

United Nations Development Programme



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Resilient nations.*

REQUEST FOR PROPOSAL

**Spotlight Initiative in Afghanistan Study
on prevention and protection mechanisms relating to sexual
and gender based violence and harmful practices**

RFP No.: UNDP/AFG/RFP/2022/0000012444

Project: **Spotlight Initiative in Afghanistan**

Country: Afghanistan

Issued on: 12 May 2022

Contents

| | |
|--|----|
| Section 1. Letter of Invitation..... | 4 |
| Section 2. Instruction to Bidders..... | 6 |
| A. GENERAL PROVISIONS 6 | |
| 1. Introduction | 6 |
| 2. Fraud & Corruption, Gifts and Hospitality | 6 |
| 3. Eligibility..... | 6 |
| 4. Conflict of Interests | 6 |
| B. PREPARATION OF PROPOSALS 7 | |
| 5. General Considerations..... | 7 |
| 6. Cost of Preparation of Proposal | 7 |
| 7. Language | 7 |
| 8. Documents Comprising the Proposal..... | 7 |
| 9. Documents Establishing the Eligibility and Qualifications of the Bidder | 7 |
| 10. Technical Proposal Format and Content | 7 |
| 11. Financial Proposals | 8 |
| 12. Proposal Security | 8 |
| 13. Currencies | 8 |
| 14. Joint Venture, Consortium or Association | 8 |
| 15. Only One Proposal | 9 |
| 16. Proposal Validity Period..... | 9 |
| 17. Extension of Proposal Validity Period..... | 9 |
| 18. Clarification of Proposal..... | 10 |
| 19. Amendment of Proposals | 10 |
| 20. Alternative Proposals..... | 10 |
| 21. Pre-Bid Conference | 10 |
| C. SUBMISSION AND OPENING OF PROPOSALS 11 | |
| 22. Submission | 11 |
| 23. Deadline for Submission of Proposals and Late Proposals..... | 12 |
| 24. Withdrawal, Substitution, and Modification of Proposals | 12 |
| 25. Proposal Opening..... | 12 |
| D. EVALUATION OF PROPOSALS 12 | |
| 26. Confidentiality..... | 12 |
| 27. Evaluation of Proposals | 12 |
| 28. Preliminary Examination..... | 13 |
| 29. Evaluation of Eligibility and Qualification | 13 |

| | |
|--|-------------------------------------|
| 30. Evaluation of Technical and Financial Proposals | 13 |
| 31. Due Diligence | 14 |
| 32. Clarification of Proposals | 14 |
| 33. Responsiveness of Proposal..... | 14 |
| 34. Nonconformities, Reparable Errors and Omissions | 14 |
| E. AWARD OF CONTRACT | 15 |
| 35. Right to Accept, Reject, Any or All Proposals | 15 |
| 36. Award Criteria | 15 |
| 37. Debriefing | 15 |
| 38. Right to Vary Requirements at the Time of Award | 15 |
| 39. Contract Signature | 15 |
| 40. Contract Type and General Terms and Conditions..... | 15 |
| 41. Performance Security | 15 |
| 42. Bank Guarantee for Advanced Payment | 15 |
| 43. Liquidated Damages | 16 |
| 44. Payment Provisions..... | 16 |
| 45. Vendor Protest..... | 16 |
| 46. Other Provisions | 16 |
| Section 3. Bid Data Sheet | 17 |
| Section 4. Evaluation Criteria | 22 |
| Section 5. Terms of Reference | 28 |
| Section 6: Returnable Bidding Forms / Checklist | 39 |
| form a: technical proposal submission form | 40 |
| form b: bidder information form | 41 |
| form c: joint venture/consortium/association information form..... | 43 |
| form d: qualification form | 44 |
| form e: format of technical proposal..... | 46 |
| form f: financial proposal submission form | 48 |
| form g: financial proposal form | 1 |
| form h: form of proposal security..... | Error! Bookmark not defined. |

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

If you are interested in submitting a Proposal in response to this RFP, please prepare your 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.

In case your company is not registered in the eTendering Module, please use the following temporary username and password to register your company/firm:

Username: event.guest

Password: why2change

Bidders who will be registered on the e-tendering will be able to download the complete bidding documents from the e-tendering website at: <https://etendering.partneragencies.org>

If you need further information, please feel free to send an email to procurement.af@undp.org

“Bidders can download the complete tender documentation from the e-Tendering upon registration”.

Please acknowledge receipt of this RFP utilizes the “Accept Invitation” function in the 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.

IMPORTANT NOTE: The amount of the Financial Offer MUST NOT be mentioned anywhere in the submitted documents or eTendering system other than the Financial Proposal. Submitted Financial proposal should be password protected and the Password should be provided only when requested by UNDP. Failure in compliance with the mentioned condition shall result in rejection of the offer.

The bidders are encouraged to attend the Pre-Proposal conference for a complete understanding of the scope of service before sending the formal proposal to UNDP.

Time: 10:30 – 12:00 hrs, Kabul, Afghanistan time (GMT+4:30)

Date: May 19th, 2022

Venue : Zoom Meeting

Join Zoom Meeting

<https://undp.zoom.us/j/86443757669?pwd=UStwTTFGSHdteTdlbHoxaGxVZWdLZz09>

Meeting ID: 864 4375 7669

Passcode: UNDPafg22

Please acknowledge receipt of this RFP by sending an email to procurement.af@undp.org , 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.

Prepared by:

DocuSigned by:

Yin Hom Nicole Chow

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Name: Yin Hom Nicole Chow

Title: Procurement Officer

Date: May 12, 2022

Approved by:

DocuSigned by:

Ijaz Hussain

C37FA973C99B45F...

Name: Ijaz Hussain

Title: Head of Procurement a.i.

Date: May 12, 2022

SECTION 2. INSTRUCTION TO BIDDERS

| A. GENERAL PROVISIONS | |
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| 1. Introduction | <p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at 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> |
| 2. Fraud & Corruption, Gifts and Hospitality | <p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at 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> |
| 3. Eligibility | <p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> |
| 4. Conflict of Interests | <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 |

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| | <p>c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</p> <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> <p>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</p> <p>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</p> <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p> |
| B. PREPARATION OF PROPOSALS | |
| 5. General Considerations | <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> |
| 6. Cost of Preparation of Proposal | <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> |
| 7. Language | <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> |
| 8. Documents Comprising the Proposal | <p>8.1 The Proposal shall comprise of the following documents:</p> <p>a) Documents Establishing the Eligibility and Qualifications of the Bidder;</p> <p>b) Technical Proposal;</p> <p>c) Financial Proposal;</p> <p>d) Proposal Security, if required by BDS;</p> <p>e) Any attachments and/or appendices to the Proposal.</p> |
| 9. Documents Establishing the Eligibility and Qualifications of the Bidder | <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> |
| 10. Technical Proposal Format and Content | <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</p> |

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| | <p>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> |
| 11. Financial Proposals | <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> |
| 12. Proposal Security | <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> <ol style="list-style-type: none"> If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; In the event that the successful Bidder fails: <ol style="list-style-type: none"> to sign the Contract after UNDP has issued an award; or <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> |
| 13. Currencies | <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> <ol style="list-style-type: none"> 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 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. |
| 14. Joint Venture, Consortium or Association | <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</p> |

