 IBBS found that HIV prevalence among MSM was 0.4%. It is estimated that 10% of MSM, have active syphilis. 52% of MSM had heard about HIV and 73% had heard about condoms but 65% of the interviewees reported they had unprotected receptive anal sex with men in last 12 months. Half of them had bought sex from women. Program coverage among MSM is estimated at 7%.<sup>3</sup>

According to the 2019 Afghanistan mapping and PSE report, there were 286 hotspots for Men with High Risk Behavior (MHRB) across the six cities. For MHRB, the total number in 31 cities in Afghanistan was estimated to be 10,108 persons, which corresponds to 0.53% of the adult male population (15 – 64y).

### **Prisoners**

HIV prevalence among prisoners in the country is believed to be growing and is associated with injecting drug use.<sup>1</sup> A survey including prison PWIDs indicated that over 30% of prisoners were injecting heroin.

The 2009 IBBS conducted in Kabul and Herat prisons, a home to the country's largest number of the incarcerated (4,500 prisoners in Kabul and 1,200 prisoners in Herat) provided first ever information on risk behaviors, including sexual behavior of the prisoners. The majority of the interviewed prisoners (up to 84%) reported having sex, including a small number (5%) of those who had multiple partners in the last 12 months preceding the study. Over a third of Herat and Kabul prisoners also reported ever buying sex from a FSW, including 12% of them doing so in the last 12 months while only 2% in Herat and none in Kabul reported condom use with a FSW. When asked if they ever had used a condom, between 12 and 18% of prisoners reported using a condom. Over 10% of all prisoners (in both locations) reported having sex with a male (an adult or a boy). A significant number

of them (75% in Herat and 53% in Kabul) used drugs, including 25% and 10% of them using while incarcerated. HIV prevalence among surveyed prisoners in Kabul was 0.6%, and 1.6% in Herat.<sup>2</sup>

IBBS 2012 among prisoners revealed that 77.2% heard about HIV and 58.1% heard about condoms in Herat while this was 72.2% and 52.8% in Kabul respectively. The comprehensive knowledge about HIV among prisoners was a bit higher in Kabul (10.8) compare to Herat (2.3%). The same situation found for injecting drugs while in prison (29.5%) in Kabul and (0.6%) in Herat among those who ever used drugs. The overall HIV prevalence found as 0.7% in both locations.<sup>3</sup>

Due to the fact that some of the countries in Central Asia have reported rapid increases in HIV among the PWID population within just a one-year time period, it is planned that an IBBS should be conducted at a minimum on a two-yearly basis in Afghanistan due to the evidence of high level of risk behavior and epidemic potential (e.g. PWIDs paying for sex with FSWs, PWIDs reporting having sex with men/boys, PWIDs being in prison; prisoners using drugs and admitting to injection drug use while in prison), low HIV knowledge and low utilization of risk reduction services. However, no official estimate has been conducted to determine the prevalence of HIV among key populations in Afghanistan, and thereby the country is unable to determine the extent of the problem for Key Populations (KPs) and their partners for whom no representative data is available. Additionally, the mapping and PSE study conducted in 2019 needs to be updated to know the hot spots and size of PWIDs, MSM and FSW. This will allow for additional source of information to triangulate the 2012 and 2019 estimates.

#### **4. PURPOSE**

IBBS was conducted in 2012 by HIV programme and as per the national strategic plan it was planned to be implemented every 2 years. However, due to shortage of funds there was no IBBS in Afghanistan for the last 10 years. ANPASH with the support of the GF resources conducted Population Size Estimation in 2019 and GF allocated additional budget in 2021 to conduct IBBS in selected provinces of Afghanistan. The rationale of this IBBS is to estimate the prevalence of HIV, hepatitis and other STIs among key populations (FSWs, MSM, PWIDs (male and female) and Prisoners). It will focus on assessing the KPs behaviors, by collecting biological as well as behavioral information. Additionally; the fast pace with which this epidemic change and the transmission dynamics and networks evolve require an update of the key populations size estimates and number of hot spots by comparing the previous PSE. It is hoped that the survey's findings will provide current status of the epidemic, to monitor bio-behavioral data in Afghanistan over time; as well as to measure the effectiveness of intervention programs aimed at reducing the behavior of the risk populations. The survey will assess and evaluate the changes as well as trends over time and ensure resources are appropriately targeted to adequately cover the populations in need of HIV prevention, treatment and care services. By the end of this survey the policy, NSP and target population will be revised based on the findings and recommendations.

