
**Terms of Reference for
Provision of Professional Services for Grant Disbursement to Women's Rights and Women-led
Organizations in Afghanistan**

I. Background

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. UN Women has been working in Afghanistan since 2002 (as UNIFEM until 2010). In 2022, Afghanistan has emerged as one of the world's most complex emergencies. The crisis dynamics in the country are multi-layered, and Afghanistan's people are facing the devastating effects of successive decades of conflict, increasing poverty, economic decline, and natural disasters.

Afghan women and girls thereby face unique vulnerabilities as gender inequality is interwoven with conflict dynamics and humanitarian needs. While the involvement of women's civil society organizations is therefore more than ever needed to support women and girls in Afghanistan, their ability to fully operate has been severely impacted by the crisis and the country's political and socio-economic context. To respond to the urgent need of support for women's civil society in Afghanistan, UN Women is launching a project to rebuild organizational resilience of women's civil society organizations. Amongst other features, the project offers core grants and demand-driven grants to Women's Rights Organizations (WROs) and Women Led Organizations (WLOs), that aim to strengthen these organization's institutional and adaptive capacity within the context of a humanitarian crisis.

The goal of the project is to contribute to the strengthening and rebuilding of Afghan women civil society organizations (CSOs) to advance their work in Afghanistan.

As part of this project, UN Women is seeking to hire a service provider to distribute core grants to eligible women's CSOs in Afghanistan. UN Women will prioritize women's led and women's rights organizations working to advance gender equality and women's empowerment within any of the three outcome areas of the United Nations Transitional Engagement framework: 1) saving lives through direct humanitarian assistance; 2) sustaining essential services through activities that reduce dependence on humanitarian aid, including by preserving women's livelihoods and mitigating protection risks; and 3) preserving communities through activities that strengthen women led community based peacebuilding and social cohesion, promote rule of law and enhance women's access to justice.

II. Scope of Work

Under the supervision of the Programme Manager of the Women, Peace and Security Unit, UN Women Afghanistan, the service provider will ensure the payment of core grants to recipient women's CSOs as per a list of recipient organizations provided by UN Women, and collect and manage proof of payments through appropriate financial verification systems. The grant amount to be disbursed may vary between USD 5,000 and USD 30,000 per organization.

The service provider will be expected:

- To provide payment services on a rolling basis to designated women led and women's rights

organizations across 34 provinces in Afghanistan, based on lists of recipient organizations provided by UN Women. Payments must be made latest within 2 weeks after being informed by the UN Women Team about the recipient organizations (information on recipient organizations will be provided on a rolling basis);

- To establish or bring in its own remittance system and provide a diversity of funding options;
- To ensure that the recipient women-led and women's rights organizations will sign relevant payment receipts, including documentation of amounts received, date and location of transactions, as acknowledgement that organizations have received the payment.
- To submit to UN Women the list of organizations that grants are disbursed to, with supporting documents, within 1 week after scheduled payout period ended.

III. Expected deliverables and targeted dates

The service provider is expected to provide the following deliverables in consultation with UN Women and will be reimbursed upon submitting the below deliverables. The amounts for the reimbursement cannot yet be determined because it will depend on the grant size:

Main Activities	Deliverables	Targeted Date
Grant payments to first batch of CSOs	Grant disbursement report with signed relevant receipts, including amount received, date and location of transaction	15 July 2022 (first batch of payments completed);
Grant payments on rolling basis to subsequent batches of CSOs	Subsequent payments to be done on a rolling basis within latest 2 weeks of receipt of lists with information on additional recipient organizations	15 July 2022 – 15 October 2022 (rolling basis)

IV. Contract duration

Contract duration with the service provider is expected to be 3 months (15 July 2022 to 15 October 2022).

V. Required qualifications

Qualifications of organization:

- Legally constituted organization with a valid registration (provide a copy of proof such as business registration, etc.)
- Minimum 5 years of experience working in financial services, cash service providers, micro-financial services, accounting service etc.
- Working with other UN agencies is an asset.
- The organization must have competent personnel and team members.
- The organization must have physical office or locate staff to work in Afghanistan

Qualifications of key personnel: The team composition is expected to include at least an overall team leader and team members.

The overall Team Leader should have:

- Bachelor's degree in the field of financial services, cash service providers, micro-financial services, accounting service or; completion of secondary education with specialized trainings in the field of financial services
- A minimum of 3 years working in financial services, cash service providers, micro-financial services, accounting service etc.
- Experience working with women's rights and women-led organizations is an asset
- Fluent in English and Dari.