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| | <p>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> <ul style="list-style-type: none"> 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. <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> |
| 15. Only One Proposal | <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. |
| 16. Proposal Validity Period | <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> |
| 17. Extension of Proposal Validity | <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</p> |

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| <i>Period</i> | <p>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> |
| 18. Clarification of Proposal | <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> |
| 19. Amendment of Proposals | <p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p> |
| 20. Alternative Proposals | <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. Pre-Bid Conference | <p>21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.</p> |

| C. SUBMISSION AND OPENING OF PROPOSALS | |
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| 22. Submission | <p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p> |
| 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 iii. Bear a warning that states "<i>Not to be opened before the time and date for proposal opening</i>" as specified in the BDS. <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> |
| Email Submission | <p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS. c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected. |
| eTendering submission | <p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; |

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| | <p>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.</p> <p>d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected.</p> <p>c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders</p> |
| 23. Deadline for Submission of Proposals and Late Proposals | <p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p> |
| 24. Withdrawal, Substitution, and Modification of Proposals | <p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p> |
| 25. Proposal Opening | <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 | |
| 26. Confidentiality | <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> |
| 27. Evaluation of | <p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal</p> |

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| <p><i>Proposals</i></p> | <p>submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ul style="list-style-type: none"> a) Preliminary Examination b) Minimum Eligibility and Qualification (if pre-qualification is not done) c) Evaluation of Technical Proposals d) Evaluation of Financial Proposals |
| <p>28. Preliminary Examination</p> | <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> |
| <p>29. Evaluation of Eligibility and Qualification</p> | <p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> e) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; 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: 5px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> </div> |

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| | <p><u>Rating the Financial Proposal (FP):</u></p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> |
| <p>31. Due Diligence</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. Clarification of Proposals</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. Responsiveness of Proposal</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. Nonconformities, Reparable Errors and Omissions</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> |

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| | <p>a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected;</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 | <p>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 effective.</p> |
| 42. Bank Guarantee for | 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, |

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| <i>Advanced Payment</i> | 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 |
| <i>43. 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. |
| <i>44. 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. |
| <i>45. 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 |
| <i>46. 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 |
| 3 | 20 | Alternative Proposals | Shall not be considered |
| 4 | 21 | Pre-proposal conference | <p>Will be Conducted</p> <p>The bidders are encouraged to attend the Pre-Proposal conference for a complete understanding of the scope of service before sending the formal proposal to UNDP.</p> <p>Time: 10:30 – 12:00 hrs, Kabul, Afghanistan time (GMT+4:30) Date: May 19th, 2022 Venue : Zoom Meeting</p> <p>https://undp.zoom.us/j/86443757669?pwd=UStwTTFGSHdteTdlbHoxaGxvZWdLZz09 Meeting ID: 864 4375 7669 Passcode: UNDPafg22</p> <p>The UNDP focal point for the arrangement is: E-mail: procurement.af@undp.org</p> |
| 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 be imposed as follows: |

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| | | | <p>Liquidated Damages will be imposed under the following conditions:</p> <p>0.5% of contract for each day of delay, up to a maximum duration of 1 calendar month. Thereafter, the contract may be terminated.</p> |
| 9 | 40 | Performance Security | Not Required |
| 10 | 18 | Currency of Proposal | United States Dollar |
| 11 | 31 | Deadline for submitting requests for clarifications/questions | Three (3) days before the submission deadline |
| 12 | 31 | Contact Details for submitting clarifications/questions | <p>Focal Person in UNDP: UNDP Procurement Team E-mail address: procurement.af@undp.org</p> <p>Note : The Subject Line of email should be: UNDP/AFG/RFP/2022/0000012444 “Spotlight Initiative in Afghanistan Study on prevention and protection mechanisms relating to sexual and gender-based violence and harmful practices”</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>Date and Time: As indicated in eTendering 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 | <input checked="" type="checkbox"/> e-Tendering |

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| | | | <p>Your bid, 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 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://www.undp.org.af http://procurement-notice-undp.org/index.cfm https://www.ungm.org/notices/notices.aspx</p> <p>Once uploaded, Prospective Proposers (i.e. Proposers 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><u>Shall be submitted through e-Tendering system:</u> https://etendering.partneragencies.org</p> <p>BU Code: AFG10 Event ID: UNDP/AFG/RFP/2022/0000012444</p> |
| 16 | 22 | Electronic submission (email or 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. ▪ Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP ▪ Max. File Size per transmission: 50MB ▪ If you are uploading a large number of files (ex. 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</p> <p>The minimum technical score required to pass is 70%.</p> <p>Technical Evaluation: The minimum technical score required to pass is 70%.</p> <p>Proposals will be evaluated on the following basis:</p> <ol style="list-style-type: none"> 1. UNDP conducts a preliminary examination of Proposals through examining the completeness of proposals in respect to minimum documentary requirements and Proposers status against UN Security Council 126/1989. UNDP may reject any Proposal at this stage. 2. Compliance with Terms and Conditions of the RFP, including required submissions. UNDP will examine the substantial responsiveness of the Proposal to the Request for Proposal (RFP). A substantially responsive Proposal is one that conforms to all the terms and conditions of the RFP without material deviation. A Proposal determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the Proposer by correction of the nonconformity. |

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| | | | Financial Evaluation: The financial Proposal will be evaluated in accordance with the price schedule sheet. <u>Rating the Financial Proposal (FP):</u> FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100 |
| 18 | | Expected date for commencement of Contract | July 1, 2022 |
| 19 | | Maximum expected duration of contract | 3 months |
| 20 | 35 | UNDP will award the contract to: | One Proposer Only |
| 21 | 39 | Type of Contract | Purchase Order and 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 Professional Services http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html |
| 23 | | Other Information Related to the RFP | DO NOT DISCLOSE your price anywhere in your submission or the e-tendering other than the encrypted financial proposal, otherwise the proposal will be rejected. Please insert "1" as your bid price in the e-tendering line item. The Financial Proposal files (Form F & G) must be encrypted with a password so that they cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the a correct password may result in the proposal being rejected. |
| | | Post Qualification Actions | <ul style="list-style-type: none"> ➤ Verification of accuracy, correctness and authenticity of the information provided by the Proposer on the legal, technical and financial documents submitted; ➤ Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed; |
| | | Fraud, Corruption, Collusion, Unethical practices, and Obstruction | UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. (See http://www.undp.org/about/transparencydocs/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf and |

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| | | | http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protest <i>for full description of the policies)</i> |
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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

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 |
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| 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 | Minimum 5 years of demonstrated experience in developing and conducting quantitative and qualitative research to best practice, ethically and methodologically. | Form D: Qualification Form |
| | Minimum 2 contracts of similar nature and complexity implemented over the last 5 years, one of which must have a value of USD 150,000. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i> | 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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| Financial Standing | <p>Minimum annual turnover of USD 150,000 in any single year for the last 3 years [2019- 2020 and 2021 Bidder has completed audited report for 2021 shall be consider in the evaluation</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p> <p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.</p> <p>Note: Additionally, UNDP may request other financial documents such as Credit Line Facility, Bank Statements etc. in order to see the bidders' financial soundness as required.</p> <p>UNDP shall verify the financial capacity of the bidder and has the authority to seek references from concerned parties & banks on the bidder' financial standing.</p> <p>UNDP has the right to reject any bid if submitted by a contractor whom investigation leads to a result that he is not Financially capable and/ or had serious financial problems.</p> | Form D: Qualification Form |
| Key Personnel | <p>Bidder shall provide resumes or CVs for the following key roles:</p> <ul style="list-style-type: none"> • As per the Requirement mentioned in the TOR | |