#### **5. OBJECTIVES**

This Terms of Reference outlines activities of the Bio-Behavioral Surveillance Surveys including PSE in Afghanistan. It presents the objectives, expected results, scope of consultant's services, responsibilities, consultant profile, reporting requirements and dissemination of HIV surveillance activities in Afghanistan to strengthen epidemic and program intelligence. This includes programmatic bio-behavioral surveillance surveys among PWID, FSW, MSM and prisoners.

##### **Overall Objective**

The general objective of the study is to determine the prevalence of HIV and risk behavior among PWID (male and female), MSM, FSWs and prisoners. It will provide a comprehensive assessment of the locations and size of the PWIDs, MSMs and FSWs. Additionally, the study will provide comparative estimates of the prevalence of hepatitis B virus (HBV), hepatitis C virus (HCV) and STI (syphilis). It is also designed to provide information about



changes in the utilization of risk reduction services, and changes in knowledge, attitudes and practices about HIV. This information will help inform prevention and intervention activities for these populations and measure their success in reaching these sub-populations.

An understanding of HIV burden, risk factors, and coverage of prevention and treatment services is critical for combatting the HIV epidemic. This biobehavioral surveys will assess these parameters which are integral components of the national HIV strategy and surveillance system.

### **Specific Objectives**

The objective of the IBBS is to conduct national scale assessment of the locations and size with analysis of key socio demographic characteristics, behavior's, and HIV, HBV, HCV and syphilis prevalence among key populations. The specific objectives will be the following:

- To estimate the prevalence of HIV, HBV, HCV and syphilis and HIV testing among each of four key populations as population estimation so that it could be generalized in the country with age and gender disaggregation.
- To estimate the size of key populations in the cities/sites selected for the exercise and at the national level
- To assess the knowledge about modes of transmission and preventive ways of HIV among these four key populations as well as their HIV/STI//Hepatitis/health service use patterns, preferred providers and met/unmet service needs.
- To characterize risk behaviors (sexual and drug use) and to measure the effectiveness of intervention programs aimed at reducing the “at risk” behavior of the most at-risk populations among key populations at higher risk, their multiple and overlapping risks (such as drug use among FSW, etc.), their injecting and sexual networks, and their methods of finding sexual/injecting partners (including electronic media).
- To provide an integrated analysis of all the collected data including detailed analysis of program coverage (by service, key population and town), and production of spatial maps which are produced for internal planning purposes and are not disseminated to safeguard against harm.
- To analyze temporal trends in key behavioral and biological variables through comparison of data across new and pre-existing IBBS data.
- To provide information on stigma, discrimination and physical, sexual and other forms of violence against PWIDs, MHRBs and WHRBs.

### **6. TARGET GROUP**

The target group for this study will be PWIDs, FSWs, MSMs and Prisoners

### **7. GEOGRAPHIC LOCATION**

The study will cover 6 Cities of Afghanistan.

- a. PWID in six cities (Kabul, Hirat, Mazar-i-Sharif, Jalalabad, Kandahar and Kunduz)
- b. FSW in four cities (Kabul, Hirat, Jalalabad and Mazar-i-Sharif)
- c. MSM in five cities (Kabul, Herat, Jalalabad, Mazar-i-Sharif and Kandahar)
- d. Prisoners in two prisons (Kabul and Herat)

In addition, key informant interview with key stakeholders will be conducted in Kabul and respective provinces. The planning and KIIs proposed should be included in the planning/inception report.

