



REQUEST FOR PROPOSAL (RFP)
REFERENCE: RFP-002-22
(Services)

United Nations Development Programme (UNDP)	DATE: August 10, 2022
	REFERENCE: RFP-002-22 -Technical-design-handbook of a community-based, decentralized solar energy systems (mini-grids), including maintenance & operations guidelines and financial model

Dear Sir / Madam:

The United Nations Development Programme (UNDP) Afghanistan Country Office hereby invites you to submit a Proposal **Technical-design-handbook of a community-based, decentralized solar energy systems (mini-grids), including maintenance & operations guidelines and financial model** to this Request for Proposal (RFP) for the mentioned -referenced subject.

This RFP includes the following documents:

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

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

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

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

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions indicated herein. The mere act of submission of a Proposal implies that the

Service Provider accepts without question the General Terms and Conditions of UNDP in this link:
<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

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

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

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

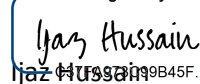
UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of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

Your offer, comprising of documents stated in this RFP, should be submitted to UNDP Afghanistan in accordance with the Annex 1 (Description of Requirements) through the “**UNDP ATLAS E-tendering system**” (<https://etendering.partneragencies.org>)

Kindly go through this invitation letter and other documents attached here to this RFP. Should you have any questions or require any clarification, please feel free to email your questions/clarifications to the procurement officer at procurement.af@undp.org. The subject of the email should be **REFERENCE: RFP-002-22 -Technical-design-handbook of a community-based, decentralized solar energy systems (mini-grids), including maintenance & operations guidelines and financial model**
UNDP looks forward to receiving your proposal and thanks you in advance for your interest in UNDP procurement opportunities.

Sincerely yours,

DocuSigned by:


Ijaz Hussain

Head of Procurement Unit, OIC

August 10, 2022

Annex 1- Description of Requirements

Context of the Requirement	Please refer to Terms of Reference Annex-2
Implementing Partner of UNDP	Technical-design-handbook of a community-based, decentralized solar energy systems (mini-grids), including maintenance & operations guidelines and financial model
Brief Description of the Required Services	Technical-design-handbook of a community-based, decentralized solar energy systems (mini-grids), including maintenance & operations guidelines and financial model
List and Description of Expected Outputs to be Delivered	Please refer to Terms of Reference Annex-2
Person to Supervise the Work/Performance of the Service Provider	Please refer to Terms of Reference Annex-2
Frequency of Reporting	Please refer to Terms of Reference Annex-2
Progress Reporting Requirements	Please refer to Terms of Reference Annex-2
Location of work	Please refer to Terms of Reference Annex-2
Expected duration of work	12 weeks after signing of the contract by both parties
Target start date	15 Sep 2022
Latest completion date	12 weeks after signing of the contract by both parties
Travels Expected	Please refer to Terms of Reference Annex-2
Special Security Requirements	NA
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	Please refer to Terms of Reference Annex-2
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be Exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	Please refer to Terms of Reference Annex-2
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Project Manager

Type of Contract to be Signed	<input checked="" type="checkbox"/> PO/Contract shall be issued
Criteria for Contract Award	<input checked="" type="checkbox"/> Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively The minimum technical score required to pass is 70%. <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	Technical Proposal (1000) <input checked="" type="checkbox"/> Bidder's qualification, capacity and experience (Bidder shall refer to Annex 2 for details)300 <input checked="" type="checkbox"/> Proposed Methodology, Approach and Implementation Plan - 400 (Bidder shall refer to Annex 2 for details) <input checked="" type="checkbox"/> Management Structure and Key Personnel - 300 (Bidder shall refer to Annex 2 for details.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP	<input checked="" type="checkbox"/> Letter of Invitation <input checked="" type="checkbox"/> Annex 1 - Description of Requirements <input checked="" type="checkbox"/> Annex 2 - Terms of Reference <input checked="" type="checkbox"/> Annex 3 - Forms for Submitting Service Provider's Technical Proposal <input checked="" type="checkbox"/> Annex 3B -Financial Proposal Template (to be submitted separately by bidder) <input checked="" type="checkbox"/> Annex 4 - Proposal Submission Form <input checked="" type="checkbox"/> E-tendering Instructions Manual for Bidders <input checked="" type="checkbox"/> FAQ for Bidders
Contact Person for Inquiries (Written inquiries only)	Focal Person in UNDP: E-mail: procurement.af@undp.org Note: This email address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was officially received. Note: The Subject Line of email should be REFERENCE: RFP-002-22 -Technical-design-handbook of a community-based, decentralized solar energy systems (mini-grids), including maintenance & operations guidelines and financial model The clarifications should be asked at least 2 days earlier to the below email address. Email: procurement.af@undp.org