Technical Evaluation Criteria

| Summary of Technical Proposal Evaluation Forms | | Points Obtainable |
|--|--|-------------------|
| 1. | Bidder's qualification, capacity and experience | 300 |
| 2. | Proposed Methodology, Approach and Implementation Plan | 400 |
| 3. | Management Structure and Key Personnel | 300 |
| | Total | 1000 |

| Section 1. Bidder's qualification, capacity and experience | | Points obtainable |
|--|---|-------------------|
| 1.1 | <p>General Organizational Capability</p> <ul style="list-style-type: none"> Two contracts in developing and conducting quantitative and qualitative research and mapping to best practice, ethically and methodologically. (30 points for each contract, 60 points in total) <p>For each contract, the scoring weight is as below (30 points for each contract): 30 points for demonstrated extensive experience in developing and conducting quantitative and qualitative research and mapping to best practice, ethically and methodologically. 21 points for good experience in developing and conducting quantitative and qualitative research and mapping to best practice, ethically and methodologically.</p> <ul style="list-style-type: none"> Minimum of two contracts in developing and implementing similar community research in relation to current ToR. (One contract 35 points, two contract 70 points) <p>70 points for two or more than 2 contracts having extensive knowledge and skills in developing and implementing similar community research in relation to current ToR 49 points for 2 contracts in developing and implementing similar community research having good experience in relation to current ToR 35 points for 1 contract for demonstrating extensive experience developing and implementing similar community research in relation to current ToR</p> | 130 |
| 1.2 | <p>Relevance of firm-wide experience and expertise</p> <ul style="list-style-type: none"> Previous experience in working on gender and SGBV/HP research, and strong knowledge of the Afghanistan culture and context. (60 points) <p>60 points for two or more than 2 contracts of demonstrated experience in gender and SGBV/HP research, and strong knowledge of the Afghanistan culture and context. 42 points for 2 contracts of experience in gender and SGBV/HP research, and good knowledge of the Afghanistan culture and context. 30 points for 1 contract of demonstrated experience in gender and SGBV/HP research, and strong knowledge of the Afghanistan culture and context.</p> <ul style="list-style-type: none"> Previous experience conducting research in multiple provinces of Afghanistan / ability to conduct research in multiple provinces of Afghanistan. (60 points) <p>60 points for 2 or more than 2 contracts of demonstrated experience and strong ability to</p> | 120 |

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| | <p>conduct research in multiple provinces of Afghanistan</p> <p>42 points for 2 contracts of good experience and ability to conduct research in multiple provinces of Afghanistan</p> <p>30 points for for 1 contract of demonstrated experience and ability to conduct research in multiple provinces of Afghanistan</p> | |
| | <ul style="list-style-type: none"> • Sound experience in managing similar national level contracts with UN and/or other international organizations or NGOs. (50 points) <p>50 points for 2 or more contracts of experience in managing similar national level contracts with UN and/or other international organizations or NGOs.</p> <p>25 points for 1 contract of experience in managing similar national level contracts with UN and/or other international organizations or NGOs.</p> | 50 |
| 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) Identify methodology, sampling, limitation, data collection methods and tools, and proposed data analysis, data validity and reliability (75 Marks)</p> <p>B) Level of stakeholders' participation required (25 Marks)</p> <p>C) Practicality of the methodology execution given the current context (25 Marks)</p> | 125 |
| 2.2 | <p>Does the proposal present clarity and understanding of the concept of prevention and protection mechanisms relating to violence against women and harmful practices? (80 points)</p> <p>Is the proposal concise in describing the approach corresponding to the TOR? (45 points)</p> | 125 |
| 2.3 | <p>Work plan and methodology: Clarity of presentation and 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 points)</p> | 75 |
| 2.4 | <p>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 points)</p> | 75 |
| Total Section 2 | | 400 |

| Section 3. Management Structure and Key Personnel | | Points obtainable |
|--|---|--------------------------|
| | Qualifications of key personnel proposed | |
| 3.1 | <p>International Team Leader x 1</p> <p>To lead and manage the overall study with expertise in quantitative and qualitative data and analysis (International).</p> | 100 |
| | <p>- Education: Master's degree in the field of research, statistics, international development, gender studies, sociology, or other related area. (36 points)</p> <p>40 points for above Master's degree or PhD in the field of research, statistics, international development, gender studies, sociology, or other related area.</p> <p>24 points for Bachelor degree in the field of research, statistics, international development, gender studies, sociology, or other related area.</p> | 40 |

| | | | |
|-----|--|-----------|------------|
| | - Previous working experience: <ul style="list-style-type: none"> A minimum of 7 years of practical experience in developing research methods and conducting research skills in gender or other related areas for this ToR. Demonstrated research skills in conducting safe and ethical qualitative and quantitative research (50 points) <p>30 points for 5 years of practical experience in developing research methods and conducting research in gender or other related areas for this ToR.</p> | 50 | |
| | - Language Requirements (10 points) | 10 | |
| | 7 points for fluency, excellent verbal and written skills in English | 7 | |
| | 5 points in good communication and written skills in English | | |
| | 3 points for knowledge of local languages (Dari and/or Pashto) | 3 | |
| 3.2 | Lead Researchers x 3 (Please provide 3 sets of CVs) Three Lead Researchers to ensure simultaneous roll-out of the three key components (Baseline study, Needs Assessment and GBV Inquiry). The researchers should have strong gender equality and SGBV/HP experience and understanding (International). | | 100 |
| | - Education: Master's degree in the field of research, statistics, international development, gender studies, or other related area. (36 points) 40 points for higher than Master's degree or PhD in the field of research, statistics, international development, gender studies, or other related area. 24 points for Bachelor degree in the field of research, statistics, international development, gender studies, or other related area | 40 | |
| | Previous working experience: <ul style="list-style-type: none"> A minimum of 7 years of practical experience in developing research methods and conducting research in gender or other related areas for this ToR. (45 points) <p>50 points for more than 7 years of practical experience in developing research methods and conducting research in gender or other related areas for this ToR. 18 points for 5 years of practical experience in developing research methods and conducting research in gender or other related areas for this ToR.</p> <ul style="list-style-type: none"> | 50 | |
| | - Language Requirements (10 points) | 10 | |
| | 7 points for fluency, excellent verbal and written skills in English | 7 | |
| | 5 points in good communication and written skills in English | | |
| | 3 points for knowledge of local languages (Dari and/or Pashto) | 3 | |
| | | | |
| 3.3 | Research assistants x 5 (Please provide 5 sets of CVs) | | 100 |
| | - Education: Master's degree in the field of research, statistics, international development, gender studies, or other related area. (36 points) 40 points for higher than Master's degree or PhD in the field of research, statistics, international development, gender studies, or other related area. 24 points for Bachelor degree in the field of research, statistics, international development, gender studies, or other related area | 40 | |
| | | | |

