



REQUEST FOR PROPOSAL (RFP)

Reference: UNDP/AFG/RFP/2022/0000011683 (Services)

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| United Nations Development Programme (UNDP) | DATE: February 21, 2022 |
| | REFERENCE: Reference: UNDP/AFG/RFP/2022/0000011683 SUBJECT: Review of business proposals, setting milestones and certify work done by individual women-led/managed businesses in the western region of Afghanistan. |

Dear Sir / Madam:

The United Nations Development Programme (UNDP) Afghanistan Country Office hereby invites you to submit your proposal for ***review of business proposals, setting milestones and certify work done by individual women-led/managed businesses in the western region of Afghanistan.***

This RFP includes the following documents:

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

Please be guided by the form attached hereto as Annex 3, in preparing your Proposal.

Your proposal, comprising of documents stated in this RFP, should be submitted to UNDP Afghanistan in E-tendering in accordance with the Annex 1 (Description of Requirements) through the "UNDP ATLAS E-tendering system" (<https://etendering.partneragencies.org>). Kindly go through this invitation letter and other documents attached here to this RFP. Your Proposal must be expressed in **English**, and valid for a minimum period of **90 days**.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are

submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

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

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

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

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

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

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

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

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscoc/conduct_english.pdf

Should you have any questions or require any clarification, please feel free to email your questions/clarifications to procurement.af@undp.org . The subject of the email should be **“Reference: UNDP/AFG/RFP/2022/0000011683 (ABADEI) Review of business proposals from women-led/managed businesses in the western region of Afghanistan.”**

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

DocuSigned by:
Nahid Khan
855F7EE147BE482...

Nahid Khan

Head of Supply Chain Management Office

2/21/2022

Annex 1**Description of Requirements**

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| Context of the Requirement | Protection of community-based livelihoods and local economic activities in Afghanistan, targeting women-led/managed MSMEs. |
| Implementing Agency | UNDP |
| Brief Description of the Required Services | The Contractor shall review business proposals, set milestones and certify work done by individual women-led/managed businesses in the western region of Afghanistan. Please refer to the Terms of Reference (Annex 2) for more details. |
| List and Description of Expected Outputs to be Delivered | Please refer to the Terms of Reference (Annex 2) |
| Person to Supervise the Work/Performance of the Service Provider | Programme Manager of the ABADEI project |
| Frequency of Reporting | Please refer to the Terms of Reference (Annex 2) |
| Progress Reporting Requirements | Please refer to the Terms of Reference (Annex 2) |
| Location of work | Please refer to the Terms of Reference (Annex 2) |
| Expected duration of work | 3 months |
| Target start date | April 2022 |
| Latest completion date | July 2022 |
| Travels Expected | Please refer to the Terms of Reference (Annex 2) |
| Special Security Requirements | NA |
| Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal) | Please refer to the Terms of Reference (Annex 2) |
| Implementation Schedule indicating breakdown and timing of activities/sub-activities | <input checked="" type="checkbox"/> Required |

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| Names and curriculum vitae of individuals who will be involved in completing the services | <input checked="" type="checkbox"/> Required |
| Currency of Proposal | <input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input type="checkbox"/> Local Currency |
| Value Added Tax on Price Proposal | <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes |
| Validity Period of Proposals (Counting for the last day of submission of quotes) | <input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal. |
| Partial Quotes | <input checked="" type="checkbox"/> Not permitted |
| Payment Terms | Please refer to the Terms of Reference (Annex 2) |
| Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment | Project Manager of ABADEI |
| Type of Contract to be Signed | <input checked="" type="checkbox"/> Contract for Professional Services |
| Criteria for Contract Award | <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) - <i>Minimum passing score for technical evaluation – 70% (700 out of 1000 points)</i> <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal. |
| Criteria for the Assessment of Proposal | <u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of the Firm (30%) <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (40%) <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (30%) |