The Team Members should have:

- Completion of secondary education is required
- Specialized trainings in the field of financial services, cash service providers, micro-financial services, accounting service
- Demonstrated knowledge of the international obligations on money laundering, sanctions and counterterrorism
- A minimum of 1 years of working in financial services, cash service providers, micro-financial services, accounting service etc.
- Fluent in English and Dari.

VI. Roles and Responsibilities of the Parties

UN Women shall be responsible for following:

- Inform the service provider of list of organizations and grant amount to be disbursed
- Monitor and oversee – both through sub-offices and through a third party monitor – the process and outcomes of the disbursement and provide immediate intervention should issues arise

The service provider will be responsible for the following costs:

- Service provider will provide payment services to UN Women selected organizations
- Service fee must be quoted in percentage based on the amount of grants disbursed. The grant amounts expected are between USD 5,000 to 30,000, and the service provider is expected to disburse anywhere between 8 to 50 grants.
- Indirect costs such as printing, stationeries, communications in relation to the scope of work of services must be included the service fee.
- Logistic arrangement for their staff to be at the disbursement location
- All costs related to quality assurance of reports for UN Women

VII. Submission of Application

Submission package includes:

- Company profile (to be consolidated in one pdf) detailing relevant company registration documents, profile of the Director or Board with technical proposal
- Company and TAX registration
- Updated CVs for each team member, including the team leader
- Names of 3 former clients for reference checks
- License to provide the services required as a Vendor in Afghanistan

- Experience of providing similar services in Afghanistan (with provincial and district breakdown).
- Turnaround time for funds transfer services.
- Policy /guidance about organization safety and security policies, including risk management and mitigation practices.
- Policy and operational framework that ensures compliance with international financial obligations including sanctions, counter terrorism and anti-money laundering.
- Financial proposal quoted in USD preferably in percentage of the transferred fund, including indirect costs and tax obligations.

All applications must be submitted online via this link:

<https://ungm.in-tend.co.uk/unwomen.aspx/ProjectManage/6420>

EVALUATION METHODOLOGY AND CRITERIA

1. Preliminary Evaluation

The preliminary evaluation is done to determine whether the offers meet the administrative requirements and Eligibility Criteria of the RFP. The standard eligibility criteria for suppliers wishing to engage in a contract are laid out below. Further information on doing business with UN Women/ how to become UN Women vendor can be found on.

Legal Capacity: Bidders may be a private, public or government-owned legal entity or any association with legal capacity to enter into a binding Contract with the United Nations Entity for Gender Equality and the Empowerment of Women (UN Women).

Conflict of Interest: Bidders must disclose any actual or potential conflict of interest and they shall be deemed ineligible for this procurement process unless such conflict of interest is resolved in a manner acceptable to UN Women. Conflict of interest is present when:

- A Bidder has a close business or family relationship with a UN Women personnel who: (i) are directly or indirectly involved in the preparation of the bidding documents or specifications of the contract, and/or the bid evaluation process of such contract; or (ii) would be involved in the implementation or supervision of such contract;
- A Bidder is associated, or has been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UN Women to provide consulting services for the preparation of the design, specifications, Terms of Reference, and other documents to be used for the procurement of the goods, services or works required in the present procurement process;
- A Bidder has an interest in other bidders, including when they have common ownership and/or management. Bidders shall not submit more than one bid, except for alternative offers, if permitted. This will result in the disqualification of all bids in which the Bidder is involved. This includes situations where a firm is the Bidder in one bid and a sub-contractor on another; however, this does not limit the inclusion of a firm as a sub-contractor in more than one bid.

Failure to disclose any actual or potential conflict of interest may lead to the Bidder being sanctioned further by UN Women.

Ineligibility Lists: A Bidder shall not be eligible to submit an offer if and when at the time of proposal submission, the Bidder:

- is included in the Ineligibility List, hosted by [UNGM](#), that aggregates information disclosed by Agencies, Funds or Programs of the UN System;
- is included in the [Consolidated United Nations Security Council Sanctions List](#), including the [UN Security Council Resolution 1267/1989 list](#);
- is included in any other Ineligibility List from a UN Women partner and if so listed in the RFP Instructions;
- is currently suspended from doing business with UN Women and removed from its vendor database(s).

