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# **REQUEST FOR PROPOSAL**

## **CASH BASED INTERVENTION IN AFGHANISTAN**

RFP Ref. No- UNDP/AFG/RFP/2021/00000010652

Project: UNDP CO Afghanistan,

Country: Afghanistan

Issued on: 21 October 2021

# Contents

<b>SECTION 1. LETTER OF INVITATION.....</b>	<b>4</b>
<b>SECTION 2. INSTRUCTION TO BIDDERS .....</b>	<b>6</b>
F. GENERAL PROVISIONS.....	6
1. Introduction.....	6
2. Fraud & Corruption, Gifts and Hospitality.....	6
3. Eligibility .....	6
4. Conflict of Interests .....	7
G. PREPARATION OF PROPOSALS .....	7
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
H. SUBMISSION AND OPENING OF PROPOSALS.....	12
22. Submission .....	12
23. Deadline for Submission of Proposals and Late Proposals.....	13
24. Withdrawal, Substitution, and Modification of Proposals .....	13
25. Proposal Opening.....	13
I. EVALUATION OF PROPOSALS .....	14
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
J. AWARD OF CONTRACT .....	17
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.....	17
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>23</b>
<b>SECTION 5. TERMS OF REFERENCE .....</b>	<b>29</b>
<i>CASH BASED INTERVENTION IN AFGHANISTAN and PROVISION OF MONEY SERVICES FOR UNDP COUNTRY</i> <i>OFFICE IN AFGHANISTAN .....</i>	<i>29</i>
<b>SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST .....</b>	<b>43</b>
<b>FORM A:</b> TECHNICAL PROPOSAL SUBMISSION FORM .....	44
<b>FORM B:</b> BIDDER INFORMATION FORM .....	45
<b>FORM C:</b> JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM .....	46
<b>FORM D:</b> QUALIFICATION FORM.....	47
<b>FORM E:</b> FORMAT OF TECHNICAL PROPOSAL.....	50
<b>FORM F:</b> FINANCIAL PROPOSAL SUBMISSION FORM.....	53
<b>FORM G:</b> FINANCIAL PROPOSAL FORM.....	54

## Section 1. Letter of Invitation

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### **UNDP/AFG/RFP/2021/00000010652 Cash Based Intervention Under the ABP**

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

- **Lot 1 - Complete community Survey for, identification, prioritization, and registration of beneficiaries**
- **Lot 2- Deliver cash to targeted beneficiaries in timely and safely manner**
- **Lot 3- Provision of Money services to UNDP for (one time) disbursements of salary and other payables in cash or through bank transfers.**

Bidders may submit proposals for one or both Lots. Only one Lot will be awarded to the selected bidder(s) according to the selection criteria.

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

Section 1: This Letter of Invitation

Section 2: Instruction to Bidders

Section 3: Bid Data Sheet (BDS)

Section 4: Evaluation Criteria

Section 5: Terms of Reference

Section 6: Returnable Bidding Forms

- Form A: Technical Proposal Submission Form
- Form B: Bidder Information Form
- Form C: Joint Venture/Consortium/Association Information Form
- Form D: Qualification Form
- Form E: Format of Technical Proposal
- Form F: Financial Proposal Submission Form
- Form G: Financial Proposal Form

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

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

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

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

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

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

Please note that UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. (See [http://www.undp.org/about/transparencydocs/UNDP\\_Anti\\_Fraud\\_Policy\\_English\\_FINAL\\_june\\_2011.pdf](http://www.undp.org/about/transparencydocs/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf) and [http://www.undp.org/content/undp/en/home/operations/procurement/procurement\\_protest/](http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protest/) for full description of the policies)

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

Approved by:

Nahid Khan

Title: SCMO Head

Date: October 21, 2021

## Section 2. Instruction to Bidders

### F. GENERAL PROVISIONS

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

	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>G. 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</p>

	conduct or outcome of the procurement process.
<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: <ul style="list-style-type: none"> <li>c) Documents Establishing the Eligibility and Qualifications of the Bidder.</li> <li>d) Technical Proposal.</li> <li>e) Financial Proposal.</li> <li>f) Proposal Security, if required by BDS.</li> <li>g) Any attachments and/or appendices to the Proposal.</li> </ul>
<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



	<p>what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the 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> <p>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</p> <p>b) In the event that the successful Bidder fails:</p> <p>i. to sign the Contract after UNDP has issued an award; or</p> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
<b>13. Currencies</b>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <p>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</p> <p>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
<b>14. Joint Venture, Consortium or Association</b>	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience</p>

	<p>should clearly differentiate between:</p> <ul style="list-style-type: none"> <li>a) Those that were undertaken together by the JV, Consortium or Association; and</li> <li>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</li> </ul> <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</p>

	<p>any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
<b>18. Clarification of Proposal</b>	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
<b>19. Amendment of Proposals</b>	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made 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>

## H. SUBMISSION AND OPENING OF PROPOSALS

22.Submission	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
<b>Hard copy (manual) submission</b>	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ul style="list-style-type: none"> <li>g) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</li> <li>h) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ul style="list-style-type: none"> <li>i. Bear the name and address of the bidder.</li> <li>ii. Be addressed to UNDP as specified in the BDS</li> <li>iii. Bear a warning that states <i>"Not to be opened before the time and date for proposal opening"</i> as specified in the BDS.</li> </ul> <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> </li> </ul> <p>22.5 Email submission, 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. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS.</li> <li>c) 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 correct password may result in the proposal being rejected.</li> </ul> <p>22.6 Electronic submission through e-tendering, if allowed or specified in the BDS, shall be governed as follows:</p>



	(2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.
<b>I. 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> <ul style="list-style-type: none"> <li>i) Preliminary Examination</li> <li>j) Minimum Eligibility and Qualification (if pre-qualification is not done)</li> <li>k) Evaluation of Technical Proposals</li> <li>l) Evaluation of Financial Proposals</li> </ul>
<b>28. Preliminary Examination</b>	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
<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> <ul style="list-style-type: none"> <li>a) 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>b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,</li> <li>c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required.</li> <li>d) They are able to comply fully with UNDP General Terms and Conditions of Contract.</li> <li>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</li> <li>f) They have a record of timely and satisfactory performance with their clients.</li> </ul>

<p><b>30. Evaluation of Technical and Financial Proposals</b></p>	<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>
<p><b>31. Due Diligence</b></p>	<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</li> </ul>

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



	<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>J. AWARD OF CONTRACT</b>	
<b>35.Right to Accept, Reject, Any or All Proposals</b>	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
<b>36.Award Criteria</b>	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
<b>37.Debriefing</b>	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
<b>38.Right to Vary Requirements at the Time of Award</b>	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
<b>39.Contract Signature</b>	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
<b>40.Contract Type and General Terms and Conditions</b>	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
<b>41.Performance Security</b>	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at <a href="https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default</a> within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
<b>42.Bank Guarantee for Advanced Payment</b>	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank

	<p>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	Will be Conducted Pre-Bid/Proposal meeting will be conducted on 03 November 2021 at 11:00AM through zoom. Below is the zoom link. <a href="https://undp.zoom.us/j/89219679293?pwd=K0EvWXVhc0JmVkFCKzVUZ2VNS2NBUT09">https://undp.zoom.us/j/89219679293?pwd=K0EvWXVhc0JmVkFCKzVUZ2VNS2NBUT09</a>
5	10	Proposal Validity Period	120 days
6	14	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	United States Dollar For evaluation purposes proposals prices expressed in different currencies shall be converted in: [US Dollars]  The source of exchange rate shall be: [ UN Exchange Rate]  The date for the exchange rate shall be [UN Exchange rate for the month of proposal submission closing date]

11	31	Deadline for submitting requests for clarifications/ questions	<p>7 days before the submission deadline</p> <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 point 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> <b>Note</b> : The Subject Line of email should be: <b>UNDP/AFG/RFP/2021/0000010652</b></p>
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	<p>Posted directly to eTendering</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> <p>Note: The Subject Line Email Should read, UNDP/AFG/RFP/2021/0000010652</p>
14	23	Deadline for Submission	<p>As indicated in the e-Tendering system.</p> <p>Date and Time: As specified in the system (note that the time zone indicated in the system in New York Time zone).</p> <p>PLEASE NOTE:-</p> <p>Date and time visible on the main screen of the event (on the E-Tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the E-Tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly to the system.</p> <p>Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist.</p>
15	22	Allowable Manner of Submitting Proposals	<p><input checked="" type="checkbox"/> e-Tendering</p> <p>Your proposal, comprising of requested documents, should be submitted through the UNDP ATLAS E-tendering system. The step by step to be followed for bid submission through the UNDP ATLAS E-tendering system is available in the instruction manual for the bidders, attached with this ITB as Annexes.</p>

			<p>The solicitation documents and the manual are also posted on the following websites:  <a href="http://procurement-notice-undp.org">http://procurement-notice-undp.org</a></p> <p>Once uploaded, Prospective bidders (i.e. bidders that have accepted the bid invitation in the system) will be notified via email that changes have occurred. It is the responsibility of the Proposers to view the respective changes and clarifications in the system.</p>
16	22	Proposal Submission Address	<p>Shall be submitted through e-Tendering System:  <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a></p> <p><b><u>Business Unit: AFG10 and Event ID 00000010652</u></b></p>
17	22	Electronic submission (email or eTendering) requirements	<p>Official Address for e-submission:  <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>▪ <b>Financial Proposal must be password protected and Password for financial proposal <u>must not</u> be provided to UNDP until requested by UNDP through <a href="mailto:procurement.af@undp.org">procurement.af@undp.org</a> email account</b></li> <li>▪ Max. File Size per transmission: No Limit</li> <li>▪ Mandatory subject of email: UNDP/AFG/RFP/2021/00000010652</li> </ul> <p><b>☑ Financial Proposal Password:</b>  <b>Password for financial proposal <u>must not</u> 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.</b></p> <p><b>While entering financial proposal in the e-tendering system, always mention your price as USD 1. Please do not mention the value of your financial proposal in e-tendering system. It should only be mentioned in the password protected file/attachment of financial submission form (form F and G). The proposal of those organizations who would reveal their financial proposal value in the e-tendering system will be considered as disqualified.</b></p>

19	25	Date, time and venue for the opening of bid	Venue: E-Tendering In the case of e-Tendering submission, bidders will receive an automatic notification once their Bids are opened.
20	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively  The minimum technical score required to pass is 70% (700 out of 1000 points).
21		Expected date for commencement of Contract	<i>December 1, 2021</i>
22		Maximum expected duration of contract	As per TOR
23	35	UNDP will award the contract to:	One or more proposers in accordance with the evaluation criteria stated in Section 27
24	39	Type of Contract	Contract for Goods and/or Services to UNDP  <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>
25	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>
26		Other Information Related to the RFP	Schedule of payments: Payments shall be released as outlined in the "Deliverables" section of this document.
27		Post qualification Actions	Inquiry and reference checking with other previous clients on the quality of performance on on-going or previous contracts completed;
28		Conditions for Determining Contract Effectivity	Signing of Contract by Both Parties & receipt.

## Section 4. Evaluation Criteria

### Preliminary Examination Criteria

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

- Company Profile, which should not exceed fifteen (15) pages
- Certificate of valid Registration of the business, along with evidence of registration for the past consecutive two (02) years dating back to the year of 2019 or earlier. The relevance of registration could be to communication or any firm related to assignment.
- All returnable Forms (Signed Proposal Submission forms, Form A to Form G)
- Have minimum two years' experience in the provision of similar services (Cash Based Intervention services)
- Details of minimum two (02) similar contracts in the last two (02) years for the assignment with similar nature and complexity and with successful completion certificates at least one similar contract in (Cash Based Intervention services)
- Financial certified audit reports from the past three years is desired
- Have qualified professionals with experience in personal and institutional capacity building, risk management and/or in Cash Based Intervention services.
- 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

Eligibility and Qualification will be evaluated on Pass/Fail basis.

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 firm 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
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity. Certificate of valid Registration from the authorized entity-. In case of NGO's the bidder shall provide confirmation letter from	Form B: Bidder Information Form

	authorized agency confirming that the NGO's is currently operational.	
<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>Financial</b>	<ul style="list-style-type: none"> <li>Audited financial reports for the past three years showing company turnover is desired</li> </ul>	Form D: Qualification Form
<b>Past experience</b>	<ul style="list-style-type: none"> <li>Experience in completing successfully minimum two (02) contracts of similar nature and complexity and with successful completion certificates at least one similar contract in (Cash Based Intervention services)</li> </ul>	Form D: Qualification 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 2 years.	Form D: Qualification Form
<b>Litigation History</b>	No consistent history of court/arbitral award decisions against the Bidder for the last 2 years.	Form D: Qualification Form
<b>Previous Experience</b>	Minimum 2 years of relevant experience with proven capacity.	Form D: Qualification Form
	<ul style="list-style-type: none"> <li>Minimum two years' experience in the provision of similar services (Cash Based Intervention services)</li> <li>Experience in completing successfully minimum two (02) contracts of similar nature and complexity and with successful completion certificates at least one similar contract in (Cash Based Intervention services)</li> <li>Experience of working in in-conflict or post-conflict environments</li> <li>Experience of working in remote provinces of Afghanistan will be considered as an advantage</li> <li>Experience of involvement with international organizations in Afghanistan will be considered as advantage</li> <li>Statement of satisfactory completion of works of similar nature from the top 02 (two) Clients from the past,</li> </ul>	Form D: Qualification Form

<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.