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| | <p>Financial Proposal (30%)</p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> |
| UNDP will award the contract to: | <p><input checked="" type="checkbox"/> One and only one Service Provider</p> |
| Contract General Terms and Conditions | <p><input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)</p> <p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p> |
| Annexes to this RFP | <ul style="list-style-type: none"> • Annex 2 - Terms of Reference • Annex 3 - Form for Submitting Service Provider's Technical Proposal • Annex 3b – Form for Submitting Financial Proposal • Annex 4 – Proposal Submission Form • E-tendering Instructions Manual for Bidders • FAQ for Bidders |
| Contact Person for Inquiries (Written inquiries only) | <p>Focal Person in UNDP: E-mail: procurement.af@undp.org</p> <p>Note: This email address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was officially received.</p> <p>Note: The Subject Line of email should be Reference: UNDP/AFG/RFP/2022/0000011683 (ABADEI) Review of business proposals from women-led/managed businesses in the western region of Afghanistan. Clarification should be requested at least 5 days before the tender closing date.</p> |
| Required Documents that must be Submitted to Establish Qualification and eligibility of Proposers (In "Certified True Copy" form only) | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages, <input checked="" type="checkbox"/> Technical and Financial Proposal (Work Methodology, implementation plan, proposed team structure) according to TOR (Annex 2) <input checked="" type="checkbox"/> Signed form for Submitting Service Provider's Proposal (Annex 3) <input checked="" type="checkbox"/> Financial Proposal (password protected), Annex 3B <input checked="" type="checkbox"/> Signed Proposal Submission Form (Annex 4) <input checked="" type="checkbox"/> Valid Certificate of valid Registration of the business <input checked="" type="checkbox"/> Minimum four years' experience in working with small businesses or enterprises providing business development services at the grassroots level. <input checked="" type="checkbox"/> Experience in providing business development services or training to individual Micro or Small and Medium Enterprises on business related subjects. <input checked="" type="checkbox"/> Details of minimum two (02) similar contracts in the last three (05) years for assignment of similar nature with value of at least one contract should be equal to or more than USD 100,000. <input checked="" type="checkbox"/> Statement of satisfactory completion of works of similar nature from the top 02 (two) Clients from the past. <input checked="" type="checkbox"/> Structure of the team, including the names, position in the team and CVs of key personnel. For details please refer to Annex – 2 TOR. |

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| Allowable Manner of Submitting Proposals | <p><input checked="" type="checkbox"/> Online bidding in E-Tendering module. Date and Time: As specified in the system (note that the time zone indicated in the system in New York Time zone).</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> <p>Note: for registration, please refer to E-tendering instruction manual and FAQ.</p> |
| Conditions and Procedures for electronic submission and opening, if allowed | <p><input checked="" type="checkbox"/> Official Address for e-submission: https://etendering.partneragencies.org</p> <p><input checked="" type="checkbox"/> Free from virus and corrupted files</p> <p><input checked="" type="checkbox"/> Format: PDF, Excel, Word</p> <p><input checked="" type="checkbox"/> Virus Scanning Software to be Used prior to transmission: Symantec/Norton/ESET NOD 32/ AVG/ Avira/ Bitdefender/ Kaspersky/ F-secure/ G Data/ Bull Guard/Avast</p> <p><input checked="" type="checkbox"/> The Technical Proposal should be submitted separately from the Financial Proposal and must not contain any pricing information whatsoever on the services offered.</p> <p><input checked="" type="checkbox"/> Financial Proposal Password: Password for financial proposal must not be provided to UNDP until requested by UNDP if the proposal is deemed technically qualified. Proposers will have 48 hours to respond to the request for password from UNDP.</p> <p>Proposers are advised to note their passwords in a secure place. Should UNDP be unable to open the file due to forgotten password(s), the Proposal shall be rejected. The bids submitted by email/post mail/hand shall not be accepted.</p> <p>While entering financial proposal in the e-tendering system, always mention your price as USD 1. Please do not mention the value of your financial proposal in e-tendering system. It should only be mentioned in the password protected file/attachment of financial submission forms (Annex 3B). The proposal of those organizations who would reveal their financial proposal value in the e-tendering system will be considered as disqualified.</p> |
| Joint venture | <p>Joint ventures are allowed under this assignment. (For JV/Consortium/Association, all Parties cumulatively should meet requirements).</p> |

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| Joint Venture, Consortium or Association | <ul style="list-style-type: none"> a. If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture. b. After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP. c. The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal. d. The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP. e. A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between: a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. f. Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as 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. g. The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture. |
| Pre-Proposal Conference | Will not be conducted. |



(Annex 2)

