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REQUEST FOR PROPOSAL

Comprehensive Household Survey for the Identification, Prioritization, and Registration of Beneficiaries for Unconditional Cash Transfer in the Southern and Northern Regions of Afghanistan

RFP No.: UNDP/AFG/RFP/2022/00000011472

Project: UNDP CO

Country: Afghanistan

Issued on: 1 February 2022

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SECTION 1. LETTER OF INVITATION

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

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

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

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

Please acknowledge receipt of this RFP by sending an email to [Insert email address], indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in eTendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

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

Approved by:

Name: Nahid Khan
Title: Procurement Specialist
Date: February 1, 2022

SECTION 2. INSTRUCTION TO BIDDERS

| A. GENERAL PROVISIONS | |
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| <i>1. Introduction</i> | <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 https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</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 (www.ungm.org). 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> |
| <i>2. Fraud & Corruption, Gifts and Hospitality</i> | <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 http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</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 https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> |
| <i>3. Eligibility</i> | <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 meet the eligibility requirements as established by UNDP.</p> |

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| <p>4. <i>Conflict of Interests</i></p> | <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"> 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; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <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"> 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 b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <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> |
| <p>B. PREPARATION OF PROPOSALS</p> | |
| <p>5. <i>General Considerations</i></p> | <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> |
| <p>6. <i>Cost of Preparation of Proposal</i></p> | <p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p> |
| <p>7. <i>Language</i></p> | <p>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.</p> |
| <p>8. <i>Documents</i></p> | <p>8.1 The Proposal shall comprise of the following documents:</p> |

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| <i>Comprising the Proposal</i> | <ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal. |
| <i>9. Documents Establishing the Eligibility and Qualifications of the Bidder</i> | <p>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.</p> |
| <i>10. Technical Proposal Format and Content</i> | <p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>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.</p> <p>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</p> <p>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.</p> |
| <i>11. Financial Proposals</i> | <p>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.</p> <p>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.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p> |
| <i>12. Proposal Security</i> | <p>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.</p> <p>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.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <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> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails: |

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| | <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> |
| <p>13. <i>Currencies</i></p> | <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> |
| <p>14. <i>Joint Venture, Consortium or Association</i></p> | <p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p> |

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| <p>15. Only One Proposal</p> | <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"> f) they have at least one controlling partner, director or shareholder in common; or g) any one of them receive or have received any direct or indirect subsidy from the other/s; or h) they have the same legal representative for purposes of this RFP; or i) 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; j) 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 k) 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. |
| <p>16. Proposal Validity Period</p> | <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> |
| <p>17. Extension of Proposal Validity Period</p> | <p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p> |
| <p>18. Clarification of Proposal</p> | <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> |
| <p>19. Amendment of Proposals</p> | <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> |

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| | 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. |
| 20. <i>Alternative Proposals</i> | <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> |
| 21. <i>Pre-Bid Conference</i> | 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. |
| C. SUBMISSION AND OPENING OF PROPOSALS | |
| 22. <i>Submission</i> | <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> |
| Hard copy (manual) submission | <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"> a) 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. b) 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"> i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS |

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| <i>Proposals</i> | <p>Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p> |
| <i>25. Proposal Opening</i> | <p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p> |
| D. EVALUATION OF PROPOSALS | |
| <i>26. Confidentiality</i> | <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> |
| <i>27. Evaluation of Proposals</i> | <p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> Preliminary Examination Minimum Eligibility and Qualification (if pre-qualification is not done) Evaluation of Technical Proposals Evaluation of Financial Proposals |
| <i>28. Preliminary Examination</i> | <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> |
| <i>29. Evaluation of Eligibility and Qualification</i> | <p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> They are not included in the UN Security Council 1267/1989 Committee's |

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| | <p>list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list;</p> <ul style="list-style-type: none"> f) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, g) 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; h) They are able to comply fully with UNDP General Terms and Conditions of Contract; i) They do not have a consistent history of court/arbitral award decisions against the Bidder; and j) They have a record of timely and satisfactory performance with their clients. |
| <p>30. Evaluation of Technical and Financial Proposals</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 style="text-align: center;">TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p style="text-align: center;">FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p style="text-align: center;">Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div> |

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| <p>31. <i>Due Diligence</i></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"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; 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; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; 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; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract. |
| <p>32. <i>Clarification of Proposals</i></p> | <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> |
| <p>33. <i>Responsiveness of Proposal</i></p> | <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> |
| <p>34. <i>Nonconformities, Reparable Errors and Omissions</i></p> | <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"> 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 |