	(For JV/Consortium/Association, all Parties cumulatively should meet requirement).	
<b>Key Personnel CVs for each Region</b>	<p><b>For Lot 1.</b> CVs of the following Key Personnel are required to be submitted within the technical proposal:</p> <ul style="list-style-type: none"> <li>• Project Team Leader – 1 CV Required</li> <li>• IT/Statistician– 1 CV Required</li> </ul> <p><b>For Lot 2.</b> CVs of the following Key Personnel are required to be submitted within the technical proposal:</p> <ul style="list-style-type: none"> <li>• Project Team Leader / Project Manager – 1 CV Required</li> <li>• Project Specialist- 1CV required</li> <li>• IT Specialist-1 CV required</li> </ul>	Form D: Qualification Form

## Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity, and experience	300
2.	Proposed Methodology, Approach, and Implementation Plan	400
3.	Qualifications and Experience of 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		<b>50</b>
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		<b>80</b>
1.3	Relevant Experience in Afghanistan or Other Countries with similar operating environment		<b>125</b>
1.3.1	- Specialized knowledge and experience on similar engagements successfully completed before including personal and institutional capacity building, importantly in Cash Based Intervention services	50	
1.3.2	- Details of all previous contracts within the last 2 years to demonstrate provision of similar services (experience and expertise in personal and institutional capacity building, importantly in Cash Based Intervention services)	50	
1.3.3	- Contractor must have previous experience of working with the UN or other multinational organizations, and a security institution comparable to the Afghan National Police (ANP) and or related security institutions in Afghanistan	25	
1.4	Quality Control procedures and risk mitigation measures		<b>30</b>
1.5	Organizational Commitment to Sustainability		<b>15</b>
1.5.1	-Organization is compliant with ISO 9001 and other relevant standards	10	
1.5.2	-Organization demonstrates significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues	5	
<b>Total Section 1</b>			<b>300</b>

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?	90
2.2	Description of the Offeror’s approach and methodology for meeting or exceeding the requirements of the Terms of Reference	90
2.3	Details on how the different service elements shall be organized, controlled and delivered	70
2.4	Description of available performance monitoring, evaluation mechanisms, reporting mechanism and tools; how they shall be adopted and used for a specific requirement	50
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	50
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract and details of project implementation plan	30
2.7	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.)	20
Total Section 2		400

Section 3. Management Structure and Key Personnel- Lot 1				Points obtainable
3.1	Management structure, staff time allocation, team composition and qualification of other professional staff			100
3.2	Qualifications of key personnel proposed			
3.2 a	<b>Project Team Leader – 1 CV Required</b>			100
	General Qualification		40	
	Suitability for the Project:		60	
	- Professional Experience in the area of specialization	50		
	- Knowledge of the region (Afghanistan)	10		
3.2 b	<b>IT/Statistician</b>			100
	General Qualification		40	
	Suitability for the Project:		60	
	- Professional Experience in the area of specialization	50		
	- Knowledge of the region (Afghanistan)	10		
Total Section 3				300

Section 3. Management Structure and Key Personnel- Lots 2 and 3			Points obtainable
3.1	Management structure, staff time allocation, team composition and qualification of other professional staff		60
3.2	Qualifications of key personnel proposed		
3.2 a	<b>Project Team Leader/Project Manager – 1 CV Required</b>		80
	General Qualification	30	
	Suitability for the Project:	50	
	- Professional Experience in the area of specialization	40	
	- Knowledge of the region (Afghanistan)	10	
3.2 b	<b>Project Specialist- 1 CV Required</b>		80
	General Qualification	30	
	Suitability for the Project:	50	
	- Professional Experience in the area of specialization	40	
	- Knowledge of the region (Afghanistan)	10	
3.2 c	<b>IT Specialist-1 CV Required</b>		80
	General Qualification	30	
	Suitability for the Project:	50	
	- Professional Experience in the area of specialization	40	
	- Knowledge of the region (Afghanistan)	10	
<b>Total Section 3</b>			<b>300</b>

**Note:** The CV of five 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). It is not mandatory to identify and include the CVs of all such other professional staffs in the technical proposal which are proposed in the financial proposal. However, the proposer should include CVs of as many of these other key professionals to demonstrate the strength of the proposed team.

## Section 5. Terms of Reference

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### CASH BASED INTERVENTION IN AFGHANISTAN and PROVISION OF MONEY SERVICES FOR UNDP COUNTRY OFFICE IN AFGHANISTAN

#### A. Background Information

The economic, food security and COVID-19 shocks that Afghanistan is currently facing and the fact that the country is heading towards near universal poverty, requires a significant shift in the focus of UNDP programming away from standard development and State-level growth, towards meeting the immediate needs of individual citizens and building greater human security. If the new regime in Afghanistan lacks the resources and capacity needed and so is unable to respond to the challenges facing vulnerable people, their needs will largely go unmet. To fill this gap new innovative approaches will be needed to support the Humanitarian-Development-Peace nexus (HDP).

Over the last 20 years, UNDP has learnt valuable lessons on what works and what doesn't in the country. Neither a one-size-fits-all approach nor a fragmented sector-based approach to development interventions has been effective. Instead, a more integrated approach is needed, one that accounts for the significant differences in development needs between the provinces and regions of Afghanistan, and yet also recognizes that humanitarian and development gains in one area are linked to and dependent on humanitarian and development gains in other areas. An innovative, inclusive and highly flexible approach is needed, one that puts people first, targets the most vulnerable and meets local needs by focusing on saving livelihoods.

Furthermore, the current restrictions in the banking system and sometimes shortage of availability of local currency (AFN) through banking system places limits on UNDP's operations and payments of salaries and other payables without bank accounts. Therefore, UNDP has been engaging vetted Money Services Providers (MSP) to directly pay the salaries of workers (on behalf of UNDP) through bank transfers if workers hold bank account, or otherwise via (mobile) cash payments.

#### B. Project Description- Cash Based Intervention

UNDP is therefore adopting a highly integrated yet decentralized approach to programming known as the ABADI Programme for Community Resilience in Afghanistan (ABP Strategy). This is a tailored area-based programming approach for integrated socio-economic recovery and community resilience that has been designed as a rapid response to the current crisis in Afghanistan. It aims to support the Humanitarian-Development-Peace nexus using UNDP's six signature solutions, to provide emergency support for community livelihoods and contribute to greater resilience to future shocks in the most cost effective and sustainable manner as possible

To meet immediate needs of poor rural Afghans, UNDP Afghanistan has put together a comprehensive package of cash-based interventions (Cash Transfers/CBI) supporting social protection, employment generation and market creation with a view to contribute to local peacebuilding, conflict prevention, essential services, socio-economic recovery and recovery efforts within the framework of the ABP with a targeting scheme based on district level vulnerabilities to security and poverty. Cash transfers will be made within two categories of Unconditional and Conditional:

- Planned Cash-Based Interventions (CBIs) will include unconditional cash transfer targeting households with vulnerable population including children (0-3 years), disabled people (0-64), IDPs/refugees and elderly people (above 65 years). Through unconditional cash

transfer, UNDP aims to provide vulnerable people greater dignity of choice in how to meet their needs.

- In addition, physically able people especially the youth will be engaged in conditional cash transfer related through cash for work interventions which will help to achieve a dual goal of rural monetization and creation of basic infrastructure to enhance the community interconnections, recovery, resilience and further enhance livelihood opportunities.