TERMS OF REFERENCE

| I. OVERVIEW | |
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| Title | Engagement of organization to review business proposals, set milestones and certify work done by individual women-led/managed businesses in the western region of Afghanistan. |
| Location | The western region of Afghanistan. |
| Project | Protection of community-based livelihoods and local economic activities in Afghanistan, targeting women-led/managed MSMEs. |
| Engagement Modality | Contract for Professional Services |
| Period of assignment/services | 3 months starting with effect from the date of signing of the contract |
| II. DESCRIPTION OF SERVICES | |
| 1. Background <p>After the change in the political landscape of Afghanistan in August 2021, the economic situation has deteriorated rapidly with some estimates suggesting that the national GDP will contract at an alarming rate of 20% within a year. UNDP through its rapid economic appraisal in September 2021 projected that up to 97 per cent of the population may be at risk of falling below the poverty line in 2022 unless a response to the country's political and economic crises is urgently launched. Using the Sustainable Development Goals (SDGs) as a yardstick for economic and social progress, the most severe consequences of the current crisis are likely to impact poverty levels (SDG 1), hunger (SDG 2), clean water and sanitation (SDG 6), employment (SDG 8) and inequality (SDG 10).</p> <p>Furthermore, gains in the past in terms of gender equality (SDG 5) have been substantially reversed because of increased limitations on women's ability to work. It is expected that households with working women will see a drop in income as a result. Gender segregation prevents women from working in specific industries and jobs, lowering their productivity and jeopardizing livelihoods while also eroding community resilience in the face of the current economic crisis.</p> <p>About 80% of Afghanistan's economic activity is informal, with women accounting for more than 71% of the workforce in informal non-agriculture employment. With the new mobility restrictions on women, the productivity and enterprise potential has been further constrained. This will cause loss of existing workers and their valuable experience, and the ban on the entry of new talent into the labour market will reduce the workforce productivity and economic growth. This will also negatively impact the income of households with female members, reducing consumption at the micro-level, and aggregate demand at the macro level.</p> | |

The ABADEI program aims to deepen community resilience by enabling the immediate rehabilitation of small-scale critical infrastructure for essential needs (economic and social), local markets and livelihood opportunities that are under threat, due to crisis, disaster, and economic collapse. The *“Protection of community-based livelihoods and local economic activities in Afghanistan, targeting women-led/managed MSMEs”* project aims to provide emergency support to micro-enterprises and SMEs, especially women-owned informal and formal businesses, to create employment opportunities for women enhancing resilience at the grassroots level. This project will support the livelihood component of the ABADEI programme with a focus on informal and formal businesses, targeting women owned and managed MSMEs. The project is looking to procure the services of a firm that will help review business proposals, select businesses for cash grants, set milestones for payments and recommend to the money service provider (“MSP”) contracted by UNDP for disbursement based on criteria set for individual women-led/managed businesses.

2. Objectives

The objective of the project is to create an enabling environment for women-led SMEs and informal businesses that are not formally registered with the authorities with a view to maintain and promote local livelihoods and other economic opportunities. The objective is supported by several initiatives delivered through this project, including the provision of business skills to in-person and mobile-based training, support to women-led business associations, provision of technical and financial support as well as the rehabilitation of community-level productive infrastructure and women-only market days.

The project will be implemented in close coordination and consultation with UNDP Country Office Afghanistan.

Overall, the project will be implemented in 2 locations in the Western Region of Afghanistan

3. Scope of Work

UNDP is seeking an organization with the relevant experience and valid expertise to engage women business owners/managers, review their business proposals, shortlist 3,100 businesses for cash grants, set jointly agreed milestones, recommend the final list of businesses to UNDP for grants to be disbursed according to the milestones. The organization will coordinate with the training firm(s), that is training individual and women-led business associations (in-person and mobile based) on business management skills, to obtain business proposals developed by the trainees. It will also monitor progress against the agreed milestones to disburse tranche-based cash grants to larger SMEs. In case less than 3,100 proposals qualify from the trained pool (in-person/mobile) according to the criteria, proposals can be accepted from other women-led businesses that were not part of the training component of the project. The total number of businesses to be given cash grants to cannot exceed 3,100.

The main activities to be covered under this RFP are as follows:

1. Develop a comprehensive plan to collect and review all business proposals received for cash grants including from the 4,000 individual women entrepreneurs trained in-person and through mobile phones by other UNDP partners for the same project. The plan should include a strategy for collecting, vetting, and shortlisting, as well as setting milestones for disbursement of grants to the selected 3,100 businesses women. The proposals should preferably be to support and

expand the work of existing businesses. In case less than 3,100 proposals qualify from the trained pool (in-person/mobile), proposals can be accepted from other sources to achieve the target.