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| | <p>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;</p> <p>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</p> <p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p> |
| E. AWARD OF CONTRACT | |
| 35. Right to Accept, Reject, Any or All Proposals | 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. |
| 36. Award Criteria | 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. |
| 37. Debriefing | 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. |
| 38. Right to Vary Requirements at the Time of Award | 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. |
| 39. Contract Signature | 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. |
| 40. Contract Type and General Terms and Conditions | 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 http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html |
| 41. Performance Security | 41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default 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 |

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| | effective. |
| 42. <i>Bank Guarantee for Advanced Payment</i> | 42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at 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&action=default |
| 43. <i>Liquidated Damages</i> | 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. |
| 44. <i>Payment Provisions</i> | 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. |
| 45. <i>Vendor Protest</i> | 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: http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html |
| 46. <i>Other Provisions</i> | <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 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</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 There are 2 regions in the RFP: Southern Region and Northern Region. Bidders are allowed to submit proposal for one or both regions. However, bidders are not allowed to submit partial proposal for each region. |
| 3 | 20 | Alternative Proposals | Shall not be considered |
| 4 | 21 | Pre-proposal conference | Will be Conducted Provide use below zoom link for attending the pe-proposal meeting Time: 10:00 AM Date : February 7, 2022 10:00 AM Venue : Virtual https://undp.zoom.us/j/89029839750?pwd=YTI4MVNicGpwb3pWUIY2ZXhLS09wQT09 |
| 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 |

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| 10 | 18 | Currency of Proposal | United States Dollar |
| 11 | 31 | Deadline for submitting requests for clarifications/ questions | <p>3 days before the submission deadline</p> <p>UNDP will endeavor 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:</p> <p>E-mail address dedicated for this purpose: procurement.af@undp.org</p> <p>Note : The Subject Line of email should be: UNDP/AFG/RFP/2022/0000011472</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> |
| 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: 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> |
| 14 | 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.</p> <p>The step by step to be followed for bid submission through the</p> |

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| | | | <p>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: http://procurement-notice-undp.org</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> |
| 15 | 22 | Proposal Submission Address | <p>Shall be submitted through e-Tendering System: https://etendering.partneragencies.org</p> <p>Business Unit: AFG10 and Event ID</p> |
| 16 | 22 | Electronic submission (eTendering) requirements | <ul style="list-style-type: none"> ▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Financial Proposal must be submitted as a separate file encrypted with a password. None of the financial proposal data is disclosed in other documents of the submission. UNDP shall request password for opening the Financial Proposal only from the Proposers who pass the Technical Evaluation as per the criteria established and disclosed in this solicitation document. The Proposer shall assume the responsibility for not encrypting the financial proposal. ▪ Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP ▪ If you are uploading a large number of files (eg. 15 or more), please zip the files into a ZIP folder and upload the folder instead of each file individually. You can upload several ZIP folders, but if you do this, please note that the total size of each ZIP folder uploaded cannot exceed 50MB. ▪ |
| 17 | 27 36 | Evaluation Method for the Award of Contract | <p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively, for each region.</p> <p>The minimum technical score required to pass is 70% for each region.</p> |

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| 18 | | Expected date for commencement of Contract | <i>April 1, 2022</i> |
| 19 | | Maximum expected duration of contract | 6 months (2 months for conducting Household Survey for the Identification, Prioritization, and Registration of Beneficiaries for both regions and 2 weeks (after cash disbursement) for the post-distribution monitoring and evaluation) for both bidders who submit proposals for one region or both regions, |
| 20 | 35 | UNDP will award the contract to: | One or more Proposers, depending on the following factors : Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively, for each region. |
| 21 | 39 | Type of Contract | Contract for Goods and Services for UNDP http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html |
| 22 | 39 | UNDP Contract Terms and Conditions that will apply | UNDP General Terms and Conditions for Mixed Goods and Services http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html |
| 23 | | Other Information Related to the RFP | Important additional information for bidder: 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/content/dam/undp/library/corporate/Transparency/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf and https://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html for full description of the policies) 2. UNDP implements a policy of zero tolerance on child labor. The Contractor represents and warrants that neither it, its parent entities (if any), nor any of the Contractor's subsidiary or affiliated entities (if any) is engaged in any practice |