<p>Required Documents that must be Submitted to Establish Qualification and eligibility of Proposers (In “Certified True Copy” form only)</p>	<p> <input checked="" type="checkbox"/> Technical and Financial Proposal (Work Methodology, implementation plan, proposed team structure) according to TOR (Annex 2) <input checked="" type="checkbox"/> Signed form for Submitting Service Provider’s Proposal (Annex 3) <input checked="" type="checkbox"/> Financial Proposal should be password protected (Annex 3B) <input checked="" type="checkbox"/> Signed Proposal Submission Form (Annex 4) <input checked="" type="checkbox"/> company profile <input checked="" type="checkbox"/> Certificate of valid Registration of the business <input checked="" type="checkbox"/> Audit report for the last five years (2017,2018,2019,2020,2021) <input checked="" type="checkbox"/> Successfully executed and completed similar project for development of solar energy handbooks, mini-grids designs, development of hand book for renewable energy technologies) during the last five years. (Bidder must submit copies of the contracts, completion certificates and statement of satisfactory performance certificates with client details. <input checked="" type="checkbox"/> Team-structure for the assignment including their name and position in the team. - For details please refer to Annex – 2 TOR. </p> <ol style="list-style-type: none"> 1. Team Leader / Project Manager 2. Electrical Mini-grid Expert 3. Environmental and Social Safeguard Expert 4. Mini-grid Financial Expert
<p>Allowable Manner of Submitting Proposals</p>	<p> <input checked="" type="checkbox"/> Online bidding in E-Tendering module. Date and Time: As specified in the system (note that the time zone indicated in the system in New York Time zone). 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. 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. Note: for registration please refer to E-tendering instruction manual and FAQ. </p>
<p>Conditions and Procedures for electronic submission and opening, if allowed</p>	<p> Online Bidding E-tendering Module. <input checked="" type="checkbox"/> Official Address for e-submission: [https://etendering.partneragencies.org] <input checked="" type="checkbox"/> Free from virus and corrupted files <input checked="" type="checkbox"/> Format: PDF, Excel, Word <input checked="" type="checkbox"/> Virus Scanning Software to be Used prior to transmission: Symantec/Norton/ESET NOD 32/ AVG/ Avira/ Bitdefender/ Kaspersky/ F-secure/ G Data/ Bull Guard/Avast </p>

	<p><input checked="" type="checkbox"/> The Technical Proposal should be submitted separately from the Financial Proposal and must not contain any pricing information whatsoever on the services offered.</p> <p>The bids submitted by email/post mail/hand shall not be accepted. While entering financial proposal in the e-tendering system, always mention your price as USD 1. Please do not mention the value of your financial proposal in e-tendering system. It should only be mentioned in the password protected file/attachment of financial submission form (form F and G). The proposal of those organizations who would reveal their financial proposal value in the e-tendering system will be considered as disqualified.</p>
Joint Venture, Consortium or Association	<ol style="list-style-type: none"> a. If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture. b. After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP. c. The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal. d. The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP. e. A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between: <ol 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. f. Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials. g. The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint

	Venture.
Pre-Proposal meeting	h. Not Applicable
Joint venture	Joint ventures are allowed under this assignment. (For JV/Consortium/Association, all Parties cumulatively should meet requirement).

