



**REQUEST FOR PROPOSAL (RFP)**  
**Ref. UNDP/AFG/RFP/2021/0000009699**  
**(Services)**

United Nations Development Programme (UNDP)	DATE: July 1, 2021
	REFERENCE: UNDP/AFG/RFP/2021/0000009699 - External Assessment of Progress Against Afghanistan Partnership Framework Principles

Dear Sir / Madam:

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

This RFP includes the following documents:

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

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

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

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other

market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

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

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

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

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

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

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

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

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

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

of the email should be UNDP/AFG/RFP/2021/0000009699 External Assessment of Progress  
Against Afghanistan Partnership Framework Principles

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

Sincerely yours,

A handwritten signature in black ink, appearing to be 'S. H.', with a horizontal line extending to the right.

Head Of SCMO

July 1, 2021

**Annex 1- Description of Requirements**

Context of the Requirement	<p>The Afghanistan Partnership Framework (APF) was agreed between the Government of the Islamic Republic of Afghanistan (GoIRA) and its international partners at the 2020 Afghanistan Conference held in Geneva. The APF sets out clear expectations to guide high-level policy dialogue on progress towards achieving peace and development, reduced poverty and improved welfare for the people of Afghanistan. The APF includes Principles, Outcomes, and Actions. The APF Principles are intended to frame high-level annual dialogue on progress on development in Afghanistan. They articulate the minimum criteria for international support. Outcome indicators are agreed metrics by which to assess progress against APF objectives. The APF actions are specific and tangible joint priority measures to be taken by the Government in support of its development agenda and the Principles.</p> <p>Conditionality is a critical and mutually recognized element of the APF. Partners will take account of progress against APF commitments when considering future grant commitments to Afghanistan.</p>
Implementing Partner of UNDP	Resident Coordinator Office
Brief Description of the Required Services	Please refer to Terms of Reference Annex-2
List and Description of Expected Outputs to be Delivered	<p>The selected company will:</p> <ul style="list-style-type: none"> <li>• Prior to commencing work, attend briefings with both the 5+4+3 donor group and Taskforce to ensure strong mutual understanding of the purpose of the Assessment;</li> <li>• Provide a short inception report (5-10 pages) outlining the proposed methodology for undertaking the assessment, building on and consistent with this Terms of Reference. The Team will present this report for consideration by the Taskforce and 5+4+3 donor group and approval by the 5+4+3 donor group following any required edits;</li> <li>• Undertake necessary desk research and analysis, drawing on inputs provided by the Taskforce;</li> <li>• Conduct a (virtual) mission to Kabul of no less than 21 days to conduct necessary data gathering, consultations, and interviews;</li> <li>• Produce a draft assessment report of around 50 pages in length, utilizing a methodology, content, and presentation consistent with that presented in this Terms of Reference and the inception report;</li> </ul>

	<ul style="list-style-type: none"> <li>• Present findings to the Taskforce and 5+4+3 donor group and incorporate any comments, corrections, or recommendations as considered appropriate by Team members;</li> <li>• Present a final report to the Taskforce and 5+4+3 donor group incorporating comments received.</li> </ul> <p><b>Deliverables:</b></p> <ol style="list-style-type: none"> <li>1. Inception Report</li> <li>2. Draft Assessment Report</li> <li>3. Final Report</li> </ol>
Person to Supervise the Work/Performance of the Service Provider	A combined group of donors along with UNAMA and UNDP will supervise the work/performance of the service provider
Progress Reporting Requirements	Twice a month reporting on progress of work
Location of work	Remote assignment, with virtual mission to Kabul of no less than 21 days to conduct necessary data gathering, consultations, and interviews
Expected duration of work	The contract will have a duration of up to eight weeks.
Target start date	1 August 2021
Latest completion date	Within 2 Months (subject to change, decision shall be taken during contract execution)
Travels Expected	None
Special Security Requirements	Not Applicable
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	Not applicable
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required by bidder
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required by bidder
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes

Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	Please refer to Terms of Reference Annex-2
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP to provide name of project manager who will be supported by a donor group along with UNAMA.
Type of Contract to be Signed	<input checked="" type="checkbox"/> PO/Contract shall be issued
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.  <input checked="" type="checkbox"/> Minimum passing score for Technical Proposal – 70% (70 out of 100 points)
Criteria for the Assessment of Proposal	<input checked="" type="checkbox"/> Combined Scoring Method, using the 70% and 30% distribution for technical and financial proposals respectively, where the minimum passing score of technical proposal is 70% out of 100 points  <b>Technical Proposal (100%)</b> <input checked="" type="checkbox"/> Qualifications / Expertise of the Firm with experience of working in Afghanistan (Service provider - 40% (Bidder shall refer to Annex 2, Section A for details)  <input checked="" type="checkbox"/> Proposed Methodology for the completion of Services, Its Appropriateness to the Condition and Timeliness of the Implementation Plan - 30% (Bidder shall refer to Annex 2, Section B for details)

	<p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel - 30% (Bidder shall refer to Annex 2, Section C for details and Terms of Reference, Section F for qualification requirements of each expert indicated below.</p> <ol style="list-style-type: none"> <li>1. Governance / political science, with an inter-disciplinary perspective to assess rule of law, access to justice and corruption – 10 points</li> <li>2. Human rights / gender / age, intersectionality with discrimination, exclusion of marginalized groups and minorities – 10 points</li> <li>3. Conflict / fragility / resilience, to assess inclusion, representation of peace process and assessment of conflict/fragility dynamics – 10 points</li> </ol> <p>Please refer to TOR-Annex 2 for description of qualifications and expertise.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions	<p><input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) -</p> <p><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></p> <p>Applicable Terms and Conditions are available at:</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>
Annexes to this RFP	<p><input checked="" type="checkbox"/> Letter of Invitation</p> <p><input checked="" type="checkbox"/> Annex 1 - Description of Requirements</p> <p><input checked="" type="checkbox"/> Annex 2 - Terms of Reference</p> <p><input checked="" type="checkbox"/> Annex 3 - Forms for Submitting Service Provider's Technical Proposal</p> <p><input checked="" type="checkbox"/> Annex 3B – Financial Proposal Template (to be submitted separately by bidder)</p> <p><input checked="" type="checkbox"/> Proposal Submission Form (Annex 4)</p> <p><input checked="" type="checkbox"/> Annex 5 – Proposal Submission Form</p> <p><input checked="" type="checkbox"/> E-tendering Instructions Manual for Bidders</p> <p>FAQ for Bidders</p>

<p>Contact Person for Inquiries (Written inquiries only)</p>	<p>Focal Person in UNDP: E-mail: <a href="mailto:procurement.af@undp.org">procurement.af@undp.org</a>  Note: This email address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was officially received. Note: The Subject Line of email should be <b>RFP 0000009699 - External Assessment of Progress Against Afghanistan Partnership Framework Principles</b>.</p> <p>The clarifications should be asked at least 7 days earlier to the below email address.  Email: <a href="mailto:procurement.af@undp.org">procurement.af@undp.org</a></p>
<p>Required Documents that must be Submitted to Establish Qualification of Proposers (In “Certified True Copy” form only)</p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages,</li> <li><input checked="" type="checkbox"/> Technical Proposal and Signed form for Submitting Service Provider’s Proposal (Work Methodology, implementation plan, proposed team structure) according to TOR (Annex 3A)</li> <li><input checked="" type="checkbox"/> Financial Proposal (Annex 3B)</li> <li><input checked="" type="checkbox"/> Signed Proposal Submission Form (Annex 4)</li> </ul> <p>The service provider should have proven experience</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Have minimum three years’ experience in the provision of similar services/contracts as a company</li> <li><input checked="" type="checkbox"/> The Proposer should have completed at least <b>two <u>similar assignments (Contracts)</u></b> in terms of complexity and nature (experience and expertise in institutional functionality assessment, community engagement, professional organizational assessment) in the last <b>3 <u>years</u></b>.</li> <li><input checked="" type="checkbox"/> Copies of at least 1 of the highest-value contracts (equal or more than USD 50K) in similar areas of work shall be submitted.</li> <li><input checked="" type="checkbox"/> Valid Certificate of Registration of the business</li> <li><input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top 2 (two) Clients within the past 05 (five) years.</li> <li><input checked="" type="checkbox"/> Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references.</li> <li><input checked="" type="checkbox"/> Structure of the team, including the names, position in the team and CVs of key personnel- For details please refer to Annex – 2 TOR.</li> </ul>
<p>Allowable Manner of Submitting Proposals</p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Online bidding in E-Tendering module.</li> </ul> <p>Date and Time: As specified in the system (note that the time zone indicated in the system in New York Time zone).</p>



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

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

	<p>the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>g. The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p>
Pre-Proposal meeting	<p>h. Not Applicable</p>