## 8. SAMPLE SIZE FOR STUDY

The sample size for this survey should be based on the latest WHO/UNAIDS IBBS Guideline

## 9. METHODOLOGY

The IBBS study will be a participatory process involving MoPH relevant departments, ANPASH, WHO, UNAIDS, UNDP, stakeholders, beneficiaries, and implementing partners to continue to preserve the sense of ownership and set the stage to openly address issues and challenges and propose solutions or corrective measures to be addressed in the HIV programme implementation. The study will use Respondent Driven Sampling (RDS) methodology. The survey will follow Biobehavioral Survey Guidelines developed by the Global HIV Strategic Information Working Group for conducting IBBS by WHO and UNAIDS and United Nation's Evaluation Group (UNEG) norms and standards. The consultancy firm will jointly work with ANPASH, UNDP, WHO, UNAIDS, UNODC and other stakeholders including community representatives to design the overall study protocol explaining general framework, research strategy & design, geographic mapping/PSEs, IBBS, Quality assurance, ethical considerations, and time lines etc. It is recommended to use a mix of both qualitative and quantitative methodologies to triangulate the results of the study. The consultancy firm is expected to adopt methods that will appropriately respond to the study objectives by using international normative guidelines and properly describe sampling, data collection, data analysis, data management, quality assurance, ethical clearance, dissemination and data use. For biological markers tests will be conducted with rapid testing kits, using whole blood or serum. If samples are found HIV+, the samples should be transported to the nearest ART clinic (Kabul, Jalalabad, Mazar, Herat and Khost) for viral load testing. The results of the study should be country representative. Lessons learned from the study will be used for programme improvement by all stakeholders.

The IBBS questionnaire must include detailed assessment of the respondents' HIV/STI/Hepatitis/health service use to estimate coverage of key services among the key populations and triangulate with provider routine data on delivered services. It should assess the use of electronic media for partner finding (FSW-clients, MSM-partners/clients, PWID-injecting and sex partners).

Other important issues to consider include:

- The consultancy firm should conduct formative assessment to inform the design and implementation including how participants are recruited and operational processes of a bio-behavioral survey.
- The selection of the study site for each key population at higher risk for HIV in each target city will be based on the formative work done with key informants to ensure privacy and safety of the participants.
- IBBS will require RDS which has sufficient control for the selection bias and provides weighted population based results for PWIDs, FSWs and MSMs which are appropriate for hard-to-reach, marginalized and mobile populations. The methodology must also be acceptable to the survey populations with participation from starting from the planning state, in which they are comfortable with the approach of recruitment and feel assured that they will not be exposed to police or other authorities.
- A similar IBBS of prisoners will be conducted in prisons. Unlike the surveys for other population, prisoners are fixed and well described population. Probability sampling of this population will be amenable to more conventional approaches of sampling. However, issues related to confidentiality and assurances of safety of prisoners, and non-coercion to participate, will be a requirement.
- The biological component of the survey will require a blood sample sufficient to enable testing for HIV, quantitative titer for syphilis, and hepatitis (B and C). For quality assurance 100% of the positive samples and 10% of negative samples would be collected on a capillary "Dried blood spot" is taken for confirmatory test. The consultancy should come up with a detail procedure on how to conduct the biological component of the study.

- For the behavioral component of the IBBS, survey instruments should be developed in consultation with the ANPASH to cover key topics of interest for epidemiologic and program monitoring based on GAM and other global HIV indicators. Topic areas will include knowledge, attitudes, practices, behaviors, including access to prevention services and utilization of health-related services. Survey instruments should be appropriately pre-tested and translated into local languages to ensure participants are providing responses in a language they feel comfortable and have full comprehension of the questions.
- Number of sites and sample size should balance feasibility and technical considerations to obtain reasonable estimates and track a potentially rapidly evolving epidemic. The methodology selected and the definition of the survey groups should be consistent enough to enable appropriate analysis of trends over time. Key population service providers could be used to increase access to the populations.

### **Compliance with technical guidelines**

In carrying out the services described above, the consultant(s)/firm will comply with MoPH technical guidelines that currently exist, international guideline (follow Bio-behavioral Survey Guidelines developed by the Global HIV Strategic Information Working Group) and ethics principles for public health research based on UNGASS and GAM indicators. The consultant(s)/firm will ensure that national program policies, strategies and technical guidelines are followed.