2. Prepare criteria for the shortlisting of business proposals in line with UNDP's expectations and guidance. The criteria should consider the parameters given below but may not be limited to them only. The criteria should be finalized with and approved by UNDP.
3. Based on the shortlisting criteria set in 2 above, select 3,100 business proposals for the award of the cash grants from the pool of 4,000 business proposals developed by trained women entrepreneurs. The proposals will be forwarded by the training firm as mentioned before or could be obtained by the organization. Two types of grants are envisaged to be provided to the women entrepreneurs based on the characteristics of their businesses: 1) Micro businesses (x3,000 grants); and 2) Small and Medium Enterprises (SMEs) (x100 grants). The disbursement of tranches will be based on the achievement of agreed upon milestones for grants sizes above USD 1,000 based on schedule presented below.
4. Based on the business proposals and the nature of work to be undertaken, the organization will help identify milestones in consultation with successful women entrepreneurs and will draft a timeline with an agreed plan of action based on which the grants will be disbursed. The final list of grantees will be screened against the UN list of sanctioned organizations by UNDP. Only those that are not found on the list will be granted the cash.
5. Draw up the final list of grantees to be awarded grants after agreeing on the plan of action (signed off by the grantee) with key milestones identified for the release of each tranche and monitoring roadmap which will be followed by the firm to ensure the work is completed on time and in good quality. Once finalized, share the final list along with the action plan containing agreed milestones with UNDP for approval.
6. UNDP will share the approved final list of grantees with the MSP to disburse cash grants to 3,100 individual women business owners based on the criteria set in 2 above according to the agreed milestones/action plan. Grants of USD 1,000 and above will be disbursed in 3 tranches while the smaller grants will be transferred in one transaction after the approval of the business plan at the start.
7. Follow up with grantees and physically verify the work completed to achieve each of the milestones by individual women entrepreneurs before the following tranche can be released. The organization will verify the work done after each milestone and share the list of businesses to be disbursed cash grants with UNDP.
8. The organization will ensure that all documentation and records are developed, maintained, signed off (where necessary by grantees) and shared with UNDP. The documents should include details of the work completed and milestones achieved along with the number of tranches released and the total amount paid.

Note: Businesses may have several combinations of ownership models, like being women-owned, being women-led, having a percentage of women as part of their board, etc. The difference in selection criteria between micro and small/medium enterprise is necessary for grants allocation given that they have access to different amounts based on the characteristics they have:

For micro enterprises (1-5 people), the selection criteria are:

- No minimum revenue but signs of positive cash-flow, informal non-registered businesses are eligible.
- No accounts and audited books are required.

- Selected businesses must demonstrate acceptable degree of know-how and ability to manage and grow, with proof of initial sales or intending to start sales within 3 months of selection.
- The grants will be sequenced contingent upon the achievement of agreed upon milestones to reduce risk in the case of grants above USD 1,000.
- Ability to understand and abide by the monitoring and assessment rules and indicators, including milestones.

For the larger SMEs (formally registered, 5 people and above) the selection criteria are as follows:

- Minimum \$20,000 yearly revenue generated by the single venture.
- Operational or with plans to re-open in the next 3 months.
- Firms with a minimum of 50 % of women employees employed in a single venture.
- No more than 20% gender disparity between salaries.
- A minimum of 50% women ownership per enterprise, with women actively involved in the enterprise management.
- The business must be registered within the local authorities including for tax purposes or in process of registration.
- The venture maintains proper books/accounts.

4. Expected deliverables, timeframe for the work (and payment schedules):

Evaluation of business proposals, setting milestones and certification of work done to disburse grants to individual businesses.

| Sr.# | Deliverables | % Payment | Timeline |
|-------------|---|------------------|---|
| 1 | A detailed Implementation strategy for the activity aiming to evaluate business proposals, setting, and agreeing on milestones and an action plan for 3,100 women-led/managed businesses. The strategy should include proposal evaluation score card, full selection criteria, milestone templates, proposal evaluation schedules, action plans samples, monitoring tools and an M&E plan to ensure effective monitoring of achievement of milestones and timely submission of requests for payment to the MSP. | 15% | 15 days after signing of the contract. |
| 2 | Shortlisted business proposals and assessment/evaluation tools filled out for batches 1, 2 and 3 (see evaluation schedule below) with a total of 1,500 Micro Business grantees who will be awarded cash grants through a single line transfer. The evaluation tools should attach the business proposal, the score card along with the name(s) of business founders, tazkara details, contact numbers, addresses, age, business status, photographs, bank account details etc. The shortlisted business proposals will be | 25% | One and a half month after signing the contract |

