

United Nations Development Programme



*Empowered lives.
Resilient nations.*

REQUEST FOR PROPOSAL

Revision 01

LOT 1 Engagement of organization(s) for identification and in-person training of individual women on business skills while facilitating mobile based remote training

LOT 2 Establishing new women business associations while building capacity of existing business associations in the western region of Afghanistan

RFP No.: UNDP/AFG/RFP/2022/ 0000011471

Project: Protection of community-based livelihoods and local economic activities in Afghanistan, targeting women-led/managed MSMEs.

Country: Afghanistan

Issued on: 22 February 2022

Revision No.1

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SECTION 1. LETTER OF INVITATION

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
 - Form A: Technical Proposal Submission Form
 - Form B: Bidder Information Form
 - Form C: Joint Venture/Consortium/Association Information Form
 - Form D: Qualification Form
 - Form E: Format of Technical Proposal
 - Form F: Financial Proposal Submission Form
 - **Form G: Performance Security Form**

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

Please acknowledge receipt of this RFP by sending an email to procurement.af@undp.org , indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in eTendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Approved by:

DocuSigned by:
Nahid Khan
855F7EE147BE482...

Nahid Khan

Title: Head of Procurement Team

Date: 22 February 2022

SECTION 2. INSTRUCTION TO BIDDERS

A. GENERAL PROVISIONS

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| <p><i>1. Introduction</i></p> | <p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p> |
| <p><i>2. Fraud & Corruption, Gifts and Hospitality</i></p> | <p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP</p> <p>(a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question;</p> <p>(b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> |
| <p><i>3. Eligibility</i></p> | <p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> |

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| <p>4. <i>Conflict of Interests</i></p> | <p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p> |
| <p>B. PREPARATION OF PROPOSALS</p> | |
| <p>5. <i>General Considerations</i></p> | <p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p> |
| <p>6. <i>Cost of Preparation of Proposal</i></p> | <p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p> |
| <p>7. <i>Language</i></p> | <p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p> |
| <p>8. <i>Documents</i></p> | <p>8.1 The Proposal shall comprise of the following documents:</p> |

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| <i>Comprising the Proposal</i> | <ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal. |
| <i>9. Documents Establishing the Eligibility and Qualifications of the Bidder</i> | <p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.</p> |
| <i>10. Technical Proposal Format and Content</i> | <p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p> |
| <i>11. Financial Proposals</i> | <p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p> |
| <i>12. Proposal Security</i> | <p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails: |

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| | <p>i. to sign the Contract after UNDP has issued an award; or</p> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p> |
| <p>13. Currencies</p> | <p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <p>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</p> <p>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p> |
| <p>14. Joint Venture, Consortium or Association</p> | <p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <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>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p> |

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| <p>15. Only One Proposal</p> | <p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> f) they have at least one controlling partner, director or shareholder in common; or g) any one of them receive or have received any direct or indirect subsidy from the other/s; or h) they have the same legal representative for purposes of this RFP; or i) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; j) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or k) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal. |
| <p>16. Proposal Validity Period</p> | <p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p> |
| <p>17. Extension of Proposal Validity Period</p> | <p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p> |
| <p>18. Clarification of Proposal</p> | <p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p> |
| <p>19. Amendment of Proposals</p> | <p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> |

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| | 19.2 | If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals. |
| 20. Alternative Proposals | 20.1 | Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal. |
| | 20.2 | If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal" |
| 21. Pre-Bid Conference | 21.1 | When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP. |
| C. SUBMISSION AND OPENING OF PROPOSALS | | |
| 22. Submission | 22.1 | The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS. |
| | 22.2 | The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal. |
| | 22.3 | Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions. |
| Hard copy (manual) submission | 22.4 | Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows: <ul style="list-style-type: none"> a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ul style="list-style-type: none"> i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS |

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| <p><i>Proposals</i></p> | <p>Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p> |
| <p>25. <i>Proposal Opening</i></p> | <p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p> |
| <p>D. EVALUATION OF PROPOSALS</p> | |
| <p>26. <i>Confidentiality</i></p> | <p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p> |
| <p>27. <i>Evaluation of Proposals</i></p> | <p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ul style="list-style-type: none"> a) Preliminary Examination b) Minimum Eligibility and Qualification (if pre-qualification is not done) c) Evaluation of Technical Proposals d) Evaluation of Financial Proposals |
| <p>28. <i>Preliminary Examination</i></p> | <p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p> |
| <p>29. <i>Evaluation of Eligibility and Qualification</i></p> | <p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> e) They are not included in the UN Security Council 1267/1989 Committee's |