## Annex 2 – Detailed Terms of Reference

### External Assessment of Progress Against Afghanistan Partnership Framework Principles

#### 1. Background:

The Afghanistan Partnership Framework (APF) was agreed between the Government of the Islamic Republic of Afghanistan (GoIRA) and its international partners at the 2020 Afghanistan Conference held in Geneva. The APF sets out clear expectations to guide high-level policy dialogue on progress towards achieving peace and development, reduced poverty and improved welfare for the people of Afghanistan. The APF includes Principles, Outcomes, and Actions. The APF Principles are intended to frame high-level annual dialogue on progress on development in Afghanistan. They articulate the minimum criteria for international support. Outcome indicators are agreed metrics by which to assess progress against APF objectives. The APF actions are specific and tangible joint priority measures to be taken by the Government in support of its development agenda and the Principles.

Conditionality is a critical and mutually recognized element of the APF. Partners will take account of progress against APF commitments when considering future grant commitments to Afghanistan.

#### 2. APF Implementation Guidelines and APF 2021 roadmap:

The Afghan Government's APF Implementation Guidelines (March 2021) place considerable attention on Government procedures for discussing, reviewing, and reporting on APF commitments, including with senior political leaders. It assigns the Administrative Office of the President as taking the lead role in coordinating these internal processes.

The Guidelines and established entry points for partner input are directly relevant to the external assessment exercise, as the outputs of this exercise will feed into dialogue between the Government and its international partners.

The Guidelines establishes the following entry points for partner input:

- A **“joint technical working group”** (i.e. the APF Task Force) with Government, World Bank, and UNAMA, in the meantime extended to include also the EU, to “monitor the commitments implementation”. A separate TOR states the working group will “make recommendations for adaptations and endorsement” at the SOM beyond the targets for 2021.
- A **“Leadership Board”** is envisioned to coordinate with UNAMA and the World Bank to support implementation through: i) agreement on a “joint review process and providing support to technical review”; ii) facilitation of independent experts for monitoring and verification; iii) establishing and enhancing coordination with donors; iii) sharing recommendations for amendment of commitments with donors; and iv) approving the progress report that is presented to the SOM.

Partners' inputs would be sought on reports prepared by the Secretariat to the Leadership Board prior to their presentation to Cabinet every two months.

The donor coordination fora, as outlined in the 5+4+3 Ambassador's letter to AOP and agreed upon in the APF Task Force (06/05/2021), to be used are:

- Biweekly meetings of APF Taskforce focusing on regularly addressing key questions / issues and closely following the implementation.

- Monthly high-level policy dialogue between AOP and MoF with ambassadors and Heads of Cooperation, to institutionalize the first luncheon held on 6 April.
- Heads of Agency (5+4+3) meetings to discuss reports received from AOP and comments drafted by the technical group, any ad-hoc specific points, related particularly to the APF principles could be discussed also outside the proposed schedule.
- A Joint Coordination and Monitoring Board (JCMB) meeting held in July, including both a Government presentation of progress against APF commitments and a presentation from partners giving their views of progress, based on technical reviews and comments.
- A Senior Officials Meeting (SOM) in November, where government's final progress reports and the final donor aide memoire would form the basis for discussion, dialogue, and decisions regarding future aid commitments.

### **3. Role of the External Assessment Team:**

An implementation mechanism has been established to help track, support, and foster policy dialogue around progress towards APF commitments. The 5+4+3 group together with government invitees oversee the process through policy dialogue and make recommendations for revisions and updates to APF actions. A Taskforce comprising officials from the Administrative Office of the President, Ministry of Finance, UNAMA, European Union and World Bank will support, track, and report to the partners on implementation progress against APF principles, outcomes, and actions. Every year, the Taskforce will prepare for approval by the partners an Aide Memoire that: i) assesses progress against Principles, Outcomes, and Actions; and ii) recommends any updates or revisions to subsequent-year actions.

In addition to these bodies, an **External Assessment Team** (the 'Team') will be established to provide an overall independent assessment of progress against APF Principles.

The Joint Coordination and Monitoring Board (JCMPB) (July 2021) will function as a first High Level meeting to assess progress against APF commitments. Preliminary findings of the External Assessment team will be one of the inputs for this meeting. The final report of the Team will be used as one input to the final aide memoire (produced by the taskforce and approved by the partners) summarizing annual progress against APF commitments, ahead of the Senior Officials Meeting (SOM), in November 2021.