Code of Conduct: All Bidders are expected to embrace the principles of the [United Nations Supplier Code of Conduct](#), reflecting the core values of the Charter of the United Nations. UN Women also expects all its suppliers to adhere to the principles of the [United Nations Global Compact](#) and recommends signing up to the [Women's Empowerment Principles](#).

2. Cumulative Analysis Methodology:

A proposal selected on the basis of *cumulative analysis* where total score is obtained upon a combination of the weighted technical and financial attributes.

A two-stage procedure will be utilized in evaluating of the proposals; the technical proposal will be evaluated with a minimum pass requirement of [70%] of the obtainable [700] points assigned for technical proposal. A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of [70%] of the obtainable score of [700] points prior to any price proposal being opened and compared. The financial proposal will be opened only for those entities whose technical proposal achieved the minimum technical threshold of [70%] of the obtainable score of [700] points and are determined to be compliant. Non-compliant proposals will not be eligible for further consideration.

The total number of points which a firm/institution may obtain for its proposal is as follows:

Technical proposal: [700 points]

Financial proposal: [300 points]

Total number of points: [1000 points]

Evaluation of financial proposal:

In this methodology, the maximum number of points assigned to the financial proposal is allocated to the lowest price proposal. All other price proposals receive points in inverse proportion.

A formula is as follows:

$$p = y (\mu/z)$$

Where:

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest priced proposal

z = price of the proposal being evaluated

The contract shall be awarded to the proposal obtaining the overall highest score after adding the score of the technical proposal and the financial proposal.

Evaluation of technical proposal:

An Evaluation Committee will be constituted by the MNRE UN Women to evaluate the proposals. The technical proposal is evaluated and examined to determine its responsiveness and compliancy with the requirements specified in this solicitation documents. The quality of each technical proposal will be evaluated in accordance with the following technical evaluation criteria and the associated weighting (total possible value of [700] points):

1.0 Expertise and Capability of Proposer		Points obtainable
Expertise of organization submitting proposal		
1.1	Organizational Architecture	10
1.2	Adverse judgments or awards: <ul style="list-style-type: none"> The proposer is in sound financial condition based on the financial documentation and information furnished in their proposal which should not show any financial concerns, such as negative net worth, bankruptcy proceedings, insolvency, receivership, major litigation, liens, judgments or bad credit or payment history. The proposer has 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. 	10
1.3	General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of management support)	10
1.4	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect delivery, but properly done it offers a chance to access specialized skills.)	10
1.5	Quality assurance procedures, warranty	20
1.6	Demonstrated relevant knowledge and experience: <ul style="list-style-type: none"> Legally constituted organization with a valid registration (provide a copy of proof such as business registration, etc.) Minimum 5 years of experience working in financial services, cash service providers, micro-financial services, accounting service etc. Working with other UN agencies is an asset. The organization must have competent personnel and team members. The organization must have physical office or locate staff to work in Afghanistan 	100
		160
2.0 Proposed Work Plan and Approach		Points obtainable
Proposed methodology		
2.1	Analysis Approach, Methodology – including Proposer’s understanding of UN Women’s work, adherence to procurement principles and TOR.	320
2.2	Management Services – Timeline and deliverables.	80
2.3	Environmental Considerations : Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Bidder’s practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g. use of non-toxic substances,	10

	recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures.	
		410
3.0 Resource Plan, Key Personnel		Points obtainable
Qualification and competencies of proposed personnel		
3.1	<p>Composition of the team proposed to provide, and the work tasks (including supervisory)</p> <p>Curriculum vitae of the proposed team that will be involved either full or part time</p> <p>The overall Team Leader should have:</p> <ul style="list-style-type: none"> • Bachelor's degree in the field of financial services, cash service providers, micro-financial services, accounting service or; completion of secondary education with specialized trainings in the field of financial services • A minimum of 3 years working in financial services, cash service providers, micro-financial services, accounting service etc. • Experience working with women's rights and women-led organizations is an asset • Fluent in English and Dari. 	90
	<p>The Team Members should have:</p> <ul style="list-style-type: none"> • Completion of secondary education is required • Specialized trainings in the field of financial services, cash service providers, micro-financial services, accounting service • A minimum of 1 years of working in financial services, cash service providers, micro-financial services, accounting service etc. • Fluent in English and Dari. 	40
		130
	70% of 700 points = 490 points needed to pass technical evaluation	700