Annex 2

Terms of Reference (TOR)

Technical-design-handbook of a community-based, decentralized solar energy systems (mini-grids), including maintenance & operations guidelines and financial model

1. Project description

Afghanistan is at a crossroads with development gains at risk in the current political context and experiencing fragility on multiple fronts - concerning poverty, a rapid deterioration of the economy, climate disruption, and public health challenges (including in relation to the COVID-19 pandemic). 550,780 people were reported to have fled their homes due to the conflict as of 9 August 2021.

Even as humanitarian needs mount, it is imperative to unpack the humanitarian – development – peace nexus and address the drivers of displacement. To enable people and communities to withstand these shocks, immediate support for socio-economic recovery and community resilience is paramount, undertaken side by side with the humanitarian response and ongoing peace efforts, taking into account the needs of the displaced, refugees, poor and vulnerable women, and youth, to help people and communities pursue livelihoods, have basic services and be more resilient.

In view of the evolving situation, UNDP has re-adjusted its programme to create opportunities for people to stay safe and well in their communities and live with dignity and hope, and to help stem the flow of internally displaced people (IDP) and refugees. The current response to the emerging needs recognizes the overwhelming gaps at the provincial levels as people, especially women who represent almost half of the total Afghan population, are being exposed to hunger and insecurity, which is further compounded by the impacts of climate change (such as droughts and water stress) and the COVID-19 pandemic. Our priority focus at this time is on basic income, micro-enterprises, and livelihoods, and addressing extreme poverty, energy, and food vulnerability.

2. Objective of Services

The Area Based Approach to Development Emergency Initiatives (ABADEI) program is a local socio-economic development program driven by enhanced community peace and resilience. The ABADEI Strategy has been designed as a response to the ongoing crisis in Afghanistan and one of its interventions is to address the issues of energy access to the people in the country. Majority of population in rural areas are deprived of clean energy access and therefore decentralized energy systems is an acceptable and feasible option to maximize the number of people with clean energy access. UNDP has implemented a solar-hydro hybrid mini-grid in Nangahar that provides electricity to about 18,000 people and businesses. Sustainable operation of the mini-grid is a key issue in the current political set-up and therefore UNDP aims to provide technical training to end-users and community members in the use, maintenance and operations of decentralized solar energy systems (mini-grids).

UNDP, through the ABADEI program has made funds available for the preparation of a handbook of solar mini-grid. Selected service provider must develop a detailed step-by-step handbook for the solar mini-grid design including the operation, maintenance and financial model of a mini-grid implementation in Afghanistan.

3. Scope of Services

UNDP Afghanistan intends to recruit a qualified service provider firm (the 'Contractor') to provide the following services.

Production of a detailed, step-by-step handbook including design, implementation, operational, maintenance and financial model for the development of solar mini-grids in Afghanistan. The handbook shall build on concrete evidence and best practices that emerges during the implementation of mini-grids in the region. It shall also reflect industry guidelines published by recognized institutions, such as the International Finance Corporation (IFC)'s Scaling Solar program and the World Bank's Public-Private Infrastructure Advisory Facility (PPIAF) but shall be tailored to Afghanistan's specificities. The handbook shall include fully-developed templates of legal, regulatory and financing agreements for speedy and cost-efficient replication and negotiation.

4. Approach and Methodology

Based on the Scope of Work outlined above, Offerors must propose a Technical Approach of how they will achieve these results in furtherance of the activity Objectives described above. A Technical Approach shall describe the proposed strategic approach to achieve the Objectives, and Deliverables of the Activity, along with the Management Approach and Past Performance related to this work.

The Technical Approach and Methodolog

5. Deliverables and Schedules/Expected Outputs

This assignment will include one deliverable as specified in the table below:

Technical-design-handbook of a community-based, decentralized solar energy systems (mini-grids), including maintenance & operations guidelines and financial model			
Sr.#	Deliverables	% Payment	Timeline
2	Acceptance of Mini-grid design handbook with necessary details and annexes.	70%	Within 10 weeks from the date of contract Commencement
3	Acceptance of final assignment report including lessons learned, evaluation data	30%	Within 12 weeks from the date of contract Commencement
Total		100%	12 Weeks

6. Geographical coverage of activities:

The design hand book shall be applicable for Afghanistan.