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| | | | <p>inconsistent with the rights set forth in the Convention on the Rights of the Child. Children shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral, or social development.</p> <p>3. UNDP implements a policy of zero tolerance on sexual exploitation. In the performance of the Contract, the Contractor shall comply with the Standards of Conduct set forth in the attached Secretary-General's bulletin ST/SGB/2003/13 of 9 October 2003, concerning "Special measures for protection from sexual exploitation and sexual abuse." In particular, the Contractor shall not engage in any conduct that would constitute sexual exploitation or sexual abuse, as defined in that bulletin. The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by its employees or any other persons engaged and controlled by the Contractor to perform any services under the Contract.</p> <p>ANTI-TERRORISM: The Contractor agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received under the Contract is used to provide support to individuals or entities associated with terrorism and that recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to Resolution 1267 (1999). The list can be accessed via https://www.un.org/sc/suborg/en/sanctions/1267/aq_sanctions_list . This provision must be included in all sub-contracts or sub-agreements entered into under the Contract.</p> <p>VETTING AND DUE DILIGENCE CHECKS: In line with new Adaptive Management and Risk Mitigation Strategy for ABADEI and Special Trust Fund for Afghanistan (STFA), all potential recipient of UNDP funds, vendors /contractors/NGOs will be subject to due diligence and vetting checks prior to signing of a contract.</p> <p>COVID-19 restrictions together with partial or full lockdown will not constitute to Force Majeure.</p> |
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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:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity (90 days)

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.

| Subject | Criteria | Document Submission requirement |
|--|--|--|
| ELIGIBILITY | | |
| Legal Status | Vendor is a legally registered entity. | Form B: Bidder Information Form |
| Eligibility | 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 ITB clause 3. | Form A: Technical Proposal Submission Form |
| Conflict of Interest | No conflicts of interest in accordance with ITB clause 4. | Form A: Technical Proposal Submission Form |
| Bankruptcy | 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 |
| QUALIFICATION | | |
| History of Non-Performing Contracts¹ | Non-performance of a contract did not occur as a result of contractor default for the last 3 years . | Form D: Qualification Form |
| Litigation History | No consistent history of court/arbitral award decisions against the Bidder for the last 3 years . | Form D: Qualification Form |
| Previous Experience | - 3 years of progressive experience in household survey and monitoring & evaluation in Afghanistan and/or similar crisis countries . - previous experience of 2 projects in designing and implementing household surveys and analysis in Afghanistan and/or similar crisis countries over the past 3 years . | Form D: Qualification Form |

¹ 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.

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| | <p>- Profile of requested staff: The service provider will include in its offer a proposal regarding the team composition and structure with recent CVs.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p> | Form D: Qualification Form |
| Financial Standing | <p>- Minimum average annual turnover of US\$ 75,000 in the last 3 years (2019, 2020 and 2021) for one region, and US\$ 150,000 in the last 3 years (2019, 2020 and 2021) for both regions.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p> | Form D: Qualification Form |

Technical Evaluation Criteria

Note to UNDP [MUST BE DELETED BEFORE POSTING]:

| Summary of Technical Proposal Evaluation Forms | | Points Obtainable |
|--|--|-------------------|
| 1. | Bidder's qualification, capacity and experience | 250 |
| 2. | Proposed Methodology, Approach and Implementation Plan | 400 |
| 3. | Management Structure and Key Personnel | 350 |
| | Total | 1000 |

| Section 1. Bidder's qualification, capacity and experience | | Points obtainable |
|--|--|-------------------|
| 1.1 | Strong and proven experience in conducting household surveys and community consultations at a scale in Afghanistan and/or similar crisis countries. At least 3 similar experiences | 80 |
| 1.2 | Strong and proven experience in conducting socioeconomic analyses. A minimum 2 similar analyses experiences. | 50 |
| 1.3 | Strong and proven experience in database development with various variables. A minimum 2 similar database development experiences. Strong and proven experience in monitoring and evaluation experiences. A minimum of 2 similar experiences. | 50 |
| 1.4 | Strong and proven experience in monitoring and evaluation experiences. A minimum of 2 similar experiences. | 70 |
| Total Section 1 | | 250 |

| Section 2. Proposed Methodology, Approach and Implementation Plan | | Points obtainable |
|---|--|-------------------|
| 2.1 | To what degree does the Proposer understand the task? | 50 |
| 2.2 | Have the important aspects of the task been addressed in sufficient detail? | 50 |
| 2.3 | Are the different components of the project adequately weighted relative to one another? | 50 |
| 2.4 | Is the conceptual framework adopted appropriate for the task? | 100 |
| 2.5 | Is the scope of task well defined and does it correspond to the TOR? | 100 |
| 2.6 | Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project? | 50 |
| Total Section 2 | | 400 |