### **Ethical considerations and Community Acceptance**

i. HIV prevention activities are conducted according to three fundamental ethical principles including respect for persons, beneficence, and justice. Additionally, the survey will consider informed consent, confidentiality, and access to services without discrimination or stigma, security of data and of persons, and standard quality of care. The consultant(s)/firm is responsible to operate at all times with all persons (subjects, clients, staff, and others) according to these principles and to take all safety precautions and do no harm.

ii. Selected firm will have to obtain approval from the Ministry of Public Health Ethical Review Committee with the support of UNDP.

iii. For the purpose of conducting this research study, 'community preparation' refers to working with the primary stakeholders (i.e. key population members), service providers, and other interest groups. This process involves the following:

- Identifying community leaders that are important to keep informed and in agreement with regarding survey activities.
- Using key population service providers for obtaining information on local conditions and better access to the populations.
- Creating an environment of mutual trust and confidence building with the community on issues of behavioral data collection and data use.
- Protecting ethical rights, interests, physical and psychological well-being of the participants.
- Controlling inappropriate speculations about the survey operations that might instigate community members to disrupt the survey procedure.
- Preventing the abuse of data on congregation points of stigmatized populations by keeping spatial maps project-internal and not publicizing them widely.
- Creating high awareness among the persons involved in the research that the data collected are sensitive and require safeguarding to prevent harm.
- Involve community leaders in the dissemination of the survey result

iv. The selected agency is expected to work out appropriate strategies, exercises / events, their frequency and duration to ensure that the above objectives are achieved. The process to deal with the community should be transparent and fair. These efforts must ensure that:

- Possibilities of ‘harm’ in any form occurring to the participants and the survey team members is minimized to the best extent
- Communities buy-in to the survey process and participate in appropriate forums / events
- The survey is implemented smoothly without external disruptions, particularly to the rapport between program implementers and the community

## 10. Scope of Work of the selected consultancy firm

### IBBS preparation

- Develop, IBBS study work plan with timeline and detailed budget (Consultation fee, trainings, data collection, transportation, quality assurance, monitoring, analysis and other unforeseen expenditure).
- Review relevant background literature related to the IBBS globally and in Afghanistan, including but not limited to national policies and technical guidelines, previous surveys, reviews and assessments.
- Conduct desk review of relevant guidance from technical partners and peer-reviewed IBBS studies and mapping to determine the appropriate methodologies for the study.
- Review and fine tune the protocol with data collection tools and share with ANPASH, EHIS, UNAIDS, WHO, UNODC, UNDP, GF, partners and IBBS taskforce for their review and input.
- Finalize the protocol and questionnaire (to be initially developed by consultancy firm) by incorporating the comments from the IBBS task force

### IBBS implementation and quality assurance

Train the selected field implementing staff (data collectors, data clerks and supervisors) on the protocol, research procedures, quality assurance mechanism and entire data entry and collection process.

- Conduct formative assessment with key population and PSE
- Qualitative and quantitative data collection (behavioural and biological), supervision and quality assurance in the field and 10% of the negative and 100% of positive biological samples
- Ensure to have community buy-in through their engagement in each step
- Develop data entry template by using appropriate statistical software and perform data analysis
- Engage in the research and ensure any challenges are flagged early and reported to ANPASH/UNDP to assist to address them

### Data analysis and use

Prepare a draft IBBS report including PSE and share with ANPASH, EHIS, UNAIDS, WHO, UNODC, UNDP, GF, partners and IBBS taskforce for review and comments. GIS distribution maps and spot maps for each key population should be created.

- Revise and finalize the IBBS report and prepare a presentation for stakeholders’ workshop
- Finalize the report and share with ANPASH, EHIS, UNAIDS, WHO, UNODC, UNDP, partners and IBBS taskforce.