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| | <p>list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list;</p> <ul style="list-style-type: none"> f) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, g) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; h) They are able to comply fully with UNDP General Terms and Conditions of Contract; i) They do not have a consistent history of court/arbitral award decisions against the Bidder; and j) They have a record of timely and satisfactory performance with their clients. |
| <p>30. Evaluation of Technical and Financial Proposals</p> | <p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div> |

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| <p>31. Due Diligence</p> | <p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract. |
| <p>32. Clarification of Proposals</p> | <p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p> |
| <p>33. Responsiveness of Proposal</p> | <p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p> |
| <p>34. Nonconformities, Reparable Errors and Omissions</p> | <p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion |

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| | <p>of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected;</p> <p>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</p> <p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p> |
| E. AWARD OF CONTRACT | |
| 35. Right to Accept, Reject, Any or All Proposals | 35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer. |
| 36. Award Criteria | 36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS. |
| 37. Debriefing | 37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed. |
| 38. Right to Vary Requirements at the Time of Award | 38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions. |
| 39. Contract Signature | 39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals. |
| 40. Contract Type and General Terms and Conditions | 40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html |
| 41. Performance Security | 41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract |

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| | effective. |
| 42. <i>Bank Guarantee for Advanced Payment</i> | 42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default |
| 43. <i>Liquidated Damages</i> | 43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract. |
| 44. <i>Payment Provisions</i> | 44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract. |
| 45. <i>Vendor Protest</i> | 45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html |
| 46. <i>Other Provisions</i> | <p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p> |

SECTION 3. BID DATA SHEET

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

| BDS No. | Ref. to Section.2 | Data | Specific Instructions / Requirements |
|---------|-------------------|---|--|
| 1 | 7 | Language of the Proposal | English |
| 2 | | Submitting Proposals for Parts or sub-parts of the TOR (partial bids) | <p>Allowed</p> <p>The bidders may apply for Two (02) LOTs or apply for one LOT. Only complete bid against each LOT will be considered. Evaluation of bids and award of contract will be made on LOT-wise basis.</p> <p>LOT-wise distribution as follow</p> <p>LOT 1 Identifying and training 4,000 individual women on business management training</p> <p>LOT 2 Assessment, identification, and establishment of 10 women-owned/led businesses association and capacity building of 10 existing women business associations (support to 20 women-led business associations in total</p> |
| 3 | 20 | Alternative Proposals | Shall not be considered |
| 4 | 21 | Pre-proposal conference | <p>Will be Conducted</p> <p>Time: 11:30 AM, Kabul time</p> <p>Date: February 21, 2022 11:30 AM Kabul time</p> <p>Zoom link : https://undp.zoom.us/j/85459288205</p> <p>The UNDP focal point for the arrangement is:</p> <p>E-mail: procurement.af@undp.org</p> |
| 5 | 10 | Proposal Validity Period | 90 days |
| 6 | 14 | Bid Security | Not Required |

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| 7 | 41 | Advanced Payment upon signing of contract | Not Allowed |
| 8 | 42 | Liquidated Damages | Will be imposed as follows: Percentage of contract price per day of delay: 0.3 % Max. number of days of delay 30, after which UNDP may terminate the contract. |
| 9 | 40 | Performance Security | 10% of Contract Amount Performance security should be denominated in the currency of the contract and shall only be in one of the following forms: i. bank guarantee or irrevocable letter of credit, issued by a reputable bank, in accordance with template included in Section 6 of the RFP. Performance security must be valid for 8 months from contract signature.; or ii. 10% of payment value held as retention money until final certification of acceptance of all contract outputs/deliverables. The term “acceptance” shall not be equated with “mere receiving” of outputs/deliverables. |
| 10 | 18 | Currency of Proposal | United States Dollar |
| 11 | 31 | Deadline for submitting requests for clarifications/ questions | 7 days before the submission deadline |
| 12 | 31 | Contact Details for submitting clarifications/questions | Focal Person in UNDP: UNDP Procurement Team E-mail address: procurement.af@undp.org Note : The Subject Line of email should be: UNDP/AFG/RFP/2022/ 0000011471 “Engagement of organization(s) for identification and in-person training of individual women on business skills while facilitating mobile based remote training and establishing new women business associations while building capacity of existing business associations in the western region of Afghanistan”. |
| 13 | 18, 19 and 21 | Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries | Posted directly to eTendering Supplemental Information will be uploaded to the system (Atlas-E-tendering System). Once uploaded, bidders who accepted Tender Invitation will be notified automatically by a system that changes have occurred. It is the responsibility of the bidders to view the respective changes and clarifications in the system. |