For Southern Region

| Section 3. Management Structure and Key Personnel | | Points obtainable |
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|------------------------|--|----|------------|
| 3.1 | Team Leader (1 personnel) | | 120 |
| | 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. | 40 | |
| | Minimum 10 years of relevant working experience in the field of development economics, statistics, poverty eradication, social protection. | 40 | |
| | Extensive knowledge and proven working experience in emergency-recovery programs supporting vulnerable groups. | 40 | |
| | Previous successful experience in development or related work, with the UN, governmental institutions, NGO or consulting firm is <i>an added advantage</i> . Language proficiency in English. Dari or Pashto <i>as an asset</i> . | 0 | |
| | | | |
| 3.2 | IT/Statistician (1 personnel) | | 110 |
| | Degree in Computer Science, Statistics or relevant field (Master's degree being a plus) | 30 | |
| | Seven (7) years of relevant working experience with bachelor's degree, and 5 years of relevant working experience with master's degree. | 30 | |
| | At least 3 years of experience in area of specialization | 20 | |
| | Experience in the Region (Afghanistan) | 20 | |
| | Language Qualifications in English, Dari and Pashto | 10 | |
| | | | |
| 3.2 c | Regional team leaders (1 personnel) | | 120 |
| | Degree in Management, Statistics or relevant field | 30 | |
| | Five (5) years of relevant working experience with bachelor's degree | 30 | |
| | At least 3 years of experience in area of specialization | 20 | |
| | Experience in the assigned Region (North or South) | 20 | |
| | Language Qualifications in English, Dari and Pashto | 20 | |
| | | | |
| Total Section 3 | | | 350 |

For Northern Region

| Section 3. Management Structure and Key Personnel | | | Points obtainable |
|---|--|----|-------------------|
| 3.1 | Team Leader (1 personnel) | | 120 |
| | 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. | 40 | |
| | Minimum 10 years of relevant working experience in the field of development economics, statistics, poverty eradication, social protection. | 40 | |

| | | | |
|------------------------|--|----|------------|
| | Extensive knowledge and proven working experience in emergency-recovery programs supporting vulnerable groups. | 40 | |
| | Previous successful experience in development or related work, with the UN, governmental institutions, NGO or consulting firm is <i>an added advantage</i> . | 0 | |
| | Language proficiency in English. Dari or Pashto <i>as an asset</i> . | | |
| 3.2 | IT/Statistician (1 personnel) | | 110 |
| | Degree in Computer Science, Statistics or relevant field (Master's degree being a plus) | 30 | |
| | Seven (7) years of relevant working experience with bachelor's degree, and 5 years of relevant working experience with master's degree. | 30 | |
| | At least 3 years of experience in area of specialization | 20 | |
| | Experience in the Region (Afghanistan) | 20 | |
| | Language Qualifications in English, Dari and Pashto | 10 | |
| 3.2 c | Regional team leaders (1 personnel) | | 120 |
| | Degree in Management, Statistics or relevant field | 30 | |
| | Five (5) years of relevant working experience with bachelor's degree | 30 | |
| | At least 3 years of experience in area of specialization | 20 | |
| | Experience in the assigned Region (North or South) | 20 | |
| | Language Qualifications in English, Dari and Pashto | 20 | |
| Total Section 3 | | | 350 |

SECTION 5. TERMS OF REFERENCE

Comprehensive Household Survey for the Identification, Prioritization, and Registration of Beneficiaries for Unconditional Cash Transfer in the Southern and Northern Regions of 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.

B. PROJECT DESCRIPTION

UNDP is therefore adopting a highly integrated yet decentralized approach to programming known as the ABADEI 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/CBIs) as a means for time critical social protection, employment generation and market creation with a view to contribute to conflict prevention, local peacebuilding, provision of essential basic services, socio-economic 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 the category of unconditional cash transfer targeting households with vulnerable population including children (0-3 years), disabled people (aged 0-64), females head of households, 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.

