



REQUEST FOR PROPOSAL (RFP)
Ref. UNDP/AFG/RFP/2021/0000009665
(Services)

United Nations Development Programme (UNDP)	DATE: June 30, 2021
	REFERENCE: UNDP/AFG/RFP/2021/0000009665 - Capacity building and policy development regarding climate change adaptation strategies in Afghanistan

Dear Sir / Madam:

The United Nations Development Programme (UNDP) Afghanistan Country Office hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-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

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 UNDP/AFG/RFP/2021/0000009665 - Capacity building and policy development regarding climate change adaptation strategies in Afghanistan

UNDP looks forward to receiving your proposal and thanks you in advance for your interest in UNDP procurement opportunities.

Sincerely yours,



Head of Procurement Unit
June 30, 2021

Annex 1- Description of Requirements

Context of the Requirement	Please refer to Terms of Reference Annex-2
Implementing Partner of UNDP	UNDP – CDRRP Project
Brief Description of the Required Services	Capacity building and policy development regarding climate change adaptation strategies in Afghanistan,
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	Home based with travels to Kabul, Afghanistan if necessary and possible
Expected duration of work	43 working days.
Target start date	July 2021
Latest completion date	Within 43 working days (subject to change, decision shall be taken during contract execution)
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 proposal	<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"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <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. <input checked="" type="checkbox"/> Minimum passing score for Technical Proposal – 70% (700 out of 1000 points)
Criteria for the Assessment of Proposal	<input checked="" type="checkbox"/> Combined Scoring Method, using the 70% and 30% distribution for technical and financial proposals respectively, where the minimum passing score of technical proposal is 70% out of 1000 points Technical Proposal (100%) <input checked="" type="checkbox"/> Qualifications / Expertise of the Firm (Service provider - 25% (Bidder shall refer to Annex 2, Section A for details) <input checked="" type="checkbox"/> Proposed Methodology for the completion of Services, Its Appropriateness to the Condition and Timeliness of the Implementation Plan - 40% (Bidder shall refer to Annex 2, Section B for details) <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel - 35% (Bidder shall refer to Annex 2, Section C for details and Terms of Reference, Section F for qualification requirements of each expert indicated below. <ul style="list-style-type: none"> • Project Manager (220 points) • Project facilitator (130 points)
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
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 UNDP/AFG/RFP/2021/000009665 - Capacity building and policy development regarding climate change adaptation strategies in

	<p>Afghanistan. The clarifications should be asked at least 5 days earlier to the below email address. Email: procurement.af@undp.org</p>
<p>Required Documents that must be Submitted to Establish Qualification of Proposers (In “Certified True Copy” form only)</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages, <input checked="" type="checkbox"/> Technical and Financial Proposal (Work Methodology, implementation plan, proposed team structure) according to TOR (Annex 2) <input checked="" type="checkbox"/> Signed form for Submitting Service Provider’s Proposal (Annex 3) <input checked="" type="checkbox"/> Financial Proposal (password protected), Annex 3B <input checked="" type="checkbox"/> Signed Proposal Submission Form (Annex 4) <input checked="" type="checkbox"/> Have minimum five years’ experience in the provision of similar services/contracts (Capacity building and policy development regarding climate change adaptation strategies) <input checked="" type="checkbox"/> The proposal should have completed successfully minimum 2 similar assignments (Contracts) in terms of complexity and nature (capacity building trainings on climate change adaptation for development actors, such as the government, UN or the civil society) as detailed under Activity 2 and 3 of the TOR in the last five (05) years Copies of the contracts shall be submitted as part of the proposal. <input checked="" type="checkbox"/> Experience in completing successfully minimum one (01) assignment in <u>developing or supporting the development of climate change adaptation policies</u> for government entities in the last five (05) years. <input checked="" type="checkbox"/> Certificate of valid registration of the business, along with evidence of registration for the past consecutive five (05) years relevant to this assignment. <input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top 2 (two) Clients within the past 05 (five) years. <input checked="" type="checkbox"/> Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references; <input checked="" type="checkbox"/> Structure of the team, including the names, position in the team and CVs of key personnel- For details please refer to Annex – 2 TOR.
<p>Allowable Manner of Submitting Proposals</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Online bidding in E-Tendering module. <p>Date and Time: As specified in the system (note that the time zone indicated in the system in New York Time zone).</p> <p>PLEASE NOTE: - Date and time visible on the main screen of the event (on the E-Tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the E-Tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly to the system.</p> <p>Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist.</p> <p>Note: for registration please refer to E-tendering instruction manual and</p>