To address gaps in existing markets in selected areas of intervention, UNDP will support the creation of community-owned businesses and women-led businesses in the informal sector focusing primarily on the creation of access to goods, employment generation and support to existing businesses through Cash for Market. CBI will also be used to support communities in social cohesion, conflict prevention, targetted community based recovery plans and revitalise basic services.

UNDP intends to launch its CBIs as part of a wider ABP strategy starting from Western Region for future scale up to other 7 regions aiming to reach 6-9 million beneficiaries countrywide. The initial transfer value will be about USD 8 million for immediate emergency phase (06-12 months) with planned gradual scale-ups to USD 300 million to cover all 8 targeted regions over a two-year period. It's estimated that for cash transfers in the next two months at least \$500k to \$1m equivalent in Afghani currency will be required.

Furthermore, in view of the limitations of the banking system in the country, UNDP has been actively exploring alternative modes of delivery funds to the Project Implementing Partners and direct payables for salaries of workers and supply chain. One of these alternatives consists of engaging vetted Money Services Providers (MSP) to directly pay the salaries of workers (on behalf of UNDP) through bank transfers if workers hold bank account, or otherwise via (mobile) cash payments. Upon completion of delivery of payments on a weekly basis, the MSP submit invoices to UNDP, for reimbursement of all payments along with service fee

It is against this background that UNDP is seeking to hire multiple competent service providers (SPs) to: (i) complete community survey for, identification, prioritization, and registration of beneficiaries and (ii) deliver cash to targeted beneficiaries in timely and safely manner, and (iii) to provide disbursement services to UNDP for payment of salaries and other payables in cash under the Projects within the ABADEI Programme.

This RFP will comprise the above three lots. Interested bidders can submit their proposals to either or all three lots but under no circumstances Lots 1 and 2 will be awarded to the same or related SP(s). UNDP will decide on award of lots based on the strength and merits of the proposed methodology and relevant experience of the SP. Additionally, prospective bidders are free to submit their proposals to provide these services in one or all the 8 regions depending on the technical and financial capacity as well as their presence and experience in those regions.

### **C. Objective of Services**

UNDP envisions to conclude multiple service agreements with experienced cash-based interventions (CBI) and money service providers for the provision of cash-transfer services in support of its Area Based Programming strategy. This intervention will be implemented over a period of two years in two phases starting with emergency phase (06-12 months) followed with a medium-term phase (12/18 – 24 months). UNDP will launch this activity as pilot in Western Region with a gradual roll out to the other 7 regions. The purpose of this intervention is to enable conflict-affected communities to meet their basic needs under the current economic and security challenges.

The goal and objectives of this intervention is to provide conflict-affected households greater dignity of choice in how to meet their immediate needs, improve their livelihood and income, contribute to the local economy, and foster positive relations within rural communities.

A secondary objective is to identify potential and reliable money service providers (MSP) to provide disbursement services to UNDP for payment of salaries and other payables in cash or through bank transfers.

## **D. Scope of Services**

The service will be performed in the following 3 distinct Lots:

- Lot 1- Comprehensive community survey for development of Database- through identification, prioritization and registration of households as beneficiaries based on the criterion and parameters provided
- Lot 2- Disbursement of Cash to target households on monthly basis
- Lot 3- Provision of Money services to UNDP for (one time) disbursements of salary and other payables in cash or through bank transfers.

### **D.1 LOT 1 - COMPREHENSIVE COMMUNITY SURVEY FOR THE IDENTIFICATION, PRIORITIZATION, AND REGISTRATION OF BENEFICIARIES**

At the onset of this consultancy, UNDP expects the service provider to carry out a rapid assessment to achieve the following:

- i. Develop a beneficiary selection criterion for UNDP's approval based on the (indicative) parameters for target beneficiaries/household as identified below
  - ii. Carry out rapid assessment and organize participatory community consultations for identification, prioritization and validation of the beneficiaries
  - iii. Establish a database of eligible beneficiaries for UNDP's approval
  - iv. Determine the transfer platform using mobile payment or other mechanism, amount /household and Disbursement Mechanism for UNDP's approval
  - v. Recommend appropriate recipient authentication mechanism using government issued IDs or biometric identification
  - vi. Coordinate and liaise with SP for Lot 2 to facilitate digitalization of the database and implementing disbursements in Lot 2 as requested by the SP for Lot 2.
  - vii. Conduct post-distribution monitoring
  - viii. Monitoring and evaluation and reporting
- Targeting household- A household with income levels of below USD 1.25/day, and having one or more of the vulnerable population groups: IDPs/refugees, children (0-3 years), disabled people (0-64years), and elderly people (above 65 years).
  - Priority will be women-led households and households with one or more of the vulnerable groups
  - Frequency of payments will be on monthly basis
  - Cash payment amounts will be in the following range for target beneficiaries: USD 2-5/mo./child, USD 7-10/disabled/month, USD 7-10/elderly/month to be paid in AFN currency.
    - The deliverables (Database) from Lot 1 will form the basis of services under Lot 2.
    - Submit a report to UNDP on the approach, methodology and results of the survey
    - Post distribution monitoring for Lot 2

## **D.2 LOT 2 - DELIVER CASH TO TARGETED HOUSEHOLDS/ BENEFICIARIES IN TIMELY AND SAFELY MANNER**

1. Digitalization of delivery and monitoring of cash assistance in consultation with SP for Lot 1
2. Integrate database with (biometric) ID verification system
3. Set up the necessary infrastructure and human resources (distribution points, agents, network etc.) required to deliver cash to the people of concern\*
4. Maintain minimum infrastructure in the nearest locations to continue providing services to the beneficiaries.\*
5. Issue SIM cards and simple handset (as per the need) to eligible households (one per household) to enable them use cash transfer services
6. Provision of basic training/ awareness to eligible beneficiaries on the use of cash transfer services
7. Disburse payments/ Carry out cash transfer on monthly basis to a designated recipient per household. It is preferred that a female member of the household should receive the cash.
8. Submit invoice to UNDP with disbursed amount and service fee along with bank credit statements, and statement of receipts;

**NB;** In Afghanistan, there are standard 2 or 3 platforms for e-payments, established by various mobile phone companies and are already in use by other UNDP Projects. These companies have roving agents in 5-6 regions that are operating in last-mile locations where there are no other ways to collect the cash. The SP shall propose a mechanism to for outreach in areas without the mobile networks through provision of mobile or alternate services.