7. The SP's responsibility:

UNDP will:

- Provide support to the Service Provider in implementing the project
- Give regular inputs over the course of different stages of the assignment (s)
- Attend events either through its staff or its third-party monitoring firm
- Supervise and monitor the Service Provider activities at field level
- Evaluate the performance based on a set of deliverables and timeline indicated in the TOR
- Conduct project evaluation to measure the outcomes and impact of the project

Service Provider will:

The Services Provider shall be responsible for all logistical, administrative and maintenance support necessary for its personnel to perform the above-mentioned activities for the whole duration of the contract with no responsibility on the part of UNDP.

This shall include the following:

- The duty of care of all its personnel in Afghanistan, including the welfare of its staff, payment of salaries, medical insurance, medical and casualty evacuation in the event of a security breakdown.
- Arrangements for logistics across all aspects of the assignment, including in-country transportation for its operations, accommodation, and any visa requirements.
- Security for all its personnel and assets. Neither the UNDP nor its national partners shall provide security facilities or be liable for any individual and material damage.

Ensure adequate communication with UNDP

8. Institutional Arrangements

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

The service provider(s) will be responsible for arranging all necessary transportation and logistical arrangements, obtaining all needed permissions.

9. Communication and visibility

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.

10. Duration of services

a) The estimated duration of services is maximum 12 weeks.

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

11. Duty Station

Home Based

12. Qualifications of the Successful Contractor

- a) The organization must have at least five (5) years of general experience. This will be counted from the establishment of company as shown in the company's registration certificate. audited financial statement with annual average turnover of at least USD60,000/- during last five years (2017,2018,2019,2020 and 2021)
- b) Minimum two (02) similar contracts in the last five (05) years for assignment of similar nature with value of at least one contract should be equal to or above USD 30,000. (Assignment of similar nature: development of solar energy handbooks, mini-grids designs, development of hand book for renewable energy technologies). Bidder must submit a copy of the contracts and statement of satisfactory completion of works from Clients in the past.

13. Key Personnel:

Team-structure for the assignment including their name and position in the team. Bidders are requested to provide separate CVs of all team members. Refer to Section 3: Management Structure and Key Personnel for the detail requirements of the key personnel qualifications and experiences.

Key personnel	Minimum Educational qualification and experience
Team Leader / Project Manager	<p>Education and Qualification:</p> <ul style="list-style-type: none"> Master's or bachelor's degree in renewable energy engineering/ electrical engineering/environmental engineering/economics and or any other related field. <p>Years of experience:</p> <ul style="list-style-type: none"> At least 8 years of experience in managing training projects <p>Languages:</p> <ul style="list-style-type: none"> Fluency in English is required
Electrical Mini-grid Expert	<p>Education and Qualification:</p> <ul style="list-style-type: none"> Master's or bachelor's degree in electrical engineering/renewable energy engineering and or in any of the related fields. <p>Years of experience:</p> <ul style="list-style-type: none"> At least 8 years of experience in solar technology or renewable energy technology design <p>Languages:</p> <ul style="list-style-type: none"> Fluency in English is required
Environmental and Social Safeguard Expert	<p>Education and Qualification:</p> <ul style="list-style-type: none"> Master's or bachelor's degree in environmental science/environmental engineering/development economics, or any other relevant social science discipline. <p>Years of experience:</p>

	<ul style="list-style-type: none"> • With Bachelor's degree 8 years of related experience and with master's degree 5 years <p>Languages:</p> <ul style="list-style-type: none"> • Fluency in English is required
Mini-grid Financial Expert	<p>Education and Qualification:</p> <ul style="list-style-type: none"> • Master's or bachelor's degree in finance/ economics or any other relevant finance/procurement discipline. <p>Years of experience:</p> <ul style="list-style-type: none"> • With Bachelor's degree 8 years of related experience and with master's degree 5 years <p>Languages:</p> <ul style="list-style-type: none"> • Fluency in English is required