### Work Schedule

SN	Implementation steps	Time frame
1	An inception report will be provided on the commencement of the project to ANPASH/UNDP and approved for which the payment could be made. The inception report should have the following attachments:	Within 1 month

	<ul style="list-style-type: none"> <li>Detailed action plan of the IBBS/PSE including plan for formative assessment.</li> <li>Protocol of the IBBS/PSE including sampling strategy and data collection tools approved by the steering committee.</li> <li>Operational manual of the studies.</li> </ul>	
2	Approval of the protocol by IBBS steering committee, the Global Fund and the Ethics Review Board	2 weeks
3	Selection and training of survey team (data collectors, supervisors and data clerks)	2 weeks
4	Field implementation and completion of data collection (qualitative and quantitative data)	3 months
5	Data compilation, analysis, draft findings and share with steering committee and incorporate comments	2 months
6	Share the second draft report with steering committee and GF/Partners; and incorporate comments	1 month
7	Consensus and validation workshop. One-day workshop for presenting the results of the IBBS should be conducted centrally for national level stakeholders to review findings and reach consensus on recommendations.	2 weeks
8	Final IBBS report with PSE including user-friendly summary document (3-5 pages) and slides (20-30 total) for dissemination (50%)	2 weeks

## 11. Institutional Arrangement

### Governance of the IBBS study

- IBBS steering committee will be established (it will be approved by MoPH leadership under the chairmanship of GD M&EHIS)
- The consultancy firm will get approval of design, tools, and results from the Steering Committee
- The quality assurance of the data collection of the study will be done by steering committee and Research Coordination and Evaluation

### Reporting

The consultancy firm will report to UNDP-GF programme manager and head of ANPASH and work in close collaboration with the IBBS steering committee.

### Dissemination

Workshops for disseminating the preliminary results of IBBS surveys should be conducted for national and subnational stakeholders prior to present the surveys result to the national steering committee. The consultant will also be responsible for obtaining independent peer review by HIV experts acceptable to the ANPASH/UNDP of its major studies and analyses.

All timelines and work plans prepared by the selected consultancy firm should be approved by the ANPASH/UNDP to ensure that they reflect the priorities of the program.

## 12. Expected Deliverables

The results are as per the above objectives. This assignment should result in high quality, technically sound IBBS and an integrated analysis of the newly available and pre-existing data. It is expected that the consultant(s)/firm works in close association with service providers for compiling service data as well as for reaching a high proportion of the key populations.

Milestone 1: (20%)

An inception report will be provided on the commencement of the project to ANPASH/UNDP and approved for which the payment could be made. The inception report should have the following attachments:

- Detailed action plan of the IBBS/PSE including plan for formative assessment.
- Protocol of the IBBS/PSE including sampling strategy and data collection tools approved by the steering committee.
- Operational manual of the studies.
- Record of meetings held with ANPASH, IBBS steering committee, key stakeholders, community, leaders and other stakeholders.

#### Milestone 2: (30%)

- Formative assessment report, train the field staff, completion of data collection from the IBBS study from all provinces and finalize data entry templates
- Manuals and guidelines (in English and in local language), Detailed training plan for the field team and training manual

#### Milestone 3: (50%)

- Final IBBS report approved by the IBBS steering committee including user-friendly summary document (3-5 pages) and slides (20-30 total) for dissemination at national level in collaboration with ANPASH and steering committee

### Reporting

The selected Offeror will provide milestone updates and report to UNDP and ANPASH and work in close collaboration with the IBBS steering committee at key stages of design and implementation process of the study instruments. Moreover, the Offeror is responsible for delivering timely and good quality presentations on the technical aspects of the study as well as progress on implementation to UNDP/GFP.