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|------------------------|--|-----------|------------|
| | Previous working experience: <ul style="list-style-type: none"> A minimum of 7 years of practical experience in developing research methods and conducting research in gender or other related areas for this ToR. (45 points) <p>24 points for 5 years of practical experience in developing research methods and conducting research in gender or other related areas for this ToR.</p> | 50 | |
| | - Language requirements (10 points) | 10 | |
| | 7 points for fluency, excellent verbal and written skills in English 5 points in good communication and written skills in English | 7 | |
| | 3 points for knowledge of local languages (Dari and/or Pashto) | 3 | |
| Total Section 3 | | | 300 |

SECTION 5. TERMS OF REFERENCE

| I. OVERVIEW | |
|---|--|
| Title | Spotlight Initiative in Afghanistan Study on prevention and protection mechanisms relating to sexual and gender based violence and harmful practices |
| Location | Afghanistan (for details please see below the study components) |
| Project | Spotlight Initiative in Afghanistan (SI-A) |
| Engagement Modality | Contract for Professional Services |
| Period of assignment/services | 3 months starting with effect from the date of signing of the contract. |
| II. RESPONSIBILITIES | |
| <p style="text-align: center;">Spotlight Initiative in Afghanistan Study on prevention and protection mechanisms relating to sexual and gender based violence and harmful practices</p> <p>In September 2017, the EU and the UN launched an ambitious joint partnership to eliminate all forms of Violence Against Women and Girls (VAWG) worldwide. The Spotlight Initiative (SI) aims at mobilizing commitment of political leaders and contributing to achieving Sustainable Development Goals (SDGs). The Initiative aims at ending all forms of violence against women and girls, targeting those that are most prevalent and contribute to gender inequality across the world. The Spotlight Initiative will deploy targeted, large-scale investments in Asia, Africa, Latin America, the Pacific and the Caribbean, aimed at achieving significant improvements in the lives of women and girls. Afghanistan is one of the countries in Asia to benefit from this transformative initiative.</p> <p>The Afghanistan SI initiative aims at targeting the most at-risk groups, to accelerate efforts towards the elimination of Sexual Gender-Based Violence (SGBV) and Harmful Practices (HP). The initiative is tailored to promote Agenda 2030's guiding principle of "leaving no one behind". Across the six Pillars, the SI in Afghanistan will bring women and girls, including those with intersecting forms of discrimination and marginalization, to the center of the interventions, recognizing that the empowerment of women and girls, and their unique experiences and solutions they bring based on their intersectional identities, is the key to design and implement a programme that responds to the needs and priorities of women and girls of Afghanistan in all their diversity.</p> <p>The SI-A will work across the socio-ecological model, using a multi-sectoral and intersectional approach, to prevent and respond to Sexual Gender-Based Violence and Harmful Practices (SGBV/HP) and impact lasting change at the national, sub-national, community and individual levels. The initiative will be informed by a comprehensive prevention strategy to address structural issues through this socio ecological model.</p> <p>UNFPA, in partnership with and on behalf of partner agencies, UNDP and UN Women is launching this Request for Proposals in order to gather baseline information for the SI programme, and to understand the current mechanisms for prevention and protection from SGBV and harmful practices in the community.</p> <p>Spotlight Afghanistan</p> <p>The SPI Afghanistan Country Program will use a multi-sectoral, multi-layered, interlinked community-centered approach to the implementation of the interventions on the following six Outcome Areas based on the socio-ecological model for addressing SGBV/HP:</p> <ul style="list-style-type: none"> ● Pillar One: Legislatives and Police Frameworks ● Pillar Two: Strengthening Institutions | |

- Pillar Three: Prevention and Social Norms
- Pillar Four: Delivery of Quality, Essential Services
- Pillar Five: Data Availability and Capacities
- Pillar Six: Supporting the Women's Movement and CSOs

National actions will be connected with efforts at provincial and district level outside the capital (where the vast majority of the population lives) to strengthen the flow of information, expansion and reach of programming and operations as well as the engagement of communities. The functionality and impact of existing coordination mechanisms and institutions working on SGBV/HP will also inform and be informed by provincial and district level programming. In doing so, key coordination and decision-making structures at national level will be informed by the voices and experiences of traditionally marginalized communities. The approach will be guided by the socio-ecological theory that underpins the connections between family and society. The ecological model is seen as the best framework within which to address SGBV/HP in Afghanistan. The approach will also be guided by the core principle of the 2030 Agenda for Sustainable Development – Leaving No One Behind (LNOB) and underpinned by an intersectional approach that will ensure interventions address key social factors such as socio-economic status, age, cultural barriers, health, educational and disabilities status are addressed.

In Afghanistan, for the purpose of the Spotlight programme, and in line with the Leaving No One Behind principle, women and girls facing multiple and intersecting forms of discrimination are defined as follows: survivors of violence; illiterate women; women's human rights defenders, activists, lawyers; adolescent girls and girls under 15; women and girl living in rural areas; married girls under 18 years of age; women and girls with disabilities; girls with low level of education and not attending school; widows and divorced women.

The SI in Afghanistan will be national in scope and targeted intervention will focus on 12 districts: four each within the three following provinces: Herat, Kandahar, and Paktia.

The Spotlight Initiative in Afghanistan (SI-A) seeks to undertake a comprehensive study to provide an independent and in-depth assessment on the status of Sexual and Gender Based Violence/Harmful Practice (SGBV/HP) and/or gender inequality and discrimination in Afghanistan. This study includes five components with distinct objectives. Based on the findings from this study, forward looking and actionable recommendations will be provided that will inform the SI-A, participation UN Agencies (UN Women, UNFPA, UNDP, UNICEF) and other stakeholders strategic priorities in the future for promoting effective SGBV/HPs strategic initiatives in Afghanistan.

Survey components: This study includes five components, each with distinct objectives and scope. The selected firm is expected to refine the objectives, questions and scope of each component during the inception phase.

First component: National Inquiry SGBV/HP

Conduct a national inquiry on Sexual Gender Based Violation/Harmful Practice (SGBV/HP) and/or gender inequality and discrimination in order to (1) support and build national dialogue on the need for reviewing and strengthening national laws and policies aimed at reducing SGBV and HPs in Afghanistan, as well as 2) ensure their effective implementation, and 3) foster prevention through improvements in the social order, including behavioral changes reflecting enhanced respect for the human rights of women and girls.

Specific focus should be made on the impact of the post-15 August non-functioning legal system and analysis on the current state of women's and girls' access to justice and how the new context impacts the implementation of the relevant laws and policies.

The national inquiry will allow the examination of the systemic patterns of violations regarding SGBV/HP and/or

gender inequality and discriminatory practices in Afghanistan. The national inquiry will involve gathering information and narratives from witnesses (if possible) and experts, and from media reports in order to ascertain why SGBV/HP and/or gender inequality and discriminatory practices are being tolerated and practiced across the entire country. The collection of narratives will be included, and new qualitative data should be analyzed using sense making tools and other pattern recognition tools etc.

While the list of provinces for national inquiry will be determined during the inception period, it is expected to be conducted based on a nationally representative sample. Kabul, Herat, Kandahar, Bamyan, Balkh, Kunduz, Nangarhar and Paktia could be covered under this component.