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| | submitted to UNDP for approval. | | |
| 3 | Shortlisted business proposals and assessment/evaluation tools filled out for batches 4, 5 and 6 (see evaluation schedule below) with a total of 1,500 Micro Business grantees to be awarded cash grants through a single line transfer. The evaluation tools should attach the business proposal, the score card along with the name(s) of business founders, tazkara details, contact numbers, addresses, age, business status, photographs and bank details etc. The shortlisted business proposals will be submitted to UNDP for approval. | 25% | Two and a half months after signing the contract. |
| 4 | Final report with the list of 100 SMEs evaluated according to the schedule of evaluation below. The report should include the total grants to be disbursed for each of the categories, no. of tranches, recording milestones set for each business, commentary on their achievement, the types of businesses, success ratio, the progress achieved by the grant recipients attaching business proposals, photographs or evidence of work completed and certified, number of grantees who started their business and made sales, implementation challenges faced, lessons learned, recommendations for future course of action and success stories. Payment for this deliverable will be made after the agreed milestones are achieved and verified by the organization. | 35% | Three months after signing of the contract. |

Evaluation schedule

| Grantees | No. of proposals evaluated | Grant Size (\$) | Total Amount | Timeline |
|---------------|----------------------------|-----------------|------------------|----------|
| Batch 1 Micro | 500 | 1,000 | 500,000 | May-22 |
| Batch 2 Micro | 500 | 1,000 | 500,000 | May-22 |
| Batch 3 Micro | 500 | 1,000 | 500,000 | May-22 |
| Batch 4 Micro | 500 | 1,000 | 500,000 | Jun-22 |
| Batch 5 Micro | 500 | 1,000 | 500,000 | Jun-22 |
| Batch 6 Micro | 500 | 1,000 | 500,000 | Jun-22 |
| Total | 3,000 | | 3,000,000 | |

| Grantee batches | No. of proposals evaluated | Tranche 1 / per proposal (\$) | Tranche 2 (\$) | Tranche 3 (\$) | Grant per proposal (\$) | Total amount for 25 proposals (\$) | Timeline |
|-----------------|----------------------------|-------------------------------|----------------|----------------|-------------------------|------------------------------------|----------|
| Batch 1 SME | 25 | 10,000 | 10,000 | 10,000 | 30,000 | 750,000 | Jun-22 |
| Batch 2 SME | 25 | 10,000 | 10,000 | 10,000 | 30,000 | 750,000 | Jun-22 |

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|----------------|------------|--------|--------|--------|--------|------------------|--------|
| Batch 3 SME | 25 | 10,000 | 10,000 | 10,000 | 30,000 | 750,000 | Jul-22 |
| Batch 4 SME | 25 | 10,000 | 10,000 | 10,000 | 30,000 | 750,000 | Jul-22 |
| Total | 100 | | | | | 3,000,000 | |

III. QUALIFICATION & EXPERIENCE

1. The organization must have at least 4 years of experience of working with small businesses or enterprises providing business development services at the grassroots level.
2. The organization must have experience in providing business development services or training to individual Micro or Small and Medium Enterprises on business related subjects.
3. Local presence in the Western region with a view to quickly start the implementation of programmatic activities is an added advantage.
4. Experience in working directly with women from different socio-economic strata, including providing training or business advisory services to women entrepreneurs with limited or no numeracy and literacy skills will be preferred.
5. Experience in managing similar national level contracts with UN organization and/or other international organizations or NGOs would be an asset.
6. Fluent English, Dari and Pashto – written and spoken, by key staff– is required.
7. Firms are requested to provide separate CVs of all team members. A dynamic mix of candidates with specialization in business, enterprise development, and capacity building to women business owners will be highly valued.

IV. GEOGRAPHICAL COVERAGE OF ACTIVITIES

The project activities will be implemented in 2 locations of the Western Region of Afghanistan. The exact locations will be ascertained after onboarding the partner.

UNDP will provide guidance to the contractor on the areas to be targeted by the project interventions with sub-district level detail. Under UNDP's guidance and in collaboration with the other partner organizations providing trainings, the contractor will coordinate to obtain trainee details and business proposals.

V. ROLES AND RESPONSIBILITIES

UNDP will

- Provide support to the Contractor in implementing the project
- Give regular inputs over the course of different stages of the assignment.
- Attend events either through its staff or its third-party monitoring firm
- Supervise and monitor the Contractor activities at field level against the progress achieved by the partner, directly or through third parties
- Evaluate the performance based on a set of indicators
- Conduct project evaluation to measure the outcomes and impact of the project

Contractor will:

- Evaluate business proposals and shortlist them according to established criteria
- Keep record of the business proposals, agreed milestones, action plans, and evaluation forms of businesses to be provided grants
- Quickly report on any fraud or misrepresentation in business proposals
- Identify potential risks and institute mitigation measures as needed. The Organization is required to escalate all issues and risks to UNDP
- Provide regular reports - texts, pictures, video and other materials – to UNDP on a monthly basis in addition to the reports in deliverables section.