Annex 3 FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL[insert: *Location*].[insert: *Date*]To: [insert: *Name and Address of UNDP focal point*]

Dear Sir/Madam:

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

Preliminary requirement

- A. ☒ Technical and Financial Proposal (Work Methodology, implementation plan, proposed team structure) according to TOR (Annex 2)
- B. ☒ Signed form for Submitting Service Provider's Proposal (Annex 3)
- C. ☒ Financial Proposal should be password protected (Annex 3B)
- D. ☒ Signed Proposal Submission Form (Annex 4)
- E. ☒ company profile
- F. ☒ Certificate of valid Registration of the business
- G. ☒ Audit report for the last five years (2017,2018,2019,2020,2021) to show turnover of USD 60,000
- H. ☒ Minimum two (02) similar contracts in the last five (05) years for assignment of similar nature with value of at least one contract should be equal to or more than USD 30,000. (Assignment of similar nature: development of solar energy handbooks, mini-grids designs, development of handbook for renewable energy technologies). Bidder must submit a copy of the contracts and statement of satisfactory completion of works from Clients in the past.
- I. ☒ Team-structure for the assignment including their name and position in the team. - For details please refer to Annex – 2 TOR.
- J. ☒ Bidders are requested to provide separate CVs of all team members.
- K. ☒ Management Structure and Key Personnel for the detail requirements of the key personnel qualifications and experiences.

Section 1. Bidder's qualification, capacity, and experience		Points obtainable
1.1	<p>General Organizational Capability</p> <p>The organization must have at least seven (7) years of general experience with at least five (5) years of specific experience in preparing hand books of renewable energy technologies design and implementation. (30 points)</p>	100

	1. Minimum two (02) similar contracts in the last five (05) years for assignment of similar nature with value of at least one contract should be equal to or more than USD 30,000. (Assignment of similar nature: development of solar energy handbooks, mini-grids designs, development of handbook for renewable energy technologies). Bidder must submit a copy of the contracts and statement of satisfactory completion of works from Clients in the past. (70 points)	
1.2	<p>Financial Stability:</p> <p>Bidders must submit Audit report for the last five years (2017,2018,2019,2020,2021)</p> <ul style="list-style-type: none"> - Quick Ratio should be 1 or more than 01. - Companies' turnover is equal or above 60,000 <p>0- Does not meet the requirement</p>	100
1.4	<p>Quality assurance procedures</p> <p>100 - Requirements submitted and supported by good evidence of ability to support and exceed contract requirements</p> <p>60 - Requirements submitted and supported by marginally acceptable or weak evidence of ability to support and exceed contract requirements (Clarification may be required)</p> <p>35 - Requirements submitted but not supported by evidence to demonstrate ability to comply with contract requirements</p> <p>0 - Information has not been submitted or is unacceptable</p>	100
Total		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.</p> <p>A) Design parameter relevant to Afghanistan (25 Marks),</p> <p>B) Identification/selection/targeting strategy (25 Marks),</p> <p>C) Assessment and load calculation methodology (25 Marks)</p> <p>E) Operation and Maintenance model (25 Marks)</p> <p>F) Sustainable financial model (25 Marks)</p>	125
2.2	<p>Does the proposal present clarity and understanding of the concept hand book design (115 points)</p> <p>Is the proposal concise in describing the approach corresponding to the TOR (88points)</p>	125
2.3	<p>Work plan: Clarity of presentation & sequencing of activity are logical, timely and technically realistic. Does it promise efficient implementation of the proposed tasks and demonstrates flexibility to adapt to the local context</p>	75

2/4	Project Monitoring: Has the bidder indicated a monitoring plan to effectively monitor the project activities and also reflected the resources / services to carry out monitoring e.g.: Proposed work plan	75
Total Section 2		400