The SP is required to provide services on the following premises:

1. To be able to achieve the above tasks successfully, UNDP expects selected SP to have a network and be operational in the proposed areas with an office or a focal point dedicated to managing this project and answer questions and solve problems of operations within a reasonable time, when they arise.
2. The SP should be available for all queries or solve any problem during normal office hours from Sunday to Thursday. The channels of communication and effective reporting mechanisms should be established to ensure efficient resolution of issues.
3. A free telephone hotline for individual beneficiaries must be included, especially in the case of loss or theft of SIM Card and PIN or other technical problems. A free telephone hotline and online access must be included for the staff of UNDP or its Implementing Partner, who will use this service for the resolution of urgent problems related to the operation of the service. To the extent possible, this hotline should be accessible 24/7, in English, Dari and/or Pashto or any other most spoken dialect in each Region.
4. The SP must open separate and dedicated bank account for UNDP Cash Transfer programming, to be used to transfer e-money to individual beneficiaries' account/phone numbers to facilitate reconciliation and administration of CBIs. No charges shall be applied against UNDP dedicated account in terms of maintenance fees, service fees, operational costs, etc. by the SP. The costs related to this service, if any, shall be billed separately to UNDP in exchange for a monthly invoice and no fee will be charged to beneficiaries for withdrawal/electronic notifications. The SP will provide the funds for the dedicated bank account in AFN currency.
5. Upon receipt of instruction from UNDP, the SP debits the UNDP Cash Transfer account (established by the SP) and transfer cash to the phone numbers of the beneficiaries following the registry of beneficiaries' SIM cards which allow them to receive and make cash withdrawals through a point of sale (POS).



6. Integrate identification and payment verification system within the database
7. Submit invoice to UNDP with disbursed amount and service fee along with bank credit statements and statements of receipts identifying the recipients and amount received by each recipient;
8. In accordance with UNDP AML/CFT policies, the selected SP/MSP(s) will undergo comprehensive due diligence and vetting exercise (at no cost to the MSP) with a comprehensive Anti-Money Laundering and Combating the Financing of Terrorism (AML/CFT) check on the selected MSPs identified by UNDP. The AML/CFT check will include at a minimum (but not limited to):
  - a. Identity verification of the leadership (Ultimate Beneficial Owner) and key personnel of MSP(s)
  - b. Nature of business- relevant licenses, legal status, registration
  - c. Source of funds, seed capital and history of business
  - d. PEP (Politically exposed persons) checks on the leadership and key personnel e. Watchlist screening and sanctions check on the MSP
  - f. Written AML policy of the MSP
  - g. Training of staff of MSP in AML/CFT
  - h. Financial Accounting Management, and Reporting Systems (FARMS) in place;
  - i. Financial viability of the business
  - j. Litigation history and/or ongoing legal actions pending against the MSP
  - k. Experience of managing financial services for similar projects
  - l. Current projects under implementation
  - m. Maximum capacity to undertake the tasks
  - n. Turnaround time
  - o. References/Reference Checks

### **D.3 LOT 3 - PROVISION OF MONEY/DISBURSEMENT SERVICES FOR UNDP OPERATIONS**

In view of the limitations of the banking system in the country, UNDP is actively exploring engaging vetted Money Services Providers (MSPs) operating in all regions to directly pay the salaries of workers (on behalf of UNDP) through bank transfers if workers hold bank account, or otherwise via (mobile) cash payments. The financial transfer services will consist of but are not limited to one-time monetary transfers in the following manner:

1. UNDP will securely transmit to the MSP the list(s) of recipients including the amount, bank account details and telephone contacts.
2. The MSP will transfer the designated funds to the identified persons in an accountable, timely and secure way. For recipients without bank accounts, disbursements will be made in cash in collaboration with recipient on a mutually agreed efficient mechanism.
3. Upon completion of transfers, the MSP will submit invoice to UNDP with disbursed amount and service fee along with bank credit statements and statements of receipts identifying the recipients and amount received by each recipient;

In accordance with UNDP AML/CFT policies, the selected MSP(s) will undergo comprehensive due diligence and vetting exercise (at no additional cost to MSP) with a comprehensive Anti Money Laundering and Combating the Financing of Terrorism (AML/CFT) check on the selected MSPs identified by UNDP. The AML/CFT check will include at a minimum (but not limited to):

- a. Identity verification of the leadership (Ultimate Beneficial Owner) and key personnel of MSP(s)
- b. Nature of business- relevant licenses, legal status, registration
- c. Source of funds, seed capital and history of business
- d. PEP (Politically exposed persons) checks on the leadership and key personnel e. Watchlist screening and sanctions check on the MSP
- f. Written AML policy of the MSP
- g. Training of staff of MSP in AML/CFT
- h. Financial Accounting Management, and Reporting Systems (FARMS) in place;
- i. Financial viability of the business
- j. Litigation history and/or ongoing legal actions pending against the MSP
- k. Experience of managing financial services for similar projects
- l. Current projects under implementation
- m. Maximum capacity to undertake the tasks
- n. Turnaround time
- o. References/Reference Checks

## **E. Special Circumstances to Consider**

The security situation remains unpredictable for most of Afghans across all the provinces in the targeted 8 regions. This situation is likely to remain the same or with very minimum improvement for the next few months of implementation of this ABP strategy. For CBI specifically, in addition to the security related challenges, availability, accessibility and the condition of basic infrastructure are likely to be among the serious constraints that this programme will have to grapple with for some time.

It is anticipated that most rural areas are not covered mobile phone network which is a prerequisite for rural communities to access and use cash transfer services. Therefore, the SP is expected to provide a suitable methodology to reach out to the beneficiaries/recipients in remote areas to safely and securely deliver the cash without added expense to the recipients.

The cash disbursements will be made by the SPs using their own funds. UNDP will reimburse the SP along with service fee.

In accordance with UNDP AML/CFT policies, the selected SPs/MSP(s) for Lots 2 and 3 will undergo comprehensive due diligence and vetting exercise (at no additional cost to MSP) with a comprehensive Anti Money Laundering and Combating the Financing of Terrorism (AML/CFT) check on the selected MSPs identified by UNDP as listed in Section D.2 and D.3 above.

## **F. Approach and Methodology**

UNDP anticipates the SPs to roll out this activity in sequence starting in Western Province as Pilot and move gradually to other regions. UNDP expects the SP to present a methodology and Plan comprising a set of interventions susceptible to respond to most pressing and basic needs before moving gradually to the actual operationalization of the cash transfer modalities in Lots 1 and 2.

## **G. Deliverables and Schedules/Expected Outputs**

### **❖ Lot 1: Complete community Survey for, identification, prioritization, and registration of beneficiaries**

#### **1. Rapid assessment (to be completed by the end of the second month) to consist of the following deliverables**

- (i) At the onset of this cash-based intervention, selected SP will develop selection criteria for

UNDP's approval using the identified parameters. Based on national poverty indicators and global safety net standards, the service provider will develop a cash transfer package for each category of the beneficiaries/households.

- (ii) The SP will then carry out a rapid assessment to determine the total number of eligible beneficiaries/households and their level of vulnerabilities using a clear selection criterion. In close coordination with local community chiefs, the SP will engage the communities in open, transparent, and participatory discussion for identification and categorization of the beneficiaries.
- (iii) The expected end-result of this exercise includes **a rapid assessment report and a database** of eligible beneficiaries in each region and sub-regional.
- (iv) The SP will undertake the verification to finalize the list of eligible beneficiaries for UNDP's approval.