### Timeframe

- Milestone 1 is expected to take maximum Four weeks from contract award.
- Milestone 2 is expected to take a maximum Twenty Nine weeks from contract award.
- Milestone 3 is expected to take maximum Three weeks from contract award

### **13. Authority and responsibility MoPH/ANPASH/EHIS, PPHD, UNDP and the Consultant(s)**

#### **MOPH/ANPASH/EHIS**

- Provide the firm/organization with relevant information related to the consultancy, such as previous similar evaluations and existing survey instruments
- Ensure that its staff at the central and provincial levels are available for periodic meetings/workshops as needed and utilization of the data
- Make available to the firm/organization its physical facilities for meetings and workshops
- Facilitate the consultants staff entrance and exit from the country, including assisting if necessary with obtaining visas
- Support the consultancy firm in addressing any challenges that may arise during survey implementation.
- ANPASH/EHIS will monitor and oversee all the steps of implementing
- Convene meetings with consultant(s) to discuss and resolve issues related to the implementation process and other issues under scope of services
- Monitor the quality of the training, field level data collection and data entry

#### **Provincial Public Health Director (PPHD)**

- The PPHD will not seek from the agency any payments, benefits, or other material resources for the PHD, their staff, or their families
- Supervision of the implementation and data collection at the provincial level
- Ensure effective coordination of consultants with all health providers (MoPH, NGOs, Private sector) in the Province
- Facilitation in space, selection of the location of the sites, seeds selection among key population and other logistic issues
- Ensure the quality of testing services and storage of the lab equipment especially the test kits
- Facilitation in qualified staff selection for the field survey, and facilitation of the survey training.

#### **UNDP**

- Undertake the recruitment of the consultancy firm and sign contract with the consultancy firm.
- Procure all test kits and reagents for the biological component of the study and cartridges for viral load testing
- Process timely payments based on deliverables.
- Facilitate coordination with ANPASH, EHIS, WHO, UNAIDS, IBBS steering/technical committee, community representatives and partners throughout the study
- Avail test kits, reagents and cartridges
- Review and certify deliverables in collaboration with ANPASH
- Ensure that the study is conducted per objectives and coordinate feedback with the Global Fund (GF) and all partners and ensure that these are addressed by the consultancy firm.
- Support the consultancy firm in addressing any challenges that may arise during survey implementation.
- Monitor efficient contract implementation and timely completion
- Fully participate in steering/task force meetings

#### **Consultancy firm**

- Provide appropriate process documentation for each field data collection activity and survey group-site, noting the adjustments to study protocol made as necessary for the specific local conditions (e.g. coupon tuning, addition of seeds, change in study incentive/compensation for refreshment or transportation of study subjects). This documentation should include adverse events such as interruptions in survey work, breaches of study protocol, complaints registered by study participants or other community members and their resolution through study team action.
- Appropriate supervision of data collection activities and assurance of data quality is the responsibility of the firm. The firm should develop and implement quality control mechanism for serological tests for HIV, HBV, HCV and Syphilis during data collection. Specific measures and dedicated personnel time should be included in the surveillance protocols to ensure the data collected and entered is of the highest quality. The firm should develop a data entry program which allows validity checks and double-data entry facility. There must be spot checks on actual full conduct of interviews for each enumerator to prevent fabrication of interviews. This data entry and reconciliation should be completed in a timely way following the conclusion of the field work.
- The field team supervisors are responsible for scrutinizing all completed questionnaires and study forms during the fieldwork on day-to-day basis. The selected agency will carry out the coding exercise and data entry for all the filled questionnaires. Checks will be built into the data entry software to avoid data entry errors.
- Preliminary data analysis (generation of frequencies and basic data cleaning for each study and survey group) will be done by the selected agency. Initial descriptive analysis of the data should be available within 1 month of the completion of the fieldwork. In conjunction with the ANPASH, the agency will prepare an outline and dummy tables for the final report.
- Full documentation of the datasets (process documentation, data dictionary, coding guide, weighting procedure, study form/questionnaires for each survey group/site, etc.). The cleaned consolidated (i.e. linked biological and behavioral) dataset should be prepared by the selected agency as part of the final product to be provided to the ANPASH/UNDP. The firm will however keep the hard copies of filled questionnaires and other related material until the end of the project. Electronic files should be presented in formats used by common- use software; Parallel datasets for the same target population should have common variable names and coding where possible.
- Ensure to have community buy-in through their engagement in each step
- Each deliverable should be submitted timely to UNDP for review and feedback/comments to enrich the report. The consultant will incorporate the comments and resubmit the version. The late submission of the deliverable will affect the payment process.
- All the datasets after cleaning and coding will be handed over to MoPH/ANPASH/EHIS together with all the assets which need to be handed over to MoPH. Proof of handover will be required.
- The consultants/firm will not provide any payments, benefits, or other material resources to the Provincial Health Director (PHD), their staff, or their families. Any resources needed by the PHD will be provided through the central MoPH.
- In the case of partnership (joint venture and sub-contracts) the partners will complement each other's capacities for better service delivery. This will need to be approved in advance by UNDP.