C. OBJECTIVE OF SERVICES

The current TOR seeks a service provider to conduct a community level survey to identify, priorities and register the households for the unconditional cash transfer support under UNDP – ABADEI Program. The final deliverable of this service will be two Databases of beneficiaries for unconditional Cash-Based Interventions (CBIs) for Northern and Southern regions. The goal and objectives of this unconditional cash transfer 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.

Given that the implementation of unconditional cash transfer needs to happen in 6 months, the completion of the database with the registered HHs should be ready 2 months after awarding the contract.

D. SCOPE OF SERVICES

At the onset of this consultancy, UNDP expects the Service Provider (SP) to conduct a Comprehensive Household Survey for the identification, prioritization, and registration of beneficiaries for the unconditional Cash Transfer in Southern and Northern Regions of Afghanistan.

The SP needs to carry out a rapid assessment to achieve the following:

- Finalize a beneficiary selection criterion composed of eligibility criteria (who is eligible) and priority criteria (who should be prioritized) based on the draft set of criteria developed by UNDP as identified below for UNDP's approval:
 - ✓ Eligibility criteria
 - ✓ Priority criteria
- Develop a questionnaire for both household survey and community consultations.
- Carry out rapid household assessment and organize participatory community consultations for identification, prioritization and validation of the beneficiaries in following locations and coverage:

| Regions | Provinces | Expected No. of HH to be interviewed in each region | Expected No. of Community Consultation in each region |
|-----------------|---|---|---|
| Southern Region | Kandahar, Helmand, Zabul, Uruzgan, Nimroz | 350 | 30 |
| Northern Region | Jawjan, Faryab, Balh, Sar-I Pul, Samangan | 350 | 30 |

- Based on the assessment and other relevant standards such as the Minimum Expenditure Basket developed by the cash working group, develop a draft cash transfer value for each household
- Determine the Transfer Type, Amount, Frequency, and Disbursement Mechanism for UNDP's approval;
- Establish a database of prioritized beneficiaries for UNDP's approval. The database should include the information of the following:
 - ✓ The locations (district level);
 - ✓ A set of key criteria and how prioritized HHs are fit against these criteria

E. SPECIAL CIRCUMSTANCES TO CONSIDER

The security situation remains unpredictable for most of Afghans across all the provinces in the targeted

2 regions. This situation is likely to remain the same or with very minimum improvement for the next few months of implementation of this assessment. 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 cash disbursements made to the HH. Therefore, the SP is expected to provide a suitable methodology to ensure outreach to the community and conduct the assessment and consultations that will be pre-requisite to identify the most vulnerable households that require immediate unconditional cash transfer to support the daily livings in this difficult time.

F. APPROACH AND METHODOLOGY

UNDP anticipates the SPs to roll out this activity in parallel in both Northern and Southern regions. UNDP expects the SP to present a methodology and Plan comprising set of interventions susceptible to respond to most pressing and basic needs before moving gradually to the actual operationalization of the cash transfer modalities.

G. DELIVERABLES AND SCHEDULES/EXPECTED OUTPUTS

Rapid assessment (to be completed by the end of the second month) to consist of the following deliverables:

- (i) Develop and finalize the set of criteria composed of eligibility criteria and priority criteria in consultation with UNDP,
- (ii) Develop two sets of questionnaires- one for the HH survey and other for community consultations both in English, Dari, and Pashto. The SP will provide a rapid training to its surveyors/enumerators on the questionnaires and key principles of context and gender sensitive surveys.
- (iii) The SP will then carry out a rapid assessment covering the number of HHs surveys and community consultations per province as indicated above to determine the total number of beneficiaries/households and their level of vulnerabilities using a clear selection criteria composed of eligibility criteria and priority criteria. 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.
- (iv) Based on the assessments and other relevant standards such as the Minimum Expenditure Basket developed by the cash working group, national poverty indicators and global safety net standards, develop a draft cash transfer value for each category of the beneficiaries/households.
- (v) Develop a database with entered data of prioritized beneficiaries in each regional district based on the verification for UNDP's approval

1. Post-Distribution Monitoring and Reporting

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

| Deliverables for both Regions | Implementation time (months) |
|---|---|
| Detailed action plan | 1 week |
| Targeting criteria composed of eligibility criteria and priority criteria | 1 week |
| Two questionnaires (for HHs survey and community consultations) | 2 weeks |
| Report on the assessments summarizing the overall as well as disaggregated by district and the region | 2 weeks |
| Database with data of prioritized HHs entered (English) | 2 weeks |
| A report on post-Distribution Monitoring and Evaluation | 2 weeks after completion of disbursements (Separate from the Survey) |
| Total implementation time | 6 months |