Some areas covered by the National Inquiry and that will further be refined during the inception phase are:

- Examine the reasons why SGBV/HP and/or gender inequality and discrimination practices in Afghanistan continue to be tolerated and practiced – understand the ways in which these practices harm society and document different aspects of human rights violations all captured through an evidence-based and participatory approach involving the public across the country.
- Identify the laws and policies on VAWG/HP that guarantee the ability of women's rights groups, autonomous social movements, CSOs and women human rights defenders/feminist activists to advance the human rights agenda.
- Examine the status of implementation of national legislation and policies and the role of the largely non-functional justice legal system in reducing the prevalence of SGBV and HP in Afghanistan. In the process, evidence-based prevention strategies will be developed and the enforcement of laws, legislations and policies both as punitive and prevention measures across Afghanistan will be improved.
- Analyse systemic patterns of violation regarding SGBV/HP and/or gender inequality and discriminatory practices regarding women, girls and marginalized groups and continuation of harmful practice such as Baad, Badal, forced marriage, child marriage across the country.

Second Component: Stakeholder Mapping

Conduct stakeholder mapping and beneficiary analysis which includes a focus on women and girls who are facing multiple forms of discrimination (illiterate women, girls with a low level of education, and girls not attending school, women's human rights defenders, at-risk women, activists, and lawyers; adolescent girls and girls under 15; women and girls living in rural areas; married girls under 18 years of age; women and girls with disabilities; widows and divorced women). This component will consider important safety elements.

The stakeholder mapping and beneficiary analysis will involve: (i) the definition of vulnerable groups especially women who are facing multiple forms of discrimination in targeted provinces/communities (including types of vulnerability and geographical locations); (ii) mapping the existing responsible institutions/Institutional arrangements as well as institutional gaps/ requirements and recommendations.

The Stakeholder Mapping will cover the SI-A target provinces and districts: Herat (Herat city, Injil, Karukh and Zende Jan); Kandahar (Kandahar City, Daman, Panjwayi and Spin Boldak); Paktia (Gardez, Ahmad Abad, Syed Karam and Wazi Zadrán) and Kabul.

Stakeholder mapping and beneficiary analysis should cover the following areas:

- Design a framework and methodology for the definition of vulnerable groups especially women who are facing multiple forms of discrimination in targeted provinces/communities (including types of vulnerability and geographical locations).
- Assess the targeted provinces/communities to determine a baseline on women who are facing multiple forms of discrimination in targeted provinces/communities.
- Assess existing responsible institutions/Institutional arrangements as well as institutional gaps/ requirements and recommendations on institutional mechanisms.
- Listing of active civil society organizations, who will lead the process of providing training to the young people, including girls, on SRHR through peer education.

- Mapping of national and local non-governmental organizations and community based CSOs (by sector and type of organization) representing children, youth, women and girls, disability, women and girls' with special needs, and other groups facing multiple and intersecting forms of discrimination; (2) determine which ones are integrated with coalitions and networks of women's and children's rights groups and civil society working on ending SGBV/ HP.
- Mapping of social accountability mechanisms used by civil society to monitor and engage in SGBV/ HP efforts.
- Listing of autonomous social movements and civil society organizations, including those representing women, children and youth groups;
- Listing of known key informal decision makers (in target communities) and decision makers in relevant institutions targeted for capacity development to, (a) for gender-equitable norms, attitudes and behaviours and women and girls' rights.

The mapping will include registered and non-registered national, provincial and local CSOs, grassroots women's rights and women led groups and networks, informal groups and Community-Based Organisations (CBOs) and women Shura, as well as coalitions and networks of women's and children's rights groups and civil society. It will identify organizations those that have specialized knowledge, expertise and track record of working one or more of the following key areas:

- Ending Violence Against Women and Girls
- Ending Harmful Practices and promoting positive cultural practices
- Women's and children's rights
- Strengthening women's civil society and social accountability
- Faith based approaches to prevent violence against women and children
- Women's economic empowerment and livelihoods initiatives
- Engaging men and boys to prevent and respond to violence/harmful practices
- Marginalized Groups: women and girls facing multiple and intersecting forms of discrimination are defined as follows: survivors of violence; illiterate women; women's human rights defenders, activists, lawyers; adolescent girls and girls under 15; women and girl living in rural areas; married girls under 18 years of age; women and girls with disabilities; girls with low level of education and not attending school; widows and divorced women

Profile /mapping of civil society actors to include:

- Type of organization
- Focus area of work (geographical scope, target group, activities)
- Organizational Capacity (leadership, size, funding)
- Experience/results (GE/EVAWG programming)
- Technical capacity on GE/EVAWG prevention and response (knowledge & skills)

Third Component: Prevention - Root causes of violence, opportunities to prevent VAWG

This third component, prevention, aims to identify the key entry points for community level prevention work including potential partners, appropriate mode of delivery in the current context, and key stakeholders to be engaged. As well as exploring the harmful social norms and practices that drive violence at community level, and what prevention approaches are feasible and culturally appropriate to deliver within the current humanitarian setting.

Areas of focus to include:

- Identifying the types of violence against women and girls and harmful practices in the community and the associated risk factors.
- Determining the protective factors for women and girls that support the prevention of SGBV/HP at the individual and community levels.
- Identifying the key entry points for influencing gender and social norms to prevent SGBV and HP in the community and examine how men, women, boys and girls in target communities can be safely and effectively reached.
- Exploring potential to work with Women Protection Centres (WPC) and Family Resource Centres (FRC), women's Shuras, CSOs, NGOs as partners for prevention activities, and gauging their level of interest for prevention work.
- Identifying opportunities for developing targeted VAW prevention programmes, or embedding VAW prevention into existing sectoral programmes (e.g. social protection, humanitarian, health, youth, education, economic transfers etc.).
- Identifying the communication channels accessible to, utilized by, preferred by and trusted by community members (by age, gender, geographical location).
- Determining which CSOs working on GBV may be engaged in a comprehensive approach to prevention.
- Identifying which advocacy platforms are established within communities that promote gender-equitable norms, attitudes and behavior

Fourth Component: Services - Women's access to SGBV, perceptions and barriers

The fourth study component, response services, aims to understand the experiences of survivors in accessing essential services (e.g., health, psychosocial, justice, police and social services, including shelters), and identifying the barriers, opportunities, risks, and needs of women and girls to seek support and report violence. It will also explore the experiences and perspectives of service providers related to the provision of services for SGBV/HP survivors and understanding specific constraints and barriers.

Areas of focus to include:

- Identifying which SGBV/HP services are currently available and noting changes to operations pre and post impact (15th August 2021)
- Assessing women's and girls' knowledge, awareness and utilization of GBV services and support available in the community as well as the current community response mechanisms.
- Determining the risk and protective factors for women and girls that support access to services and reporting of abuse, including those who face intersecting forms of discrimination and marginalization.
- Identifying the key entry points and opportunities to increase women's and girls' knowledge of services, and recommend methods to strengthen help seeking behavior, as well as any barriers and risks to the safety and well-being of women and girls of accessing services (as an unintended consequence).
- Determining if/how the current political situation and COVID-19 related restrictions are affecting access to services for survivors of violence.
- Assessing the barriers and opportunities for service providers' delivery of quality services for survivors in the current context, service utilization and capacity gaps, as well as suggestions and recommendations for improving service availability and quality.
- Assessing service providers' knowledge and attitudes related to managing cases of violence and opportunities to influence their attitudes and behaviors towards the provision of survivor centered

support services for survivors.