	FAQ.
Conditions and Procedures for electronic submission and opening, if allowed	<p>Online Bidding E-tendering Module.</p> <p><input checked="" type="checkbox"/> Official Address for e-submission: [https://etendering.partneragencies.org]</p> <p><input checked="" type="checkbox"/> Free from virus and corrupted files</p> <p><input checked="" type="checkbox"/> Format: PDF, Excel, Word</p> <p><input checked="" type="checkbox"/> Virus Scanning Software to be Used prior to transmission: Symantec/Norton/ESET NOD 32/ AVG/ Avira/ Bitdefender/ Kaspersky/ F-secure/ G Data/ Bull Guard/Avast</p> <p><input checked="" type="checkbox"/> The Technical Proposal should be submitted separately from the Financial Proposal and must not contain any pricing information whatsoever on the services offered.</p> <p><input checked="" type="checkbox"/> Financial Proposal Password: Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP if the proposal is deemed technically qualified. Proposers will have 48 hours to respond to the request for password from UNDP. Proposers are advised to note their passwords in a secure place. Should UNDP be unable to open the file due to forgotten password(s), the Proposal shall be rejected.</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	<p>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.</p> <p>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.</p> <p>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.</p> <p>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</p>

	<p>comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>e. A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>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.</p> <p>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.</p>
Pre-Proposal meeting	h. Not Applicable

Annex 2 – Detailed Terms of Reference

Terms of Reference (ToR)

Capacity building and policy development regarding climate change adaptation strategies in Afghanistan

A. Background Information and Rationale, Project Description

UNDP Global Mission Statement:

UNDP is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience, and resources to help people build a better life. We are on the ground in 166 countries, working with national counterparts on their own solutions to global and national development challenges.

UNDP Afghanistan Mission Statement:

UNDP focus is helping Afghanistan build and share solutions to the challenges of Environment, Livelihoods, Gender, Rule of Law, Governance and Health. UNDP has been working in Afghanistan since 1966 in close partnership with government, civil society, and other national and international partners. UNDP advocates for change and connects the Afghan government, NGOs, civil society and other partners to the knowledge and resources they need to help the Afghan people build a better life.

Project background and description:

Rural communities in Afghanistan constitute about 71% of its population and nearly 90% of who are dependent on climate-sensitive agricultural production, livestock and ecosystem goods and services such as water, wild food, wood, firewood, and medicinal plants. These communities are increasingly vulnerable to climate change induced disasters, including floods, droughts, pest infestation, heat stress and soil erosion.

To address these challenges, the climate-induced disaster risk reduction project (CDRRP) aims to improve the capacity of national and sub-national governments to assist communities in the assessment of climate change impact and the planning, budgeting and implementation of adaptation measures.

B. Specific Objectives

1. Training government decision makers to identify, prioritise, implement, monitor and evaluate adaptation strategies and measures
2. Developing Provincial Climate Action Plans for Nangarhar and Jawzjan provinces

C. Scope

- Activity 1.** Identifying major climate change challenges and adaptation options for Afghanistan
- a. Conduct stock-taking of current and future climate risks to identify adaptation objectives at the national level.
 - b. Identify appropriate adaptation options to address national adaptation risks – based on national and international lessons learned and best practices.
 - c. Undertake sectoral cost-benefit analyses (CBA) to determine priority adaptation options.

Activity 2. Based on the findings of activity 1, develop training manuals and materials on how to identify, prioritise, implement, monitor and evaluate adaptation strategies and measures. The training manual and materials should include:

- a. Methods to identify the most relevant trainees (in total 160 government staff)
- b. Materials to be used during the training (in both English and local languages)
- c. Training design, including number of sessions, audiences, and topics for each session (training content and materials for different ministries/sectors should ideally be tailored to cover the most relevant policies)
- d. Implementation of practical sessions
- e. Objective measurement of training impacts
- f. Satisfaction survey design

Activity 3. Carrying out a five-day training programme on the following topics, reaching 160 government staff or other decision makers in total (the number of participants per day/session should be kept under 50)

- a. The challenges climate change poses considering Afghanistan's environment and geography
- b. International best practises in climate change adaptation policy making
- c. How to use CBA in planning climate change adaptation policies (with practical exercises and feedback)
- d. How to integrate climate change adaptation into medium- and long-term development planning (with practical exercises and feedback)

The contractor should provide a qualified translator during the trainings.

The training programme will be delivered in a hybrid manner, with some participants joining in person and others remotely. This requires the contractor to provide adequate IT equipment, including strong WIFI signals to ensure seamless communication. In the case where the trainers cannot travel to Afghanistan for reasons beyond their control, the workshops will be delivered remotely. However, trainees will still participate (if appropriate) in person in a physical venue equipped with strong WIFI and screen/projector for the broadcasting of the training. Wherever in-person participation is required, the company should provide refreshments, lunch and handle the booking of the venues.