H. Minimum standards of service:

- The service should be provided at a high standard level of analysis based on assessments that ensure comprehensive outreach to diverse geography in urban, peri-urban and rural areas, gender, age-groups (children, youth and elderlies), persons with physical and mental disabilities.
- Data collected should be handled with due consideration to the privacy and data protection. The SP will need to make sure that the data is kept within the SP and UNDP, and is not shared with any other entities.
- The assessments should be conducted in transparent and participatory manners and ensure do no harm principles in order not to exacerbate conflicts and to ensure the no one left behind principles, reaching to the last miles in this context.

I. Governance and Accountability

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 . The ABADEI Programme Manager 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 the termination of the contract in line with the terms stated in the UNDP General Terms and Conditions (GTF) for Contract <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>. UNDP encourages regular communication between the SP and respective ABADEI Team in CO and Regions to avoid any surprises. Frequency and method/mode of communication to be discussed and decided with UNDP upon award of contract. 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, if the justifications are acceptable.

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 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 activities.

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

- A report detailing the information of the preliminary findings about the survey according to the purposed methodology.
- A report listing all incidents and delays in implementation of the service and solutions.

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.

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 ABADEI Programme Manager 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. 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.

N. Expected duration of the contract/assignment

The whole assignment duration will be expected for maximum 6 months. 2 months for the conducting comprehensive household survey for the identification, prioritization, and registration of beneficiaries for unconditional cash transfer, and 2 weeks (after the cash disbursement) for the post-distribution monitoring and evaluation in Southern and Northern Regions of Afghanistan.

O. Expected Commencement

UNDP anticipates awarding the contract in March 2022. At the end of the procurement process, successful SP will be notified to initiate the work as per the workplan provided in the bid. After the contract has been signed, 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 covered in both southern and northern regions of Afghanistan.

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

Successful Service Provider should have the following competencies:

- Strong and proven experience in conducting household surveys and community consultations at a scale in Afghanistan and/or similar crisis countries. At least 3 similar experiences.
- Strong and proven experience in conducting socioeconomic analyses. A minimum 2 similar analyses experiences.
- Strong and proven experience in database development with various variables. A minimum 2 similar database development experiences.
- Strong and proven experience in monitoring and evaluation experiences. A minimum of 2 similar experiences.

Prospective bidders shall include in their bids the minimum 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 (1 personnel)

- 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.
- 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. Dari or Pashto as an asset.

2. IT/Statistician (2: one for the Southern and other for the Northern)

- 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 area of specialization
- Experience in the Region (Afghanistan)
- Language proficiency in English, Dari and Pashto

3. Regional team leaders (2: one for the Southern and other for the Northern)

- Degree in Management, Statistics or relevant field
- Five (5) years of relevant working experience with bachelor's degree
- At least 3 years of experience in area of specialization
- Experience in the assigned Region (North or South)
- Language proficiency in English, Dari and Pashto

4. Survey team members (50 remunerators per region. 50 % of them should be women.)

- At least 3 years of experience in making surveys on the field.
- Language proficiency in Dari and Pashto

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:

| Deliverables | Time in months | % payment | Condition for Payment Release |
|---|---|------------------|--|
| A report on rapid assessment | 6 weeks | 30% | Within thirty (30) days from the date of meeting the following conditions: UNDP's written acceptance of the quality of the deliverable; and Receipt of invoice from the Service Provider. |
| Database with data of HHs entered | 2 weeks | 30 % | |
| A report on Post-Distribution Monitoring and raoid evaluation | 2 weeks after completion of disbursements | 40% | |
| Total duration of assignment | 6 months | | |

M. 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.

SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST

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:

| | |
|--|--------------------------|
| Have you duly completed all the Returnable Bidding Forms? | |
| ▪ 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 (Southern Region) | <input type="checkbox"/> |
| ▪ Form E: Format of Technical Proposal (Norther Region) | <input type="checkbox"/> |
| ▪ Form H: Proposal Security Form (NA) | <input type="checkbox"/> |
| ▪ [Add other forms as necessary] | <input type="checkbox"/> |
| Have you provided the required documents to establish compliance with the evaluation criteria in Section 4? | <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 (Southern Region) | <input type="checkbox"/> |
| ▪ Form G: Financial Proposal Form (Northern Region) | <input type="checkbox"/> |