#### Key Professional Staff

**1- Principle investigator: 1 CV required; This position required for 9 months**

**Academic Qualifications:** The incumbent must have a Master in Epidemiology or related public health field. PhD degree



will be Asset.

- **Required Experience:** 7 years of experience in developing, conducting IBBS/HIV research among hidden populations or key populations including KAP surveys on health.
- Work experience in Afghanistan and the region
- We encourage Afghan nationals to be PI and this will be an asset

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

## **2- Statistician Expert: 1 CV required; This position required for 9 months**

**Statistician Expert:** Master's degree in biostatistics or statistics.

- 5 years' experience of data analysis
- Afghan national and work experience in Afghanistan

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

## **3- Data Manager: 1 CV required. This position required for 5 months**

**Academic Qualifications:** University degree in IT or MIS

- 3 years' experience of data management
- Afghan national and work experience in Afghanistan

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

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

### **Note:**

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

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

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

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

**Technical Proposal Envelope:**

<b>Have you duly completed all the Returnable Bidding Forms?</b>	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
▪ Form H: Proposal Security Form	<input type="checkbox"/>
<b>Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?</b>	<input type="checkbox"/>

**Financial Proposal Envelope**

**(Must be submitted in a separate sealed envelope/password protected email)**

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	UNDP/AFG/RFP/2021/ 0000009599		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. ....and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*[Stamp with official stamp of the Bidder]*

**Form B: Bidder Information Form**

<b>Legal name of Bidder</b>	[Complete]
<b>Legal address</b>	[Complete]
<b>Year of registration</b>	[Complete]
<b>Bidder's Authorized Representative Information</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Are you a UNGM registered vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
<b>Are you a UNDP vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
<b>Countries of operation</b>	[Complete]
<b>No. of full-time employees</b>	[Complete]
<b>Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)</b>	[Complete]
<b>Contact person UNDP may contact for requests for clarification during Proposal evaluation</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Please attach the following documents:</b>	<ul style="list-style-type: none"> <li>▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured</li> <li>▪ Certificate of Incorporation/ Business Registration</li> <li>▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder</li> <li>▪ Trade name registration papers, if applicable</li> <li>▪ Local Government permit to locate and operate in assignment location, if applicable</li> <li>▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country</li> <li>▪ Power of Attorney</li> </ul>

## Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:			

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information ( <i>address, telephone numbers, fax numbers, e-mail address</i> )	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

<b>Name of leading partner</b>  (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture      **OR**      ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: \_\_\_\_\_

Name of partner: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Name of partner: \_\_\_\_\_

Name of partner: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Form D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:			

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

### Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> Contract(s) not performed for the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

### Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

### Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 5 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts

working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

*Bidders may also attach their own Project Data Sheets with more details for assignments above.*

☒ Bidders **must** submit copies of minimum 2 previous contracts of similar nature and complexity implemented over the last 5 years, contract value of each of these previous contracts should be more than or equal to USD 150,000.

☐ Attached are the Statements of Satisfactory Performance from the Top 2 (two) Clients or more.

### Financial Standing

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

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Curent Assets (CA)			
Curent Labilités (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			

Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- b) Historic financial statements must be audited by a certified public accountant;
- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.



## Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	UNDP/AFG/RFP/2021/ 0000009599		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

### SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Reputation of Organization and Staff Credibility / Reliability / Industry Standing
- 1.2 General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted
- 1.3 Extent to which the company has in-house capacity/capability (Company to have complete in-house capabilities)
- 1.4 Relevance of: Demonstrable experience in conducting both quantitative and qualitative surveys, stakeholder/beneficiary perception surveys including:
  - 1.5 -Experience in engaging with local community members, using participatory and consultative approaches.
  - Experience in engaging with government institutions and use of tact and sensitivity when handling sensitive information.
  - 1.6 -Past experience of conducting research and surveys in the areas of democracy and governance
  - Past performance i.e. has company worked with UN or other international organization for provision of same type of service
  - 1.7-Specialized experience in provision of research and analysis assignments in Afghanistan

### SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

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

2.5 Is quality assurance procedures/mechanism, equipment, and risk analysis adequately addressed in their proposal?

2.6 Extent to which any work would be distributed within the Joint Venture organs (Joint Venture carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills.)

## **SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference**

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

## **SECTION 3: Management Structure and Key Personnel**

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services. CVs for the following staff must be submitted as part of the proposal:

1. Principal Investigator: *minimum 1 CV required*
2. Biostatistician: *minimum 1 CV required*
3. Data Manager: *minimum 1 CV required*

## Format for CV of Proposed Key Personnel

<b>Name of Personnel</b>	[Insert]
<b>Position for this assignment</b>	[Insert]
<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	[Insert]
<b>Education/ Qualifications</b>	<p><i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i></p> <p>[Insert]</p>
<b>Professional certifications</b>	<p><i>[Provide details of professional certifications relevant to the scope of services]</i></p> <ul style="list-style-type: none"> <li>▪ Name of institution: [Insert]</li> <li>▪ Date of certification: [Insert]</li> </ul>
<b>Employment Record/ Experience</b>	<p><i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i></p> <p>[Insert]</p>
<b>References</b>	<p><i>[Provide names, addresses, phone and email contact information for two (2) references]</i></p> <p>Reference 1: [Insert]</p> <p>Reference 2: [Insert]</p>

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

\_\_\_\_\_  
Signature of Personnel

\_\_\_\_\_  
Date (Day/Month/Year)

## Form F: Financial Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	UNDP/AFG/RFP/2021/ 0000009599		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*[Stamp with official stamp of the Bidder]*

## Form G: Financial Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	UNDP/AFG/RFP/2021/ 0000009599		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Currency of the proposal: [Insert Currency]

Table 1: Summary of Overall Prices

	Amount(s)
Professional Fees (from Table 2)	
Out of Pocket Expenses (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate/Day	No. of Days/months/ hours	Total Amount (USD)
		A	B	C=A*B
	Principle investigator		216	
	Statistician Expert		216	
	Data Manager		120	
	Enumerators (total number)			
Subtotal Professional Fees:				

Table 3: Out of Pocket Expenses

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

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

Deliverable/ Activity description	Time (person days)	Professional Fees	Other Costs	Total
<p>Milestone 1: An inception report will be provided on the commencement of the project to ANPASH/UNDP and approved for which the payment could be made. The inception report should have the following attachments:</p> <ul style="list-style-type: none"> <li>Detailed action plan of the IBBS/PSE including plan for formative assessment.</li> <li>Protocol of the IBBS/PSE including sampling strategy and data collection tools approved by the steering committee.</li> <li>Operational manual of the studies.</li> <li>Record of meetings held with ANPASH, IBBS steering committee, key stakeholders, community, leaders and other stakeholders.</li> </ul>				
<ul style="list-style-type: none"> <li>Milestone 2: Formative assessment report, train the field staff, completion of data collection from the IBBS study from all provinces and finalize data entry templates</li> <li>Manuals and guidelines (in English and in local language), Detailed training plan for the field team and training manual</li> </ul>				
<ul style="list-style-type: none"> <li>Milestone 3: Final IBSS report approved by the IBBS steering committee including user-friendly summary document (3-5 pages) and slides (20-30 total) for dissemination at national level in collaboration with ANPASH and steering committee</li> </ul>				
Total Amount				