- Exploring how inclusive services are in supporting marginalised and vulnerable groups, including those who face intersecting forms of discrimination and marginalization.
- Identifying the availability of SGBV/HP services national guidelines or protocols, and that specifically address the needs of women and girls facing multiple and intersecting forms of discrimination.
- Identifying which multi-stakeholder national and/or sub-national coordinating mechanisms are in operation that oversee how VAWG is addressed by programs and policies at the national level and sub-national levels.

Fifth Component: Baseline

The Spotlight Initiative baseline study aims to provide baseline information to bridge the data/ information gaps in the programme results framework and to establish the baseline for agreed indicators, as needed.

The data generated from this baseline study will be used to inform and guide programme implementation and provide the basis by which all RUNO's (Recipient UN Agencies) inputs will be reviewed, monitored and evaluated during the Spotlight Country Programme in Afghanistan.

Objective and related questions: To complete the SI Results Framework with appropriate baseline values for the identified indicators with missing data to determine the measurement of the SI's impact for the stakeholders, (UN agencies, the EU, and other partners, such as civil society and women's movement)

- What is the current status of the Spotlight results framework indicators?
- What has been the trend of these indicators?
- Given the past trend and present situations, what are the opportunities and risks to improve the status of these indicators and to what extent can this realistically be improved given the resources invested in both present and future capacities?
- What are the opportunities and risks to the UN's ability to measure these indicators and demonstrate the effectiveness of the UN's support through the Spotlight?
- What type of SGBV/HP data is collected by CSOs, NGOs and service providers (*Indicator 5.1.2*);
- What are the preferable mechanisms for collection and analysis, including tools and protocols (reflective by province/ district, etc.);
- What is the required resource allocation and mobilization for collection of data;
- Identification of gaps and recommendations for improvement in data collection and analysis on eliminating VAWG in line with international standards and with consideration for the local context

Methodology

The study will involve both quantitative as well as qualitative research methods including but not limited to document review, structured and semistructured interview, key informant interview, in-depth interviews and focus group discussions as applicable and following ethical standards on SGBV/HP research and data collection². In

² Ethical and safety guidelines include WHO, [Researching Violence Against Women: A Practical Guide for Researchers and Activists](#) and WHO, [Putting Women First: Ethical and Safety Recommendations for Research on Domestic Violence Against Women](#).

addition, there should be quantitative methods and surveys used where appropriate, including analysis of sex disaggregated data and other contextually relevant markers of equity. Submissions by interested organizations must propose specific methodologies deemed most practical, efficient and accurate, preferably based on past experiences in Afghanistan and will also provide a capacity statement showing their previous experience in carrying out this type of work in the same or a similar context.

To inform the study assessment framework and the design of data collection tools, it is expected the company will carry out a desk review of contextual information of relevance to the target areas, including secondary sources, existing data, and other relevant reports, mapping assessments and publications; SGBV, harmful practices, and barriers to service delivery in Afghanistan; and global and regional best practice on preventing and responding to GBV. Final methods being selected must match with the study objectives and questions stated above and any additional questions the consultancy may deem vital.

It is expected that the proposed methodology per outcome will:

1. Identify methodology, sampling, limitation, data collection methods and tools, and proposed data analysis, data validity and reliability
2. Level of stakeholders' participation required

The study will be overseen by a Spotlight Advisory Group composed of representatives from the UN Resident Coordinator Office (RCO), UNFPA, UNDP, UN Women and UNICEF. Clear structures and contact information will be provided once a company is selected. The Advisory Group will provide technical oversight and approval on all documents prepared by the selected organization - inception report and tools, draft and final reports, and presentations - to ensure alignment and relevance to the current political and security context, best practice on GBV research, and a 'Do No Harm' and conflict sensitivity approaches.

The study should be conducted in a participatory manner with the Spotlight Advisory Group and engaging local women's rights organizations and other CSOs working with vulnerable populations in Afghanistan to ensure it is informed by the experiences of women and girls, including those with intersectional identities. The approach must ensure inclusivity with a range of stakeholders including remote rural women and persons with disabilities. Companies are invited to submit with their proposal suggestions on the review and quality assurance process.

GBV Ethics and Risks

Given that this study concerns sensitive and potentially traumatic issues of violence, a 'Do No Harm' approach and ethical and safety processes to carrying out research on violence against women and girls must be adhered to, and ethical approval processes must be developed. The study should be conducted in line with international standards for ethical research on women and girls subject to violence (confidentiality, informed consent, voluntary participation, referrals and other ethical considerations). Considering the potential safety risks, it is not necessary to collect information from women and girls about their own personal experiences of violence as part of this study.

Essential to ensuring women's and girls' safety is that data protection procedures are established and followed to ensure ethical collection and use of data and confidentiality of interviewed people, particularly of women and girls and of survivors of SGBV/HP. All data should be safely collected and managed. It is crucial that interviewers be trained to collect SGBV/HP data in an ethical and safe manner, and to ensure confidentiality and proper data protections.

Interviews and focus group discussions should be conducted in safe and private settings with interviewers and interviewees of the same sex either in person or remotely based on what is feasible in the current context. The Spotlight research advisory team will work together with the organization selected to ensure that the research teams are connected to relevant VAWG service providers in Afghanistan to ensure rapid, safe and effective referral for any individuals requiring support throughout the research process.

Applicants should include information on the following elements in their proposal:

- Relevant ethics review processes at their/relevant institution. Ethical Approval of the Ministry of Public Health (MOPH) IRB approval must be obtained before the field research can be conducted.
- Processes and standards to ensure safe confidential data collection and storage of sensitive information; and
- Any other proposed processes to ensure ethical and safety standards in conducting GBV research are adhered to.

Stakeholders

Concerned stakeholders are to be consulted at various levels and in all stages of the Spotlight programme implementation process to ensure their ownership and accountability towards programme inputs and desired results. During the study process, the consultancy firm should therefore involve the following stakeholders of the proposed programme through human rights-based, gender-sensitive and socially-inclusive approach, including:

- Relevant personnel of UN entities.
- EU and Development partners.
- Current and prospective CSO partners as reflected in the Spotlight Country programme Document at national level (Kabul) and provincial level (Herat, Kandahar, and Paktia) where applicable.
- GBV service and health provider organisations working on SGBV/HP, including the Women Protection Centres (WPC) and Family Resource Centres (FRC) supported by UN Women and UNFPA.
- Target beneficiaries and communities, including women, adolescent girls, school teachers, women associations etc. Women and girls facing multiple and intersecting forms of discrimination are defined as follows: survivors of violence; illiterate women; women's human rights defenders, activists, lawyers; adolescent girls and girls under 15; women and girl living in rural areas; married girls under 18 years of age; women and girls with disabilities; girls with low level of education and not attending school; widows and divorced women
- NGOs and INGOs active in GBV programmes in the target areas.

Documentation

Spotlight Advisory Group composed of representatives from the UN Resident Coordinator Office (RCO), UNFPA, UNDP, UN Women and UNICEF will provide relevant documents to the study team.

¹ Ethical and safety guidelines include WHO, [Researching Violence Against Women: A Practical Guide for Researchers and Activists](#) and WHO, [Putting Women First: Ethical and Safety Recommendations for Research on Domestic Violence Against Women](#).