FORM A: TECHNICAL PROPOSAL SUBMISSION FORM

| | | | |
|-----------------|-------------------------------|-------|-------------|
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | [Insert RFP Reference Number] | | |

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

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

FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

| | | | |
|-----------------|-------------------------------|-------|-------------|
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | [Insert RFP Reference Number] | | |

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 (address, telephone numbers, fax numbers, e-mail address) | Proposed proportion of responsibilities (in %) and type of services to be performed |
|----|--|---|
| 1 | [Complete] | [Complete] |
| 2 | [Complete] | [Complete] |
| 3 | [Complete] | [Complete] |

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

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

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

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

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

FORM D: QUALIFICATION FORM

| | | | |
|-----------------|-------------------------------|-------|-------------|
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | UNDP/AFG/RFP/2022/00000011472 | | |

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

Historical Contract Non-Performance

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

Litigation History (including pending litigation)

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

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 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

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

| Financial information (in US\$ equivalent) | Historic information for the last 3 years | | |
|---|---|--------|--------|
| | Year 1 | Year 2 | Year 3 |
| | <i>Information from Balance Sheet</i> | | |
| Total Assets (TA) | | | |
| Total Liabilities (TL) | | | |
| 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:

- Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- Historic financial statements must be audited by a certified public accountant;
- 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 (FOR SOUTHERN REGION)

| | | | |
|-----------------|-------------------------------|-------|-------------|
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | UNDP/AFG/RFP/2022/00000011472 | | |

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 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 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 (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

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 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

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

| | |
|------------------------------|---|
| NAME OF PERSONNEL | [INSERT] |
| POSITION FOR THIS ASSIGNMENT | [INSERT] |
| NATIONALITY | [INSERT] |
| LANGUAGE PROFICIENCY | [INSERT] |
| EDUCATION/ QUALIFICATIONS | [SUMMARIZE COLLEGE/UNIVERSITY AND OTHER SPECIALIZED EDUCATION OF PERSONNEL MEMBER, GIVING NAMES OF SCHOOLS, DATES ATTENDED, AND DEGREES/QUALIFICATIONS OBTAINED.] |

| | |
|-------------------------------------|--|
| | [INSERT] |
| PROFESSIONAL CERTIFICATIONS | <p><i>[PROVIDE DETAILS OF PROFESSIONAL CERTIFICATIONS RELEVANT TO THE SCOPE OF SERVICES]</i></p> <hr/> <ul style="list-style-type: none"> ▪ NAME OF INSTITUTION: [INSERT] ▪ DATE OF CERTIFICATION: [INSERT] |
| EMPLOYMENT RECORD/ EXPERIENCE | <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> <hr/> <p>[INSERT]</p> |

REFERENCES

[PROVIDE NAMES, ADDRESSES, PHONE AND EMAIL CONTACT INFORMATION FOR TWO (2) REFERENCES]

REFERENCE 1:

[INSERT]

REFERENCE 2:

[INSERT]

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 E: FORMAT OF TECHNICAL PROPOSAL (FOR NORTHERN REGION)

| | | | |
|-----------------|-------------------------------|-------|-------------|
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | UNDP/AFG/RFP/2022/00000011472 | | |

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

- 1.6 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.7 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 (if so, provide details).
- 1.8 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.9 Quality assurance procedures and risk mitigation measures.
- 1.10 Organization's commitment to sustainability.

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.

- 2.8 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.9 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.10 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.11 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.12 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.13 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.14 Any other comments or information regarding the project approach and methodology that will be adopted.

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

- 3.3 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.
- 3.4 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

| | |
|------------------------------|---|
| NAME OF PERSONNEL | [INSERT] |
| POSITION FOR THIS ASSIGNMENT | [INSERT] |
| NATIONALITY | [INSERT] |
| LANGUAGE PROFICIENCY | [INSERT] |
| EDUCATION/ QUALIFICATIONS | [SUMMARIZE COLLEGE/UNIVERSITY AND OTHER SPECIALIZED EDUCATION OF PERSONNEL MEMBER, GIVING NAMES OF SCHOOLS, DATES ATTENDED, AND DEGREES/QUALIFICATIONS OBTAINED.] |

| | |
|-------------------------------------|---|
| | |
| | [INSERT] |
| PROFESSIONAL CERTIFICATIONS | <p>[PROVIDE DETAILS OF PROFESSIONAL CERTIFICATIONS RELEVANT TO THE SCOPE OF SERVICES]</p> <hr/> <ul style="list-style-type: none"> ▪ NAME OF INSTITUTION: [INSERT] ▪ DATE OF CERTIFICATION: [INSERT] |
| EMPLOYMENT RECORD/ EXPERIENCE | <p>[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.]</p> <hr/> <p>[INSERT]</p> |