In the case where in-person participation is not possible, the training sessions will still be delivered in real time and interaction with the participants is still needed. The videos of the training sessions should be available for viewing after the training.

Requirements for in person participation Training:

- Provision of refreshments, lunch, venue booking, IT equipment, including strong WIFI signal and projector/big screen if in-person participation of the training is possible. However, in the event that UNDP proceed with virtual training the Cost of in Person Participation Training will not be applicable and shall not be payable to the contractor
 - o **Lunch:** Menu B pack type (Qabeli Pallow with Lamb meat, Chicken Qurma, Mix Vegetables, Ferni (dessert), Two Kinds of fresh fruits, Small Cold Drinks, Bread, Small bottle of water, Afghani Salad
 - o **Morning Refreshment:** (Green and Black tea, Cake and Cookies, Coffee, Milk, Mineral Water Small bottle, Sugar, Disposal Cups and Plates.
 - o **Afternoon Refreshment:** (Green and Black Team, and one type of sweets.
 - o **Stationery:** for each participant (1 Ball point pen, 1 Notebook of 100 pages, 1 Flash drive 16GB, plastic file)

Activity 4. Developing provincial climate change action plans for two provinces, Nangarhar and Jawzjan and presenting the plans in a one-day workshop in both Nangarhar and Jawzjan.

- a. Based on climate models, local agro-ecological profiles and other information collected through interviews with the provincial governments, development partners and research and policy documents, develop plans for Nangarhar and Jawzjan province to adapt to climate change impacts
- b. Once the English drafts are approved, translating the action plans into local languages applicable for Nangarhar and Jawzjan

D. Deliverables and Schedules/Expected Outputs

Deliverable	Duration
Submission and approval of an action plan with tentative dates for milestones and detailed methodologies, with require	3 day
Submission and approval of the training manual detailed under Activity 2	15 days
Implementation, monitoring and evaluation of the training workshops detailed under Activity 3	15 days
Submission, approval and presentation of the provincial climate change action plans detailed under Activity 4.	10 days

E. Governance and Accountability

- a) The project manager of CDRRP will directly supervise the contractor, and to whom the contractor will be directly responsible to, reporting to, seeking approval/acceptance of output from.
- b) The contractor is expected to liaise with decision makers in various government ministries, such as ANDMA, MEW, MRRD, MAIL, NEPA and AMA, provincial governments in Nangarhar and Jawzjan and other development partners, such as the World Bank.

F. Facilities to be provided by UNDP

The Contractor 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.
- Provision of refreshments, lunch, venue booking, IT equipment, including strong WIFI signal and projector/big screen if in-person participation of the training under activity 3 and 4 is possible. However, in the event that UNDP proceed with virtual training the **Cost of in Person Participation Training** will not be applicable and shall not be payable to the contractor
 - **Lunch:** Menu B pack type (Qabeli Pallow with Lamb meat, Chicken Qurma, Mix Vegetables, Ferni (dessert), Two Kinds of fresh fruits, Small Cold Drinks, Bread,

Small bottle of water, Afghani Salad

- **Morning Refreshment:** (Green and Black tea, Cake and Cookies, Coffee, Milk, Mineral Water Small bottle, Sugar, Disposal Cups and Plates.
- **Afternoon Refreshment:** (Green and Black Tea, and one type of sweets.
- **Stationery:** for each participant (1 Ball point pen, 1 Notebook of 100 pages, 1 Flash drive 16GB, plastic file)

G. Expected duration of the contract/assignment

- a) Expected total number of working days is 43 days.
- b) This assignment is expected to be completed by the end of 2021.
- c) Estimated lead time for UNDP or Project Implementing Partners to review outputs, give comments, approve/accept outputs, etc. will be maximum 10 working days.

i. Duty Station

- a) Home based with travels to Kabul, Afghanistan if necessary and possible

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

Eligibility Criteria for Firm:

- Certificate of valid registration of the business, along with evidence of registration for the past consecutive five (05) years relevant to this assignment
- Experience in completing successfully minimum 2 capacity building trainings on climate change adaptation for development actors, such as the government, UN or the civil society, that are of similar nature and complexity as detailed under Activity 2 and 3, in the last five (05) years.
- Experience in completing successfully minimum one (01) assignment in developing or supporting the development of climate change adaptation policies for government entities in the last five (05) years.