VI. INSTITUTIONAL ARRANGEMENTS

The Contractor will be awarded a Contract for Services for the delivery of services applied for and will work under the overall supervision of the ABADEI programme manager.

Since the contract for services foresee reimbursement of costs, the Contractor must be financially stable and competent in reporting financially.

All the costs for the organization of the events (refreshments, transportation, security, logistics etc.) shall be borne by the contractor.

The contractor will be responsible for arranging all necessary transportation and logistical arrangements, obtaining all needed permissions.

VII. COMMUNICATION AND VISIBILITY

The contractor should endeavor to make the project activities visible on regular basis through various channels.

Any public reference to the Project or UNDP and any other supporting programmes, as well to any products created under the agreements signed with benefiting individuals shall be subject to prior approval of the Project team. It is mandatory for visibility elements of the Project to be placed on goods procured in the frame of envisaged contract.

VIII. MONITORING AND EVALUATION

The selected organization will be required to have a strong result monitoring system and process to keep track of project progress and results, maintain risks log with mitigation measures, and document challenges and lessons learnt. UNDP will also undertake periodic programmatic monitoring and financial spot-checks, as part of its quality assurance process.

IX. DURATION OF SERVICES

a) The estimated duration of services is maximum 3 months. The expected time of commencement of contract is April 2022.

b) UNDP will require maximum of 14 (fourteen) days (depending on the implementation stage) to review the deliverables, provide comments, approve, or certify acceptance of deliverables.

X. TECHNICAL EVALUATION CRITERIA

| Summary | Points Obtainable |
|--|--------------------------|
| Bidder's qualification, capacity and experience | 300 |
| The proposed methodology, approach and implementation plan | 400 |
| Management structure and key personnel | 300 |
| Total: | 1000 |

| Section 1. Bidder's qualification, capacity and experience | | Points obtainable |
|---|--|--------------------------|
| 1.1 | <p><u>General Organizational Capability</u></p> <p>The organization must have at least 4 years of experience of working with small businesses or enterprises providing business development services at the grassroots level. (40 points)</p> <p>The organization must have experience in providing business development services or training to individual Micro or Small and Medium Enterprises on business related subjects. (40 points)</p> <p>Local presence in the Western region with a view to quickly start the implementation of programmatic activities is an added advantage (20 points)</p> | 100 |
| 1.2 | <p><u>Relevance of firm-wide experience and expertise</u></p> <p>Experience in working directly with women from different socio-economic strata, including providing training or business advisory services to women entrepreneurs with limited or no numeracy and literacy skills will be preferred. (40 points)</p> <p>Experience in managing similar national level contracts with UN and/or other international organizations or NGOs would be an asset. (40 points)</p> | 80 |
| 1.3 | <p><u>Financial Stability:</u></p> <p>Financial stability (Last three years Audited Accounts (2018, 2019, 2020)</p> <p>Quick Ratio should be 1 or more than 1.</p> <p>60 - points - Companies whose average annual turnover is > USD 200,000</p> <p>42 - points- Companies with average annual turnover of USD 100,000</p> | 60 |
| 1.4 | <p><u>Quality assurance procedures</u></p> <p>60 points - Requirements submitted and supported by good evidence of ability to support and exceed contract requirements</p> | 60 |

| | | |
|------------------------|---|------------|
| | <p>35 points- Requirements submitted and supported by marginally acceptable or weak evidence of ability to support and exceed contract requirements (Clarification may be required)</p> <p>15 points - Requirements submitted but not supported by evidence to demonstrate ability to comply with contract requirements</p> <p>0 points - Information has not been submitted or is unacceptable</p> | |
| Total Section 1 | | 300 |

| Section 2. Proposed Methodology, Approach and Implementation Plan | | Points obtainable |
|--|--|--------------------------|
| 2.1 | <p>Have the important aspects of the task been addressed in sufficient detail such as:</p> <p>A) Proposal evaluation criteria (25 Marks)</p> <p>B) Strategy for shortlisting (25 Marks)</p> <p>C) Work plan execution plan (25 Marks)</p> <p>E) Milestone setting (25 Marks)</p> <p>F) Monitoring and Evaluation plan (25 Marks)</p> | 125 |
| 2.2 | <p>Does the proposal present clarity and understanding of the concept of proposal evaluation, shortlisting and grant disbursement to women business owners (80 points)</p> <p>Is the proposal concise in describing the approach corresponding to the TOR? (45 points)</p> | 125 |
| 2.3 | Work plan: Clarity of presentation & sequencing of activity are logical, timely and technically realistic. Does it promise efficient implementation of the proposed tasks and demonstrates flexibility to adapt to the local context? | 75 |
| 2.4 | Project Monitoring: Has the bidder indicated a monitoring plan to effectively monitor the project activities and also reflected the resources / services to carry out monitoring? e.g.: Proposed work plan | 75 |
| Total Section 2 | | 400 |