Section 3. Management Structure and Key Personnel			Points obtainable
	Qualifications of key personnel proposed		
3.1	Team Leader / Project Manager – 1 Master's or bachelor's degree in renewable energy engineering/ electrical engineering/environmental engineering/economics and or any other related field. With Bachelor's degree 8 years of related experience and with master's degree 5 years.		100
	Experience: At least 7 years of experience in managing training projects	50	
	50- =>7 years of relevant experience 35=>Five years		
	- Education (at least Master's degree in renewable energy engineering/ electrical engineering/environmental engineering/economics and or any other related field.)	30	
	Education level equivalent to master's degree 30 Education level below master's degree 10		
	- Previous working experience in mini-grid hand book preparations	10	
	-Fluency in English is required	10	
3.2	Electrical Mini-grid Expert Master's or bachelor's degree in electrical engineering/renewable energy engineering and or in any of the related fields. With Bachelor's degree 8 years of related experience and with master's degree 5 years		75
	Experience: At least 8 years of experience in solar technology or renewable energy technology design		
	35 each- =>5 years of relevant experience 20 each– 3 years of relevant experience 10 each - =>2 years of experience 0-Does not meet qualification as noted	35	
	- Education: (electrical engineering/renewable energy engineering and or in any of the related fields)	30	
	Bachelors degree	30	
	Education below Bachelors degree	10	
	Language requirements		
	Knowledge of English languages is a mandatory requirement	10	

3.3	Environmental and Social Safeguard Expert Master's or bachelor's degree in environmental science/environmental engineering/development economics, or any other relevant social science discipline. With Bachelor's degree 8 years of related experience and with master's degree 5 years		75
	Education: - Master's or bachelor's degree in environmental science/environmental engineering/development economics, or any other relevant social science discipline	35	
	Master's degree	35	
	Education below Master's degree	20	
	Experience: At least 5 years of experience in similar field	30	
	>= 5	30	
	=	20	
	Does not meet qualification as noted	0	
	Knowledge of English languages is a mandatory requirement	10	
3.4	Mini-grid Financial Expert: Master's or bachelor's degree in finance/ economics or any other relevant finance/procurement discipline. With Bachelor's degree 8 years of related experience and with master's degree 5 years		50
	Education: - Master's or bachelor's degree in finance/ economics or any other relevant finance/procurement discipline. With Bachelor's degree 8 years of related experience and with master's degree 5 years	15	
	Master's degree	15	
	Education below Master's degree	10	
	Experience: At least 5 years of experience in similar field	30	
	>= 5	30	
	=	20	
	Does not meet qualification as noted	0	
	Knowledge of English languages is a mandatory requirement	5	
Total			300

Annex 3B: Financial Proposal Template (to be password protected and attached as separate document)**1. Cost Breakdown per Deliverable***

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

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

Technical-design-handbook of a community-based, decentralized solar energy systems (mini-grids), including maintenance & operations guidelines and financial model			
Sr.#	Deliverables	% Payment	Timeline
1	Acceptance of Mini-grid design handbook with necessary details and annexes.	70%	Within 10 Weeks from the date of contract Commencement
2	Acceptance of final assignment report including lessons learned, evaluation data	30%	Within 12 weeks from the date of contract Commencement
Total		100%	12 Weeks

2. Cost Breakdown by Cost Component

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

Cost Breakdown by Cost Component [This is only an Example]:

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
Team Leader / Project Manager			1	
Electrical Mini-grid Expert			1	
Environmental and Social Safeguard Expert			1	
Mini-grid Financial Expert			1	
II. Out of Pocket Expenses (if applicable)				
1. Travel Costs				
2. Daily Allowance				
III. Other Related Costs				
Total				

Note: Please note that the total duration of the assignment is 12 weeks. Please mention the number of days for each staff required to complete the exercise.

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

[Designation]

[Date]

Annex 4: Proposal Submission Form

To: Head of Procurement Unit, UNDP Afghanistan

Dear Sir/Madam:

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

We hereby declare that:

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

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

We agree to abide by this Proposal for *90 days*.

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

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

We remain,

Yours sincerely,

Authorized Signature *[In full and initials]*: _____

Name and Title of Signatory: _____

Name of Firm: _____

Contact Details: _____

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