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

The time frame for the entire consultancy should not exceed 12 weeks:

- **Deliverable 1:** Inception report and corresponding presentation to the SI Advisory Group along with data collection tools
- **Deliverable 2:** First draft baseline study report and presentation, including analysis of findings

- **Deliverable 3:** Report of the validation workshop (Stakeholder validation workshop to present the report and incorporate feedback)
- **Deliverable 4:** Final draft baseline study report, executive summary and presentation

It should also be noted that the draft result for each deliverable should be shared with Spotlight Advisory Group as soon as they become available.

| Deliverables | Items Covered/ Included | Timeframe | Payment Schedule |
|---|--|--|-------------------------|
| Deliverable 1: Inception report and corresponding presentation to the Spotlight Advisory Group along with data collection tools | <ul style="list-style-type: none"> ● Preliminary desk review of GBV law, policies and key programme documents ● Initial meeting with SI Advisory group on study design, agreement on the research questions given limitations of time and existing data ● Review and refine sampling strategy ● Develop study methodology, work plan, context and framework, data collection tools including ethics, safety consideration and protocol for GBV research ● Submission to SI Advisory Group ● Incorporate feedback on research protocol and finalize ● Obtain IRB approval ● Translation and pre-testing of surveys and other tools (as needed) ● Training of research team on interview protocol and techniques, including GBV research ethics, COVID-19 guidelines, and safety and security protocols for Afghanistan | First four weeks (Week 1-4) after signing the contract | The first payment (20%) |
| Deliverable 2: First draft baseline study report and presentation, including analysis of findings | <ul style="list-style-type: none"> ● Conduct and complete in country data collection including consultations and site visits ● Clean, scrutinize and analyze data ● Develop first draft report and presentation | Weeks 5-10 | Second payment (40%) |
| Deliverable 3: Report of the validation workshop | <ul style="list-style-type: none"> ● Validation workshop with stakeholders to present key findings and recommendations, and incorporate feedback ● Preparation of validation workshop report | Week 10 | Third payment (20%) |

| | | | |
|--|---|-------------|---------------------|
| Deliverable 4: Final draft baseline study report, executive summary and presentation | <ul style="list-style-type: none"> • Incorporate comments received from SI technical committee and validation workshop • Revise and finalize report, including executive summary and presentation | Weeks 11-12 | Final payment (20%) |
|--|---|-------------|---------------------|

The due dates for each of the deliverables will be agreed upon following further discussion with the selected consultancy firm. The consultancy firm is expected to submit a detailed work plan and timeline for all deliverables, including providing sufficient time for the Spotlight Advisory group to review and provide feedback on the key deliverables outlined above. All deliverables will be presented in electronic version in English.

The final baseline report should be presented in a plain language style that can be easily understood by those who are not experts in gender and/or violence against women and girls (for example, avoiding or clearly explaining any jargon or technical terms). It should include infographics and graphs as well as anonymized impactful quotes from interviews and document all sources used.

III. GEOGRAPHICAL COVERAGE OF ACTIVITIES

The project activities will be implemented in as described above under each survey component. The exact locations will be ascertained after onboarding the Contractor to carry out an assessment.

UNDP will provide guidance to the Contractor on the areas to be targeted by the project interventions. Under UNDP's guidance the Contractor will conduct assessments to identify target beneficiary groups based on established selection criteria.

IV. ROLES AND RESPONSIBILITIES

Under the overall guidance of the Spotlight Advisory Group, the contracted firm will carry out the study in close coordination with the SI Technical Team. The overall responsibility of the technical committee is to: i) Review and approve the Consultancy TOR; ii) Review and approval of the tools and methodology, including the research protocol and questionnaire prior to data collection; and iii) Review and approval of the final report.

The Spotlight Advisory Group is also responsible for the following:

- Preparation (gathering documents from relevant UN, government and CSO entities);
- Ensuring that the selected consulting firm understands the TOR and ensuring that the consultancy firm understands the UN evaluation norms, standards and ethics, and commits in writing to abide by them;
- In close collaboration with the SI technical team members, setting up appointments and preparing letters of introduction;
- Coordinating and providing timely feedback and input on draft versions of the methodology, tools and report;
- Ensuring payments are made against deliverables;
- Publishing, generating knowledge and dissemination; and
- Following up on the technical feedback for timely submission of incorporation in the final report.

The contractor is responsible for the following:

The selected consultancy firm will have the overall responsibility for organizing and conducting this study. Throughout the study process, it will also be responsible for ensuring the quality of the data collected and the data analyses, as well as ensuring that all data collection activities are in compliance with ethical and safety standards applicable to researching, documenting and evaluating SGBV and HP programmes³ and with the Standards for Evaluation in the system of United Nations Evaluation Group⁴. The consultancy firm will appoint a Team Leader (International) who will take the overall responsibility for the management process and who will be the focal point for coordinating and communicating with the SI Advisory Group. The consultancy firm will also be responsible for logistics management for their field work and data collection activities.

IV. 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 Programme Manager of **Spotlight Initiative in Afghanistan**.

The Contractor must be financially stable and competent in reporting financially.

All the costs for the organization of the events (trainings, 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 which should be part of the financial proposal

V. FIELD COORDINATION

The Service provider is expected to coordinate with the field based staff which will be introduced after the contract is awarded.

VI. COMMUNICATION AND VISIBILITY

The Contractor should regularly produce collateral for project promotion such as monthly reports, newsletters, social media posts, website information, news articles, blog posts etc. on regular basis to ensure visibility with the wider audience about the project activities.

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/associations 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.

VII. DURATION OF SERVICES

a) This study should be completed within 12 weeks from the date of signing the contract. Results from the study shall be shared as soon as they become available.

VIII. PAYMENT

The Project Manager of **Spotlight Initiative in Afghanistan** will approve all payments subject to completion of all required deliverables. The payment will be linked with the deliverables as mentioned in the TOR.

³ If the primary data collection is required and human subject is involved, Ethical Approval of MOPH IRB is required that shall be considered in the ToR, Design Report, and such an approval shall be obtained before execution of the field work.

⁴ http://www.uneval.org/papersandpubs/documentdetail.jsp?doc_id=81

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 | <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 | <input type="checkbox"/> |

FORM A: TECHNICAL PROPOSAL SUBMISSION FORM

| | | | |
|-----------------|------------------------------|-------|-------------|
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | UNDP/AFG/RFP/2022/0000012444 | | |

We, the undersigned, offer to provide the services for Spotlight Initiative in Afghanistan in accordance with your Request for Proposal No. UNDP/AFG/RFP/2022/0000012444 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, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Certificate of Incorporation/ Business Registration ▪ Statement of Satisfactory Performance from the Top Three Clients in terms of Contract Value the past 5 years ▪ List of similar projects implemented previously during the last 7 years. ▪ Detailed description of proposed services and processes in compliance with the Terms of Reference, demonstrating how the proposed methodology meets or exceeds the requirements. (Mandatory) ▪ Completed financial proposal envelop (The financial proposal shall be password protected. In case the financial proposal was found to be part of Technical proposal the entire submission will be rejected). ▪ Proposed Methodology, Approach and Implementation Plan ▪ Financial Audit Reports for the past 3 years (2019, 2020, 2021). ▪ Project Implementation Plan |

- Qualifications of key personnel, including 1 CV for international team lead, 3 CVs for lead researchers, and 5 CVs for research assistants
- Form A: Bid Submission Form **(Mandatory)**
- Form B: Bidder Information Form
- Form C: Joint Venture/Consortium/ Association Information Form *if applicable*
- Form D: Qualification Form
- Form E: Format of Technical Bid (including Implementation plan and Technical compliance sheet)
- Form F: Financial Proposal Form **(Mandatory)** Financial proposal should be password protected and the Password should be provided only when requested by UNDP. Failure in compliance with the mentioned condition shall result in rejection of the offer. In case the financial proposal was found to be part of Technical proposal the entire submission will be rejected).