### **4. Tasks:**

The Team will provide a concise, frank, and neutral assessment of adherence to APF principles (Annex I), by Government and International Partners.

The Team will assess adherence to the twelve APF principles, drawing on a combination of desk research, interviews, analysis of available data, indices and specifically the APF progress reports of the Government. The methodology also reflects that many of the desired outcomes embodied in Principles depend on actions and events that are not fully under Government control. Given that there is broad variation in the content and availability of information under each Principle, weights given to outcome level, policy levels,

and implementation level assessments will vary. In the inception report, the Team should delineate how it aims to overcome these challenges to provide an even and comprehensive assessment of each Principle. Given that the overall APF process is concerned with adherence to overall Principles supported by progress on Outcomes, Actions and Targets, the focus of analysis will be on major developments since the 2020 Afghanistan Conference, rather than providing any overall historic assessment of the Afghanistan situation, or comparisons against international standards, norms, or comparators.

### **APF Section I ('Principles')**

The Team should provide an analysis of adherence by Government and International Partners to the APF Principles (see Appendix I). The Team should undertake an assessment of adherence to the Principles, by providing a qualitative assessment of the situation in Afghanistan regarding with special focus on (1) human rights, gender and age, (2) democracy (3) rule of law, (4) insecurity and conflict. This assessment should be further informed by progress made on Section II – IV (Actions and Targets), as outlined in APF reports provided by Government. The Team should outline, under each Principle, whether:

- Government (and Partners, where relevant) has made a concerted effort to progress core Principles and address critical gaps over the period;
- Whether those efforts have translated into positive on-the-ground impacts, and progress towards the desired end-state embodied in Principles;
- The critical factors that facilitated or constrained progress, and the extent to which these were under the control of Government (or Partners, where relevant).

This analysis should be presented as 'trend monitoring', along the lines (1) mostly stable or positively progressing, (2) some concerns arising or (3) significant deterioration (or a similar 'traffic light' system).

## **5. Activities and Outputs:**

The selected team will:

- Prior to commencing work, attend briefings with both the 5+4+3 donor group and Taskforce to ensure strong mutual understanding of the purpose of the Assessment;
- Provide a short inception report (5-10 pages) outlining the proposed methodology for undertaking the assessment, building on and consistent with this Terms of Reference. The Team will present this report for consideration by the Taskforce and 5+4+3 donor group and approval by the 5+4+3 donor group following any required edits;
- Undertake necessary desk research and analysis, drawing on inputs provided by the Taskforce;
- Conduct a (virtual) mission to Kabul of no less than 21 days to conduct necessary data gathering, consultations, and interviews;
- Produce a draft assessment report of around 50 pages in length, utilizing a methodology, content, and presentation consistent with that presented in this Terms of Reference and the inception report;
- Present findings to the Taskforce and 5+4+3 donor group and incorporate any comments, corrections, or recommendations as considered appropriate by Team members;
- Present a final report to the Taskforce and 5+4+3 donor group incorporating comments received.

## **6. Reporting Arrangements and timeline:**

The Team will report to the APF Taskforce for everyday guidance and administrative support.

The Team will share its final report and present findings directly to both the 5+4+3 donor group with government invitees and the Taskforce.

Reflecting its purpose in providing a neutral third-party input to the APF process, the Team will exercise full independence over the content of the final report, provided that the report follows the format and contents outlined in the agreed inception report.

To facilitate the production of a frank and rigorous assessment, the final report will first be shared with the members of the APF Taskforce and 5+4+3 donor group, with publication pending a decision by these stakeholders.

<b>Task</b>	<b>Deadline (indicative)*</b>
Inception report	15 August 2021
Draft assessment report	1 September 2021
Final report	1 October 2021

\*If contracting of assignment is delayed by few days, all deadlines will be extended by same period.

## **7. Team members**

The Team will consist of three individuals with deep knowledge of Afghanistan and technical expertise relevant to one or more of the policy areas covered under the APF.

To contribute to a comprehensive, interdisciplinary and intersectional assessment as outlined global and specific objectives, the expertise of each Team member should contribute to all outputs.

To ensure independence and neutrality, the Team will not include experts who are currently employed either by Government or Partner agencies.

### **EXPERTS PROFILE or EXPERTISE REQUIRED**

➤ Number of requested experts per category and number of man-days per expert or per category

Total number of days for three experts will be maximum 60. Individual allocation of days to experts may be decided by the firm as needed and indicated in the inception report.