## **2. Post-Distribution Monitoring and Reporting**

- i. Record any possible complaints from unsatisfied beneficiaries
- ii. Develop a comprehensive cash-transfer report

### **❖ Lot 2: Deliver cash to targeted beneficiaries in timely and safely manner**

#### **a. Digitalization of delivery and monitoring of cash assistance (to be completed by the end of the fourth month):**

With recognition that the necessary infrastructure for cash transfer may almost be non-existent in most targeted rural communities, the selected SP will propose appropriate methodology and make sure that the necessary infrastructure is established to enable eligible beneficiaries to access the cash transfer services without incurring any expenditure. To bring the services closer to the communities, the SP will put in place the necessary infrastructure and human resources (distribution points, agents, network etc.) required to deliver cash to the eligible beneficiaries.

#### **b. Provision of the SIM and simple handsets (to be completed after approval of the database and rapid assessment report by UNDP):**

- i. Depending on the needs, the SP may need to provide simple mobile phones with sim card and establish a database of device owners/ recipients for all beneficiaries for easy tracking.
- ii. Provision of basic training/ awareness to eligible beneficiaries on the use of cash transfer services (beginning of the third month)

#### **c. Disbursement of cash (starting with approval from UNDP)**

Using the UNDP approved cash transfer package, and pre-established bank account, the SP will carry out cash transfer to the eligible beneficiaries following the pre-established database. Real-time continual updates on each approved cash transfer package will be provided to UNDP.

### **• Lot 3: MSP Services to UNDP**

UNDP will issue a Notice to Proceed (NTP) letter and securely transmit to the MSP the list(s) of recipients including the amount, bank account details and telephone contacts. Whereupon the FSP will transfer the designated funds to the identified persons in an accountable, timely and secure

way. For recipients without bank accounts, disbursements will be made in cash in collaboration with recipient on a mutually agreed efficient mechanism.

Upon completion of transfers, the MSP will submit invoice to UNDP with disbursed amount and service fee along with bank credit statements and statements of receipts identifying the recipients and amount received by each recipient;

#### **d. Final Report/Reporting Requirements**

At the conclusion of services, the report for each Lot should consist of the following:

Prospective SPs should describe the ability of their system both in terms of regularity and predictability of transfers of money throughout the year. They should present evidence and / or examples of the effectiveness of their services, especially in the geographical areas concerned by the present terms of reference, or at least in areas with similar conditions. They also describe how their system will deal with one-time cash transfers and regular transfers (monthly or other frequency). In addition, SPs must ensure the availability of facilities to implement disbursements in cash among the target populations and to ensure their accessibility, for example the availability of the telecommunication network or the availability of agents / registration centers with sufficient capacities to make disbursements, based on the required volumes.

The mechanism or a combination of transfer and disbursement mechanisms should be clearly presented, detailed and developed in the proposal for the SP.

#### **H. Minimum standards of service:**

- SIM cards and mobile phones (depending on the need) are provided and distributed to each beneficiary target by the SP and activated for cash transfer.
- Mobile SIMs must be able to be quickly cancelled in case of loss, theft or other and the remaining amount on the mobile account refunded without delay.
- The SP guarantees the availability of pay points and the volumes of liquidity required in mobile points of withdrawal within a maximum period of 10 days after the receipt of notice to make payments.
- The SP must devise a mechanism of verification for the beneficiaries who may have lost their IDs (Tazkiras) or have never had any at all

#### **Illustrative indicators may include the following:**

- Number of eligible beneficiaries registered per location under each category
- The amount of money to be transferred to eligible beneficiaries
- Number of mobile phone network boosters established/present
- Number of cash collection points established
- Number of SIM Cards/mobile phones distributed and registered
- Number of eligible beneficiaries trained on the use of cash transfer services
- Total amount of money transferred to eligible beneficiaries over time

In case of unsatisfactory performance, UNDP will issue a written warning to the SP requesting for immediate correction and improvement. If no correctional measures are put in place by the SP to improve the quality of the services rendered to the beneficiaries, UNDP will terminate the contract.

#### **I. Governance and Accountability**

**UNDP responsibility and oversight.** Under the overall oversight of the ABADEI Programme Manager, the SP reports to the respective ABADEI regional project managers and relevant technical officers in UNDP CO and liaise with other UNDP Units in the Country Office (e.g. finance)

as needed. The ABADEI Programme Management Unit (PMU) will assess the performance of the SP in close consultation with the regional teams and certify payments based on deliverables.

Non-compliance with agreed upon timeframe for the completion of individual deliverables could result into penalty or the termination of the contract in worst case scenario. UNDP encourages regular communication between the SP and respective ABADEI Team in CO and Regions to avoid any surprises. For unforeseen reasons, the SP will have to communicate to the Programme Focal Point, that will be designated later on, at least a week before the due date of a particular deliverable. In such case, a new deadline will be negotiated and agreed upon in writing.

#### **J. SP responsibility: monitoring and reporting.**

The SP shall designate a Team Leader to be the focal point for UNDP on monitoring and submission of reports. The Team Leader will also be responsible for communicating with the ABADEI Programme Manager and the Programme Focal Point for submitting draft reports and incorporating comment and suggestions from the above UNDP officials and submitting final reports.

Regular reports shall be provided by the SP for monitoring, recording and reporting of transactions, including order receipts and evidence of withdrawal/disbursement and receipt of funds by the beneficiaries.

On a monthly basis, the SP will provide to UNDP:

- A report on movements on the account(s) dedicated to UNDP.
- A report certifying the list of beneficiaries, with their individual identification numbers, the amounts received by each (and if any amounts not received), and the dates of receipt.
- A report detailing, for each beneficiary, the amounts withdrawn and the balance remaining on their account
- A report listing all the attempts or cases of fraud.
- A report listing all incidents and delays in implementation of the service
- Summary reports, which show the total amount and the number of phone numbers credited during a pay period/batch.

UNDP prefers to have an electronic reporting system accessible online in real time. This will be treated as an added advantage during review of the bids.

- a) Identify institutions/organizations/individuals with whom the contractor is expected to liaise/interact/collaborate/meet with in the course of performing the work (e.g., other agencies, project co-implementers, donors, communities, local government units, etc.)

#### **K. Coordination, Logistics and liaison:**

The Team Leader will coordinate with the UNDP ABADEI Programme Focal Point and organize a meeting to review reports and information. The SP Team Leader will ensure that the contract is performed efficiently and effectively following the Terms of Reference. The SP will provide in its proposal a description and cost estimate for all the facilities required to perform the services. The SP will ensure full access to the provinces, districts, and communities where the project is implemented. The SP will also conduct meetings with the ABADEI Programme Management Unit (PMU) on ad-hoc request to address issues of concern and provide actionable recommendations for solutions, including resolution of issues identified by the SP.

Office space, transport, computers, stationery, communications equipment are the responsibility of the SP and not of UNDP and the projects.

#### **L. Roles and responsibilities:**

The ultimate responsibility for successful implementation of planned activities rests with the SP. This includes coordination with local communities, mobilization and training beneficiaries and provision of cash transfer services. The SP will be responsible for all the logistics required to perform all the tasks effectively and efficiently under this contract. UNDP CO will facilitate the SP access to all necessary information that can allow the SP to fulfill his responsibilities. UNDP will be available for interviews to respondents any clarification questions that the SP may have for better understanding in the tasks of this assignment.