REFERENCES

*[PROVIDE NAMES, ADDRESSES, PHONE AND EMAIL CONTACT
INFORMATION FOR TWO (2) REFERENCES]*

REFERENCE 1:

[INSERT]

REFERENCE 2:

[INSERT]

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/2022/00000011472 | | |

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 (FOR SOUTHERN REGION)

| | | | |
|-----------------|-------------------------------|-------|-------------|
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | UNDP/AFG/RFP/2022/00000011472 | | |

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

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

Currency of the proposal: [Insert Currency]

Table 1: Summary of Overall Prices

| | Amount(s) |
|---|-----------|
| Professional Fees (from Table 2) | |
| Other Costs (from Table 3) | |
| Total Amount of Financial Proposal | |

Table 2: Breakdown of Professional Fees

| Name | Position | Fee Rate | No. of Days/months/ hours | Total Amount |
|------------------------------------|---|----------|---------------------------|--------------|
| | | A | B | C=A+B |
| In-Country | | | | |
| | Team Leader | | | |
| Southern Region | | | | |
| | IT/Statistician | | | |
| | Regional Team Leader | | | |
| | Survey team members (50 remunerators per region. 50 % of them should be women.) | | | |
| Subtotal Professional Fees: | | | | |

Table 3: Breakdown of Other Costs

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

Table 4: Breakdown of Price per Deliverable/Activity

| Deliverable/ Activity description | Time (person days) | Payment Milestones | Professional Fees | Other Costs | Total |
|---|---|-----------------------|----------------------|----------------|-------|
| A report on rapid assessment | 6 weeks | 30% | | | |
| Database with data of HHs entered | 2 weeks | 30 % | | | |
| A report on Post-Distribution Monitoring and raoid evaluation | 2 weeks after completion of disbursements | 40% | | | |
| Total Amount | | 100% | | | |

FORM G: FINANCIAL PROPOSAL FORM (FOR NORTHERN REGION)

| | | | |
|-----------------|-------------------------------|-------|-------------|
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | UNDP/AFG/RFP/2022/00000011472 | | |

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

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

Currency of the proposal: [Insert Currency]

Table 1: Summary of Overall Prices

| | Amount(s) |
|---|-----------|
| Professional Fees (from Table 2) | |
| Other Costs (from Table 3) | |
| Total Amount of Financial Proposal | |

Table 2: Breakdown of Professional Fees

| Name | Position | Fee Rate | No. of Days/months/ hours | Total Amount |
|------------------------------------|---|----------|---------------------------|--------------|
| | | A | B | C=A+B |
| In-Country | | | | |
| | Team Leader | | | |
| Northern Region | | | | |
| | IT/Statistician | | | |
| | Regional Team Leader | | | |
| | Survey team members (50 remunerators per region. 50 % of them should be women.) | | | |
| Subtotal Professional Fees: | | | | |

Table 3: Breakdown of Other Costs

| Description | UOM | Quantity | Unit Price | Total Amount |
|-------------|-----|----------|------------|--------------|
|-------------|-----|----------|------------|--------------|

| | | | | |
|-------------------------------|----------|--|--|--|
| Flights (if required) | Trip | | | |
| Subsistence allowance | Day | | | |
| Miscellaneous travel expenses | Trip | | | |
| Local transportation costs | Lump Sum | | | |
| Out-of-Pocket Expenses | | | | |
| Other Costs: (please specify) | | | | |
| Subtotal Other Costs: | | | | |

Table 4: Breakdown of Price per Deliverable/Activity

| Deliverable/ Activity description | Time (person days) | Payment Milestones | Professional Fees | Other Costs | Total |
|---|---|-------------------------------|------------------------------|------------------------|--------------|
| A report on rapid assessment | 6 weeks | 30% | | | |
| Database with data of HHs entered | 2 weeks | 30 % | | | |
| A report on Post-Distribution Monitoring and raoid evaluation | 2 weeks after completion of disbursements | 40% | | | |
| Total Amount | | 100% | | | |