Proposals submitted without technical or financial proposal will be rejected

FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

| | | | |
|-----------------|------------------------------|-------|-------------|
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | UNDP/AFG/RFP/2022/0000012444 | | |

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

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

| | |
|--|------------|
| 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:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

FORM D: QUALIFICATION FORM

| | | | |
|-----------------|------------------------------|-------|-------------|
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | UNDP/AFG/RFP/2022/0000012444 | | |

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 2019 | USD |
| | Year 2020 | USD |
| | Year 2021 | USD |
| Latest Credit Rating (if any), indicate the source | | |

| Financial information (in US\$ equivalent) | Historic information for the last 3 years | | |
|--|--|------|------|
| | 2019 | 2020 | 2021 |
| | <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:

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

FORM E: FORMAT OF TECHNICAL PROPOSAL

| | | | |
|-----------------|------------------------------|-------|-------------|
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | UNDP/AFG/RFP/2022/0000012444 | | |

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 | <i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> |
| | [Insert] |
| Professional certifications | <i>[Provide details of professional certifications relevant to the scope of services]</i> |
| | Name of institution: [Insert] Date of certification: [Insert] |
| Employment Record/ Experience | <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> |
| | [Insert] |
| References | <i>[Provide names, addresses, phone and email contact information for two (2) references]</i> |
| | 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/2022/0000012444 | | |

We, the undersigned, offer to provide the services for Spotlight Initiative in Afghanistan in accordance with your Request for Proposal No. UNDP/AFG/RFP/2022/0000012444 and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

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

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

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

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

FORM G: FINANCIAL PROPOSAL FORM

| | | | |
|-----------------|------------------------------|-------|-------------|
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | UNDP/AFG/RFP/2022/0000012444 | | |

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: USD

Table 1: Summary of Overall Prices

| Component Activity | Payment Schedule (%) | Proposed Price (USD, Lumpsum, all inclusive) |
|---|----------------------|--|
| Deliverable 1: Inception report and corresponding presentation to the Spotlight Advisory Group along with data collection tools <ul style="list-style-type: none"> • Preliminary desk review of GBV law, policies and key programme documents • Initial meeting with SI Advisory group on study design, agreement on the research questions given limitations of time and existing data • Review and refine sampling strategy • Develop study methodology, work plan, context and framework, data collection tools including ethics, safety consideration and protocol for GBV research • Submission to SI Advisory Group • Incorporate feedback on research protocol and finalize • Obtain IRB approval • Translation and pre-testing of surveys and other tools (as needed) • Training of research team on interview protocol and techniques, including GBV research ethics, COVID-19 guidelines, and safety and security protocols for Afghanistan | 20% | |
| Deliverable 2: First draft baseline study report and presentation, including analysis of findings <ul style="list-style-type: none"> • Conduct and complete in country data collection including consultations and site visits • Clean, scrutinize and analyze data • Develop first draft report and presentation | 40% | |
| Deliverable 3: Report of the validation workshop <ul style="list-style-type: none"> • Validation workshop with SI stakeholders including UN Agencies, Donors, Civil Society Organization etc. to present key findings and recommendations, and incorporate feedback • Preparation of validation workshop report | 20% | |

| | | |
|---|-----|------|
| Deliverable 4: Final draft baseline study report, executive summary and presentation | | |
| <ul style="list-style-type: none"> ● Incorporate comments received from SI technical committee and validation of workshop. ● Revise and finalize report, including executive summary and presentation | 20% | |
| Total Amount of Financial Proposal (USD) | | 0.00 |

Table 2: Breakdown of Professional Fees to Project Personnel

| Key Project Personnel Cost (3 months / 12 weeks) | | | | | |
|---|-----------------|-------------------------------|---------------------------|-----------------------------|--------------------|
| Position (indicate % distribution of each position by each component below) | Unit of Measure | Period of engagement (months) | Proposed No. of Personnel | Proposed Monthly Rate (USD) | Total Amount (USD) |
| International Team Leader (1 x 3 months) | Monthly | 3 | | | 0.00 |
| Lead Researcher (3 months) | Monthly | 3 | | | 0.00 |
| Research Assistant (5 months) | Monthly | 3 | | | 0.00 |
| Personnel 1, 2, 3 | Monthly | | | | 0.00 |
| <i>S/Total for Key Project Personnel Cost (3 months / 12 weeks)</i> | | | | | 0.00 |

Table 3: Breakdown of Five Component Activities

| 1. Cost Breakdown of Five components | | | | |
|--|-----------------|-------------------|-----------------|--------------------|
| Activity | Unit of Measure | Proposed Quantity | Unit Rate (USD) | Total Amount (USD) |
| Operations Cost | | | | |
| Office space rental | | | | 0 |
| Communication | | | | 0 |
| IT equipment, consumables | | | | 0 |
| Printing/scanning | | | | 0 |
| Office utilities | | | | 0 |
| <i>S/Total for Operations cost</i> | | | | 0 |
| Transport and Travel Cost for Field Work | | | | |
| Travel and transportation | | | | 0 |
| Security measures | | | | 0 |
| <i>S/Total for Transport and Travel Cost for Field Work</i> | | | | 0 |
| <i>Focus group discussions, KIs trainings to enumerators etc</i> | | | | |

| | | | | |
|---|--|--|--|--------------|
| Venue rental cost | | | | 0 |
| Meal and refreshments (One Lunch two Tea) etc | | | | 0 |
| Event management services and IT equipment (e.g. video conferencing equipment, laptops, speakers, etc.) | | | | 0 |
| Security measures | | | | 0 |
| Management Cost (Maximum 7% of the total cost) | | | | 0 |
| <i>S/Total for focus group discussions, Klls trainings to enumerators etc</i> | | | | 0 |
| Total Proposed Cost for all components | | | | #REF! |

FORM H: FORM OF PROPOSAL SECURITY (NOT REQUIRED)

**Proposal Security must be issued using the official letterhead of the Issuing Bank.
Except for indicated fields, no changes may be made on this template.**

To: UNDP

[Insert contact information as provided in Data Sheet]

WHEREAS [Name and address of Bidder] (hereinafter called "the Bidder") has submitted a Proposal to UNDP dated [Click here to enter a date.](#) to execute Services [Insert Title of Services] (hereinafter called "the Proposal"):

AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security in the event that the Bidder:

- a) Fails to sign the Contract after UNDP has awarded it;
- b) Withdraws its Proposal after the date of the opening of the Proposals;
- c) Fails to comply with UNDP's variation of requirement, as per RFP instructions; or
- d) Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Bidder such this Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, up to a total of *[amount of guarantee] [in words and numbers]*, such sum being payable in the types and proportions of currencies in which the Price Proposal is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid]* without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid up to 30 days after the final date of validity of bids.

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Signature: _____

Name: _____

Title: _____

Date: _____

Name of Bank _____

Address _____

[Stamp with official stamp of the Bank]