➤ Profile per expert or expertise required:

#### **Expert profiles** (three)

1. Governance / political science, with an inter-disciplinary perspective to assess rule of law, access to justice and corruption
2. Human rights / gender / age, intersectionality with discrimination, exclusion of marginalized groups and minorities
3. Conflict / fragility / resilience, to assess inclusion, representation of peace process and assessment of conflict/fragility dynamics

#### **Expertise required**

- Category and duration of equivalent experience:

- Minimum 15 years of relevant professional experience (i.e. senior experts or specialists), including in complex, high profile projects with multiple stakeholders, in the fields described above.
- Minimum 10 years' of relevant experience in developing countries particularly in conflict and fragile states, including Afghanistan
- Education
  - Advanced University Degree (Masters or higher) in a discipline relevant to the scope of this assignment, such as public administration, management, economics, development economics, international relations, human rights, humanitarian law or other relevant subjects.
- Experience
  - Professional experience of at least four of the following types is required; experience of more than four will be taken into account positively:
    - Proven working experience in Afghanistan will be considered as a strong asset;
    - Facilitating the conduct of studies, assessments and reviews and establishing international partnerships and networks;
    - Familiarity with programmes in the above fields funded by development partners;
    - Familiarity with policies in the above fields, in Afghanistan and at global level (i.e. UN frameworks);
    - Project management experience in several of the sectors of activity covered by this exercise;
    - Experience in Asia, transition economies and fragile and post-conflict states.
- Language skills
  - Excellent communication skills in English, being able to communicate effectively and diplomatically with a wide range of contacts, including public speaking skills.
  - Good analytical skills and capacity to produce clear and concise reports in English, as well as key documents such as specific ToR in the areas of activity of this project.
  - Ability to communicate in Dari/Pashto would be an asset.

### **Price and Schedule of Payments**

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

#	Deliverables	Indicative Timing/Duration	Payment
<b>Reporting</b>			
1	Inception report	15 days from start of contract commencement	20%



2	Draft assessment report	First Report: 1.5 months after contract commencement 2 <sup>nd</sup> Report: 1 month after contract commencement	40%
3	Final report	To be submitted within 2 months after the project/contract commencement.	40%

## **Appendix I of TOR: Afghanistan Partnership Framework Principles**

### Core Principles:

1. Commitment to democracy, the rule of law, human rights and gender equality, embedded in the Afghan Constitution, and respect for Afghanistan's international commitments are prerequisites for international support. In particular, the Partners note the importance of women's empowerment and the full and equal enjoyment of their rights, the rights of the child, the rights of persons belonging to marginalized groups and minorities (including persons with a disability), and the right to freedom of association, expression and opinion.
2. Commitment to ensuring full equality between women and men, girls and boys, in all aspects of life, political, economic and social. This commitment must be reflected through gender mainstreaming in the implementation of the ANPDF II, in the design of specific programs by the Government, as well as in the results monitoring framework. As a first step, all indicators in the APF and ANPDF II monitoring framework should be sex-disaggregated, where possible.
3. Commitment to effective implementation of the principles of governance embedded in the Afghan Constitution. The Government conducts elections that are free and fair; ensures the roles of the different branches of government are respected and fulfilled; takes robust measures to address both the causes and manifestations of corruption in Government institutions; strengthens sub-national governance and representation; ensures representative bodies and the civil society are consulted in decision-making at every level. Government ensures an enabling environment for effective and transparent operation of NGOs and CSOs.
4. Commitment to an inclusive Afghan-owned and Afghan-led peace process and sustainable peace; with a meaningful role for victims of conflict and due account taken of victims' rights. The Government ensures the meaningful participation of women, youth, ethnic and religious minorities, refugees, urban and rural voices in the negotiation of a peace agreement and the taking of necessary measures to address exclusion, under-representation, and other sources of grievance.
5. A secure and stable environment that underpins sustainable economic and human development. Security and justice sectors must meet the needs of Afghan citizens, providing accountable and efficient state services that address human security. The Partners work together to strengthen the capacity of security forces; to combat terrorism in all its forms including financing; to reduce the production, supply of and trafficking in illicit drugs; to prevent money laundering; and to fight trafficking in human beings and migrant smuggling, all of which undermine three ANPDF II pillars, in full respect of the applicable national and international laws. Ensuring safety and security of aid workers is vital for the smooth implementation of international partners' assistance.
6. ANPDF II, as per its guiding principles, is to articulate, integrate and roll out the processes of peace-building, state-building, and market-building as instruments of nation-building, and be operationalized through a realistic monitoring and results framework, with clear annual indicators lending themselves to effective monitoring and verification.