#### **M. Facilities to be provided by UNDP**

The SP will be entirely responsible for all the logistics in terms of facility, human resources and support service required to carry out this assignment. UNDP will not provide any logistical support or use of Regional Offices as distribution points.

#### **N. Expected duration of the contract/assignment**

UNDP envisions to issue the initial contract for a two-year period. Depending on continued need of services and successful performance of the SP, the contract may be renewed for another agreed upon duration.

#### **O. Expected Commencement**

UNDP anticipates launching the emergency phase of its ABP strategy around November for a period of 06-12 months followed by a medium-term phase for 12/18 – 24 months. At the end of the procurement process, successful SP will be notified to mobilize all the required resources to initiate the work as per the workplan provided in the bid. UNDP will issue a Notice to Proceed at the start of work and a Certificate of completion at the end.

#### **P. Lead Times**

A 5 working day lead time will be provided for UNDP or Project Implementing Partners to review outputs, provide comments and approve/accept outputs. In case of variation, an appropriate timeframe will be communicated to the SP as expected deadline for the submission of the deliverables.

#### **Q. Duty Station**

This assignment will be initiated in Western province as a pilot for a wider implementation of UNDP ABP strategy that will cover 8 regions in total. Successful SP will be required to establish a field office in the main center in each region. Furthermore, the SP will be required to establish sub-offices closer to the communities for speedy and timely service provision. To the extent that it would make technical sense, UNDP would encourage SP to have agents physically available closer to the communities for swift response to any queries that may arise from time to time.

Location	Specific information on the target population
Central Region	Target provinces: Ghazni, Kabul, Panjsher, Parwan, Wardak, Kapisa, Logar, and Paktya provinces.
Eastern Region	Target provinces: Nuristan, Nangarhar, Kunar, and Laghman provinces.
Northern and Northeastern Region	Badakhan, Baghlan, Balkh, Faryab, Jawzjan, Kunduz, Samagan, Sar-e-Pul, and Takhar provinces.

Location	Specific information on the target population
Central Highland Region	Bamyan and Daikundi provinces.
Western Region	Ghor, Badghis, Herat and Farah provinces.
Southeastern Region	Paktika and Khost provinces
Southern Region	Uruzgan, Zabul, Nimroz, Helmand and Kandahar provinces.

## **R. Professional Qualifications of the Successful Contractor and its key personnel**

**Successful Service Provider should have the following competencies:**

**Lot 1 - Complete community Survey for, identification, prioritization, and registration of beneficiaries:**

- Strong and proven experience in facilitating community consultation meetings
- At least 2 years of proven experience in implementation of cash-based interventions
- At least two (2) contracts in Afghanistan in the last 3 years

Prospective bidders shall include in their bids a minimum of 2 key personnel per each region and shall have demonstrated a successful completion of similar project. The minimum professional qualifications of key personnel are described below:

### **1. Project Team Leader**

- Minimum Master's degree in Economics, Business Administration, Sustainable Development, or other Social Sciences or related discipline with at least 3-year experience in similar managerial positions; Bachelor's degree with 7 years working experience in lieu of Master's qualification is accepted.
- Minimum 10 years of relevant working experience in the field of development economics, statistics, poverty eradication, social protection.
- Experience in supervising implementation of a Cash-Based Intervention is a must.
- Extensive knowledge and proven working experience in emergency-recovery programs supporting vulnerable groups.
- Previous successful experience in development or related work, with the UN, governmental institutions, NGO or consulting firm is an added advantage.
- Language proficiency in English

### **2. IT/Statistician**

- Degree in Computer Science, Statistics or relevant field (Master's degree being a plus)
- Seven (7) years of relevant working experience with bachelor's degree, and 5 years of relevant working experience with master's degree.
- At least 3 years of experience in developing, managing and maintaining cash transfer related IT applications.
- Language proficiency in English, Dari or Pashto

**Lot 2 & 3 - Deliver cash to targeted beneficiaries in timely and safely manner:**

- Strong and proven experience in implementation of cash-based interventions.
- Experience in implementation of CBI in at least Afghanistan

- At least 2 contracts within last 3 years providing Cash-based Intervention related services (training or actual cash transfer) in Afghanistan
- Existing partnership with established relevant entity(ies) for disbursement of funds
- Experience working directly with local communities and Civil Society Organizations.

Prospective bidders shall include in their bids **a minimum of 3 key personnel** per each region and shall have demonstrated a successful completion of similar project. The minimum professional qualifications of key personnel are described below:

#### 1. Project Team Leader

- Minimum Master's degree in Economics, Business Administration, Public Policy, Sustainable Development, or other Social Sciences or related discipline with at least 3-year experience in similar managerial positions; Bachelor's degree with 7 years working experience in lieu of Master's qualification is accepted.
- Minimum 10 years of relevant working experience in the field of development economics, statistics, poverty eradication, social protection.
- Experience in supervising implementation of a Cash-Based Intervention is a must.
- Extensive knowledge and proven working experience in emergency-recovery programs supporting vulnerable groups.
- Previous successful experience in development or related work, with the UN, governmental institutions, NGO or consulting firm is an added advantage.
- Language proficiency in English

#### 2. Project Specialist

- Minimum Bachelor's degree in Economics, Statistics, Social Sciences, Sustainable Development, or other Social Sciences or related discipline.
- Minimum 5 years of relevant working experience in the field of development economics, social sciences, poverty eradication, social protection.
- Experience in implementation of a Cash-Based Intervention in a post-conflict emergency setting.
- Language proficiency in English, Dari or Pashto

#### 3. IT Specialist

- Degree in Computer Science or relevant field (Master's degree being a plus)
- Seven (7) years of relevant working experience with bachelor's degree, and 5 years of relevant working experience with master's degree.
- At least 3 years of experience in developing, managing and maintaining cash transfer related IT applications.
- Language proficiency in English, Dari or Pashto

Nomination of the established entity(ies) for the disbursement of CBI fund activity should follow the below criteria:

- A registered entity (Private Mobile Money Company, NGOs and CSOs including cooperatives, registered social enterprises);
- Has established reputation as an organization with extensive community experience on the ground/proposed site locations.
- Has experience on disbursement of fund with communities (by cash and digital) with good record keeping ability;
- Has experience in conducting activities of public interest or public purpose; and



- Has existing due diligence & safeguards procedures (e.g. Project termination, blacklisting of individuals, not only organizations undertaken for unusual cases; e.g. Grassroots initiative where personal bank accounts may need to be used)

## S. Price and Schedule of Payments

The contract price is based on professional fee, travel, vehicles, and other relevant costs such as allowances, taxes to deliver the outputs. The service provider shall be paid upon satisfactory submission and acceptance of deliverables by UNDP according to the following schedule for each Lot.