Qualification of Firm:

- Contractor must have previous experience of working with governments, UN or other international organisations
- Details of all previous assignment within the last 2 years to demonstrate capacity to recruit, train, deploy, coordinate and supervise teams for the development of training programmes and policy documents regarding climate change

The contractor shall propose an appropriate team composition/size (including translators if needed) for carrying out the tasks as required within the given timeframe. The contractor's key personnel, as mentioned below, must meet the following qualification criteria. Detailed CVs of the key personnel, demonstrating the minimum requirements, need to be submitted along with the proposal for evaluation purpose. The contractor is also recommended to provide generic CVs or qualifications for other proposed positions.

Key personnel:

Key personal title	Required Qualification
Team leader (1 CV required) – international	<p>Academic qualifications:</p> <ul style="list-style-type: none"> • PhD or Master’s degree in public administration, economics, climate science or other related social science fields <p>Years of experience:</p> <ul style="list-style-type: none"> • 3 years of experience in policy or research work regarding climate change adaptation policies for Afghanistan or developing countries of similar ecological and socioeconomic contexts
Project facilitator (1 CV required) – international or national	<p>Academic qualifications:</p> <ul style="list-style-type: none"> • Minimum Bachelor’s degree in a social science subject <p>Years of experience:</p> <ul style="list-style-type: none"> • 2 years of experience working with development actors in Afghanistan in project coordination, management, implementation or other related areas

k. Price and Schedule of Payments

The contract price is a fixed output-based price regardless of extension of the herein specific duration. It should include all the costs borne by the contractor, including travel, living allowances, taxes etc.

The conduct of trainings under Activity 3 will borne by the project.

Disbursement of funds will be phased and contingent upon the satisfactory assessment of deliverables.

The payment schedule will be agreed during contract negotiations and will reflect the percentages reported in the table below:

#	Deliverables	Duration	Payment
1	Submission and approval of an action plan with tentative dates for milestones and detailed methodologies	3 day	5%
2	Submission and approval of the training manual detailed under Activity 2	15 days	35%
3	Implementation, monitoring and evaluation of Activity 3	15 days	35%
4	Submission, approval and presentation of the provincial climate change action plans detailed under Activity 4.	10 days	25%

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:

A. Preliminary requirement

1. Company Profile, which should not exceed fifteen (15) pages,
2. Technical and Financial Proposal according to TOR (Annex 2)
3. Signed form for submitting service provider’s proposal (this annex 3)
4. Singed Financial proposal protected by password (Annex 3B)
4. Signed and stamped forms Annex 3B and Annex 4
5. Valid Certificate of Registration of the business from relevant authority
6. Acceptance of UNDP GTC

B. Qualifications of the Service Provider- 250 Points

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations.
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc.
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references.
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

Scoring shall be conducted based on the following:

- a) Reputation of Organization and Staff: Credibility, Accreditations, Financial Stability, Project management controls. **70 points**
- b) Specialized Knowledge: Number of similar contracts presented (higher than the required minimum of 2) for the assignment with similar nature and complexity. **100 Points**
- c) Age/Size of Firm: Number of years of firms’ experience (higher than the required minimum of 5) as company in assignment with similar nature and complexity **-60 Points**
- d) Statement of Satisfactory Performance from the Top 2 (two) Clients within the past 05 (five) Years **–30 Points**

C. Proposed Methodology (Technical proposal) for the Completion of Services-400 Points

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

D. Qualifications of Key Personnel-350 Points

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

- Team Leader (220 points)
- Project facilitator (130 points)

Note: Written confirmation from each personnel that they are available for the entire duration of the contract.

Annex 3B: Financial Proposal Template (to be password protected and attached as separate document)**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*

#	Deliverables	Duration	Payment	Price (Lump Sum, All Inclusive)
1	Submission and approval of an action plan with tentative dates for milestones and detailed methodologies	3 day	5%	
2	Submission and approval of the training manual detailed under Activity 2	15 days	35%	
3	Implementation, monitoring and evaluation of Activity 3	15 days	35%	
4	Submission and approval of the provincial climate change action plans detailed under Activity 4.	10 days	25%	
	Total:	43 Days	100%	

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				
1- Team Leader				
2- Project facilitator				
II. Out of Pocket Expenses (if applicable)				
1. Cost of in Person participation Training (Provision of refreshments, lunch, venue booking, IT equipment, including strong WIFI signal and projector/big screen etc.)				
2.Travel Costs				
3.Daily Allowance				
4.Communications				
5.Reproduction				
6.Others				
III. Other Related Costs				

Note: *In the event that UNDP proceed with virtual training the **Cost of in Person Participation Training** will not be applicable and shall not be payable to the contractor.*

[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]