Core reform priorities, aligned with the three pillars of ANDPF II:

7. Ensuring good governance, providing quality services to all citizens and promoting stability; resources are distributed fairly and transparently, and should be informed by engagement from citizens and local communities.
8. A meaningful, demonstrable fight against corruption is carried out, evidenced by measures and outcomes that are anchored in a clear, comprehensive and long-term national anti-corruption strategy, with a view to prevent and combat corruption. This strategy will need to be adopted following consultations with the civil society and international partners, and based on an independent impact-assessment of the previous strategy. In order to further support anti-corruption efforts and contribute to building more effective institutions, public administration must be improved at all levels and across all sectors.
9. Continued Government commitments towards sound macro-economic policies and public financial management, and international support towards key reforms and reinforcement of good governance. Inclusive, private sector-driven growth and poverty reduction are at the center of policies that lead to progress against the Sustainable Development Goals, outlined in the ANPDF II.

Partnership and aid-effectiveness principles:

10. The Partners commit to the four principles of effective development cooperation that form the basis of the Global Partnership for Effective Development Cooperation; (i) country ownership, (ii) a focus on results, (iii) inclusive partnerships involving the full diversity of actors in the country, (iv) and transparency and accountability to citizens.
11. The Partners acknowledge conditionality as a core element of the aid architecture and commit to the principles in the APF. Conditionality must be clearly defined and realistic. Conditions on the Government must reflect in such expected actions that are within the Government's authority and control. The focus is on overall progress along the APF actions and targets, while the Partners are mindful that performance against outcome indicators also depend on various external factors outside Government control. The targets outlined in sections II-IV for the out-years beyond 2021 are indicative and subject to revision based on the second-layer review. Where specific out-year targets are not mentioned, the second-layer process of review and planning will be used to jointly determine their need and formulation.
12. International partners strive for providing predictable multi-year financial assistance. International partners also commit to increasing transparency in their communications and reporting to the Government. The Government and international partners jointly agree to undertake regular aid portfolio reviews, in a spirit of ensuring the alignment of off-budget aid financing, and progress in the achievement of the SDGs, with Government policy priorities and providing reciprocal assurances that international financial assistance is used for agreed purposes.

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

Dear Sir/Madam:

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

**A. Preliminary requirement**

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

**B. Qualifications of the Service Provider- 40 Points**

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

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

**Scoring shall be conducted based on the following:**

- a) Reputation of Organization and Staff: Credibility, Accreditations, Financial Stability, Project management controls. **10 points**

- b) Specialized Knowledge: Number of similar contracts presented (higher than the required minimum of 2) for the assignment with similar nature and complexity. **15 Points**
- c) Age/Size of Firm: Number of years of firms' experience (higher than the required minimum of 3 as company in assignment with similar nature and complexity -**10 Points**
- d) Statement of Satisfactory Performance from the Top 2 (two) Clients within the past 05 (five) Years –**5 Points**

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

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

**D. Qualifications of Key Personnel- 30 Points**

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

- Technical Expert 1 (10 points)
- Technical Expert 2 (10 points)
- Technical Expert 3 (10 points)

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

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

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

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

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price</b> <i>(Weight for payment)</i>	<b>Price</b> <i>(Lump Sum, All Inclusive)</i>
1	Inception Report		
2	Draft assessment report		
3	Final Report		
	<b>Total</b>		

**2. Cost Breakdown by Cost Component**

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

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

<b>Description of Activity</b>	<b>Remuneration per Unit of Time</b>	<b>Total Period of Engagement</b>	<b>No. of Personnel</b>	<b>Total Rate</b>
<b>I. Personnel Services</b>			1	
1- Governance / political science expert			1	
2- Human Rights, Gender, Age expert			1	
3- Conflict / fragility / resilience expert				
4- Others (Please specify)				
<b>II. Out of Pocket Expenses (if applicable)</b>				
1. Communications				
2. Reproduction				
3. Others				
<b>III. Other Related Costs</b>				

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

#### Annex 4: Proposal Submission Form

To: Head of SCMO, UNDP Afghanistan

Dear Sir/Madam:

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

We hereby declare that:

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

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

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

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

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

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Contact Details: \_\_\_\_\_

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