Lot 1	Percentage	Timing	Condition for Payment Release
Submission and acceptance of an Inception Report which consist of: <ul style="list-style-type: none"> <li>• Updated Workplan</li> <li>• Rapid Assessment Report</li> <li>•</li> </ul>	40	Dec 2021	<ul style="list-style-type: none"> <li>• Within thirty (30) days from the date of meeting the following conditions:</li> <li>• UNDP's written acceptance of the quality of the deliverable; and</li> <li>• Receipt of invoice from the Service Provider</li> </ul>
<ul style="list-style-type: none"> <li>• Database for eligible beneficiaries</li> <li>• Transfer amount</li> <li>• Transfer frequency</li> </ul> Disbursement mechanism	60		
<b>Lot 2- Total Price consists of 4 distinct deliverables linked with corresponding payments</b>		Jan – Feb 2022	
<ul style="list-style-type: none"> <li>• Digitalization of delivery and monitoring of cash assistance</li> <li>• provision of the SIM and simple mobile phones -</li> </ul>	20		<ul style="list-style-type: none"> <li>• Receipt of invoice from the Service Provider;</li> <li>• UNDP's written acceptance of the quality of the deliverable;</li> </ul>
Disbursement of cash to beneficiaries	60	March – June 2022	
Submission/approval of Final Report	20	July - August	
<b>Lot 3: Disbursements in cash and/or bank accounts</b>		<b>January 2022</b>	
<ul style="list-style-type: none"> <li>• Completion of disbursements</li> <li>• submission of invoices with documentary evidence of delivery eg. Bank credit reports</li> </ul>	100		<ul style="list-style-type: none"> <li>• Receipt of invoice from the Service Provider;</li> <li>• Documentary evidence of delivery eg. Bank credit reports</li> <li>• Verification from recipients</li> </ul>

## T. Additional References or Resources

Bidders may refer to the attached ABP Strategy document for better understanding of the context.

## U. Additional References or Resources

Bidders may refer to the attached ABP Strategy document for better understanding of the context.

## M. Recommended Presentation of Proposal

For purposes of generating proposals whose contents are uniformly presented and to facilitate their comparative review, it is best to recommend the preferred contents and presentation of the

Proposal to be submitted, as well as the format/sequencing of their presentation.

***N. Criteria for Selecting the Best Offer***

This section indicates the full list of criteria which shall serve as basis for evaluating proposals and awarding the contract, and the respective weight of each criteria.

Proposal financial and technical will be evaluated based on the following manner:

Passing criteria for technical proposal is minimum 70% (700 out of 1000 scores). Combined score of 70:30 for technical and financial proposal will be applied. Top 5-8 scoring proposals in each Lot will be selected consideration of award of contract for different provinces.

**Note:**

1. This RFP will comprise the above three lots. Interested bidders can submit their proposals to either one or all Lots. But Lots 1 and 2 will not be awarded to the same or related bidder(s). UNDP will decide which lot to award to which SP based on the strength and merits of the proposed methodology
2. One Service Provide may be recommended for one or more than one region in each lot.

## Section 6: Returnable Bidding Forms / Checklist

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

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

### Technical Proposal Envelope:

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

### Financial Proposal Envelope

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

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

## Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	UNDP/AFG/RFP/2021/0000010652		

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.

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:	UNDP/AFG/RFP/2021/0000010652		

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]
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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: _____

## Form D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	UNDP/AFG/RFP/2021/0000010652		

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 5 years			
<input type="checkbox"/> Contract(s) not performed for the last 5 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 5 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.

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

## Financial Standing

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

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	Information from Balance Sheet		



Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

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

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

## Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	UNDP/AFG/RFP/2021/0000010652		

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	Relevance of Specialized knowledge and experience on similar engagements done
	Details of all previous contracts within the last 3 years to demonstrate capacity to recruit, train, deploy, coordinate and supervise teams for the collection and analysis of data and conduct behavior change communications
	Contractor must have previous experience of working with the UN or other multinational organizations
	Quality assurance procedures and risk mitigation measures
	Organizational Commitment to Sustainability (mandatory weight)
	Organization is compliant with ISO 9001
1.5	Organization demonstrates significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues

### 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: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?
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2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference
2.3	Details on how the different service elements shall be organized, controlled and delivered
2.4	Description of available performance monitoring, evaluation mechanisms, reporting mechanism and tools; how they shall be adopted and used for a specific requirement
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract
2.7	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.

## Format for CV of Proposed Key Personnel

<b>Name of Personnel</b>	[Insert]
<b>Position for this assignment</b>	[Insert]
<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	[Insert]
<b>Education/ Qualifications</b>	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>
	[Insert]
	<i>[Provide details of professional certifications relevant to the scope of services]</i>

<b>Professional certifications</b>	<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/2021/0000010652		

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/2021/0000010652		

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.

### Cost Breakdown by Cost Component and Region

The Proposers are requested to provide the cost breakdown for the above given prices based on the following formats as per the region. 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

**Currency of the proposal:** [Insert Currency]

### LOT 1-3- Each Region-

**Table 1: Summary of Overall Prices for Central Region (Target provinces: Ghazni, Kabul, Panjsher, Parwan, Wardak, Kapisa, Logar, and Paktya provinces).**

	Amount(s)
<b>Personnel Fees (Subtotal A)</b>	
<b>Out of Pocket Expenses (Subtotal B)</b>	
<b>Total Amount of Financial Proposal</b>	

**Table 2: Cost Breakdown of Professional Fees & Reimbursable Costs:**

Description of Activity	Daily Rate (USD)	Duration (# of days)	No. of Personnel	Total Rate for the Period (USD)
<b>I. Personnel Fees</b>				
<b>Project Team Leader</b>				
<b>IT/Statistician</b>				
	Subtotal (A)			

Note: Contractor shall pay fees according to the above-mentioned rates to the Consultants in full, net of personal tax withheld at source.

## II. Out of Pocket Expenses

Item	Unit of measures	Quantity	Unit rate	Total Rate for the Period (\$)
Travel Costs (Airfares)	Person			
Daily Living Allowance	Person			
Communication Cost	Person			
Other related cost (if any)				
	Sub-total (B)			

The above is provided as an example and bidder may add or remove column (s) into above table, as required.

**Table 3: Breakdown based on Deliverables per each region**

Deliverables Lot 1	Percentage	Timing	Condition for Payment Release
Submission and acceptance of an Inception Report which consist of: <ul style="list-style-type: none"><li>• Updated Workplan</li><li>• Rapid Assessment Report</li><li>•</li></ul>	40	Nov - Dec 2021	Within thirty (30) days from the date of meeting the following conditions: <ul style="list-style-type: none"><li>• UNDP's written acceptance of the quality of the deliverable; and</li><li>• Receipt of invoice from the Service Provider.</li></ul>
<ul style="list-style-type: none"><li>• Database for eligible beneficiaries</li><li>• Transfer amount</li><li>• Transfer frequency</li></ul> Disbursement mechanism	60		
<ul style="list-style-type: none"><li>• Lot 2</li></ul>		Jan – Feb 2022	
<ul style="list-style-type: none"><li>• Digitalization of delivery and monitoring of cash assistance</li><li>• Provision of the SIM and simple mobile phones</li><li>•</li></ul>	20		
Disbursement of cash	60	March – June 2022	
Submission/approval of Final Report	20	July - August	