| Section 3. Management Structure and Key Personnel | | Points obtainable |
|--|---|--------------------------|
| 3.2 | Qualifications of key personnel proposed | |
| 3.2 a | <p>Team Leader</p> <p>The Team Leader should have at least a Master's degree in business administration, finance, and/or any other related field and demonstrated experience of at least 5 years in managing similar</p> | 120 |

| | | | |
|-------|---|-----------|-----------|
| | projects coordinating diverse teams across regions and ensuring results-based management. Added advantage for experience in managing women's training projects | | |
| | Experience: At least 5 years of experience in managing business training related projects | 60 | |
| | 60 points = >5 years of relevant experience 42 points = 5 years of relevant experience 0 point = No relevant experience | | |
| | Education (at least Master's degree in business administration, finance, and/or any other related field) | 40 | |
| | 28 points = Education level equivalent to Master's degree 40 points = Education level above Master's degree | | |
| | Previous working experience business related projects 10 points = Working experience on women's business projects 0 point = No relevant experience | 10 | |
| | Language Requirements | 10 | |
| | Fluency in English is required | 7 | |
| | Knowledge of Dari or Pashto is an added advantage | 3 | |
| 3.2 b | Business Analysts x 10 to review business proposals | | 80 |
| | Education: Bachelor's Degree in Business or Finance or related subjects | 40 | |
| | Bachelor's Degree | 28 | |
| | Above bachelor's degree | 40 | |
| | Experience: At least 3 years of experience as an analyst or accountant in similar projects | 30 | |
| | 30 points = > 3 years of relevant experience 21 points = 3 years of relevant experience 0 point = No relevant experience | | |
| | Language Requirements | 10 | |
| | Knowledge of Dari and Pashto is required | 8 | |
| | Knowledge of English is an added advantage | 2 | |
| 3.2 c | Coordination Analysts x 5 | | 50 |
| | Experience - At least 2 years of experience in business, management or accountancy or coordination or related projects | 30 | |
| | 30 points = >2 years of relevant experience 21 points = 2 years of relevant experience 0 point = No relevant experience | | |
| | Education (at least 12 years of schooling) | 20 | |
| | 12 years of school | 14 | |
| | University degree in business or finance) | 20 | |
| 3.2 d | M&E Officers x 5 responsible for monitoring and reporting on the activities undertaken with at least 3 years of experience in the relevant field. | | 50 |
| | Experience at least 3 years of experience | 30 | |
| | 30 points = >3 years of relevant experience 21 points = 3 years of relevant experience 0 point = No relevant experience | | |

| | | | |
|--|--------------------|-----------|------------|
| | | | |
| | Education | 20 | |
| | 12 years of school | 14 | |
| | University degree | 20 | |
| Total Section 3 | | | 300 |
| XI. EVALUATION METHODOLOGY | | | |
| <p>Offers will be evaluated according to the Combined Scoring method – where the technical criteria will be weighted at 70% and the financial offer will be weighted at 30%.</p> <p>The minimum technical score required to pass is 70%, i.e. 700 points out of 1000 points.</p> | | | |
| XII. PAYMENT | | | |
| <p><u>Payment approvals:</u> The project manager of ABADFI will approve all payments to the contractor based on the final approval of the deliverable after incorporating any comments and suggestions.</p> | | | |
| XIII. FIELD COORDINATION | | | |
| <p>The contractor is expected to coordinate with the field-based UNDP staff already deployed in the region who will be introduced to the contractor after the contract is awarded.</p> | | | |

Annex 3

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery²)***

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

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

A. Preliminary Requirements:

- ☒ Company Profile, which should not exceed fifteen (15) pages,
- ☒ Technical and Financial Proposal (Work Methodology, implementation plan, proposed team structure) according to TOR (Annex 2)
- ☒ Signed form for Submitting Service Provider's Proposal (Annex 3)
- ☒ Financial Proposal (password protected), Annex 3B
- ☒ Signed Proposal Submission Form (Annex 4)
- ☒ Certificate of valid registration of the business
- ☒ Details of minimum two (02) similar contracts in the last three (05) years for assignment of similar nature with value of at least one contract should be equal to or more than USD 100,000.
- ☒ Statement of satisfactory completion of works of similar nature from the top 02 (two) clients from the past.
- ☒ Structure of the team, including the names, position in the team and CVs of key personnel.

B. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the

¹ This serves as a guide to the Service Provider in preparing the Proposal.

² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

requirements of UNDP by indicating the following:

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

C. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work. Specifically, it is important to ensure the proposal addresses all elements listed under Section 2 of the Technical Evaluation Criteria in the Terms of Reference (Annex 2).

D. Qualifications of Key Personnel

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

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

Annex 3B**Financial Proposal Template (to be password protected and attached as separate document)****A. Cost Breakdown per Deliverable***

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

| | Deliverables | Percentage of Total Price (Weight for payment) | Price (Lump Sum, All Inclusive) |
|---|---|---|--|
| 1 | A detailed Implementation strategy for the activity aiming to evaluate business proposals, setting, and agreeing on milestones and an action plan for 3,100 women-led/managed businesses. The strategy should include proposal evaluation score card, full selection criteria, milestone templates, proposal evaluation schedules, action plans samples, monitoring tools and an M&E plan to ensure effective monitoring of achievement of milestones and timely submission of requests for payment to the MSP. | 15% | |
| 2 | Shortlisted business proposals and assessment/evaluation tools filled out for batches 1, 2 and 3 (see evaluation schedule below) with a total of 1,500 Micro Business grantees who will be awarded cash grants through a single line transfer. The evaluation tools should attach the business proposal, the score card along with the name(s) of business founders, tazkara details, contact numbers, addresses, age, business status, photographs, bank account details etc. The shortlisted business proposals will be submitted to UNDP for approval. | 25% | |
| 3 | Shortlisted business proposals and assessment/evaluation tools filled out for batches 4, 5 and 6 (see evaluation schedule below) with a total of 1,500 Micro Business grantees to be awarded cash grants through a single line transfer. The evaluation tools should attach the business proposal, the score card along with the name(s) of business founders, tazkara details, contact numbers, addresses, age, business status, photographs and bank details etc. The shortlisted business proposals will be submitted to UNDP for approval. | 25% | |
| 4 | Final report with the list of 100 SMEs evaluated according to the schedule of evaluation below. The report should include the total grants to be disbursed for each of the categories, no. of tranches, recording milestones set for each business, commentary on their achievement, the types of businesses, | 35% | |

| | | | |
|--|---|--|--|
| | success ratio, the progress achieved by the grant recipients attaching business proposals, photographs or evidence of work completed and certified, number of grantees who started their business and made sales, implementation challenges faced, lessons learned, recommendations for future course of action and success stories. Payment for this deliverable will be made after the agreed milestones are achieved and verified by the organization. | | |
|--|---|--|--|

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

B. Cost Breakdown by Cost Component

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

1. Professional Fees

| Position | Number of personnel | Period of engagement (months) | Number of Days | Daily Rate in USD | Total Price in USD |
|---|---------------------|----------------------------------|----------------|-------------------|--------------------|
| Description | Unit of measure | Quantity | | | |
| Team Leader (1 x 3 months) | Month | 3 | | | |
| Business Analysts (10 x 3 months) | Month | 30 | | | |
| Coordination Analysts (5 x 3 months) | Month | 15 | | | |
| M&E Officers (5 x 3 months) | Month | 15 | | | |
| Sub Total in USD (A) : | | | | | |

2. Other Costs

| Description | UOM | Quantity | Unit Price in USD | Total Amount in USD |
|---|-----------|----------|-------------------|---------------------|
| Travel | | | | |
| Travel for the team (5 rented cars x 3 months) | Per car | 5 | | |
| Overhead/Indirect Cost* | | | | |
| Office Rent | Per month | 9 | | |
| Communication Cost | Per month | 9 | | |
| Office Utilities | Per month | 9 | | |
| Operation costs* | | | | |
| Printing/scanning | Lumpsum | 9 | | |
| Miscellaneous | Lumpsum | 9 | | |
| Security | Lumpsum | 9 | | |
| Sub Total in USD (B) : | | | | |
| Total Cost in USD (A+B): | | | | |

**Assuming 3 satellite offices*

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

Annex 4: Proposal Submission Form

To: Head of SCMO, UNDP Afghanistan

Dear Sir/Madam:

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

We hereby declare that:

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

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

We agree to abide by this Proposal for 90 days.

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

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

We remain,
Yours sincerely,
Authorized Signature [In full and initials]:
Name and Title of Signatory:
Name of Firm:
Contact Details:

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