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| 14 | 23 | Deadline for Submission | <p>As indicated in the e-Tendering system.</p> <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:-</p> <p>Date and time visible on the main screen of the event (on the E-Tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the E-Tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly to the system.</p> <p>Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist.</p> |
| 14 | 22 | Allowable Manner of Submitting Proposals | <p><input type="checkbox"/> e-Tendering</p> <p>Your bid, comprising of requested documents, should be submitted through the UNDP ATLAS E-tendering system.</p> <p>The step by step to be followed for bid submission through the UNDP ATLAS E-tendering system is available in the instruction manual for the bidders, attached with this ITB as Annexes.</p> <p>The solicitation documents and the manual are also posted on the following websites:</p> <p>http://www.undp.org.af</p> <p>http://procurement-notice-undp.org/index.cfm</p> <p>https://www.ungm.org/notices/notices.aspx</p> <p>Once uploaded, Prospective Proposers (i.e. Proposers that have accepted the bid invitation in the system) will be notified via email that changes have occurred. It is the responsibility of the Proposers to view the respective changes and clarifications in the system.</p> |
| 15 | 22 | Proposal Submission Address | <p><u>Shall be submitted through e-Tendering System:</u></p> <p>https://etendering.partneragencies.org</p> |
| 16 | 22 | Electronic submission (email or eTendering) requirements | <ul style="list-style-type: none"> ▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP ▪ IMPORTANT NOTICE: DO NOT DISCLOSE your price proposal anywhere in your submission or e- |

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| | | | <p>tendering system other than encrypted financial proposal. Please insert “1” as your bid price in e-tendering line item. Bidders who disclose the price in e-tendering portal or provide unprotected financial offer will be autom</p> <ul style="list-style-type: none"> ▪ Max. File Size per transmission: 50 MB ▪ Mandatory subject of email: UNDP/AFG/RFP/2022/0000011471 |
| 17 | 27 36 | Evaluation Method for the Award of Contract | <p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively</p> <p>The minimum technical score required to pass is 70%.</p> |
| 18 | | Expected date for commencement of Contract | <i>March 15, 2022</i> |
| 19 | | Maximum expected duration of contract | <p>7 (seven) months for LOT 1 (one)</p> <p>7 (seven) months for LOT 2 (two)</p> |
| 20 | 35 | UNDP will award the contract to: | <p>One or more Proposers, depending on the following factors :</p> <p>Contract will be awarded to the proposer who attained the highest combined score in each LOT.</p> |
| 21 | 39 | Type of Contract | <p>Purchase Order and Contract for Goods and Services for UNDP</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p> |
| 22 | 39 | UNDP Contract Terms and Conditions that will apply | <p>UNDP General Terms and Conditions for Professional Services</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p> |
| 23 | | Other Information Related to the RFP | <p>DO NOT DISCLOSE your price anywhere in your submission or the e-tendering other than the encrypted financial proposal, otherwise the proposal will be rejected. Please insert “1” as your bid price in the e-tendering line item. The Financial Proposal files (Annex 2) must be encrypted with a password so that they cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from</p> |

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| | | | bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected. |
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SECTION 4. EVALUATION CRITERIA

Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

| Subject | Criteria | Document Submission requirement |
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| ELIGIBILITY | | |
| Legal Status | Vendor is a legally registered entity. | Form B: Bidder Information Form |
| Eligibility | Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3. | Form A: Technical Proposal Submission Form |
| Conflict of Interest | No conflicts of interest in accordance with ITB clause 4. | Form A: Technical Proposal Submission Form |
| Bankruptcy | Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future. | Form A: Technical Proposal Submission Form |
| | | |
| QUALIFICATION | | |
| History of Non-Performing Contracts¹ | Non-performance of a contract did not occur as a result of contractor default for the last 3 years. | Form D: Qualification Form |
| Litigation History | No consistent history of court/arbitral award decisions against the Bidder for the last 3 years. | Form D: Qualification Form |
| Previous Experience | Minimum 4 years of relevant experience LOT 1 (Provision of training services/curriculum development) LOT 2 (Provision of provision of training services and business advisory services) | Form D: Qualification Form |
| | For LOT 1: Minimum 2 contracts of similar nature (provision of | Form D: Qualification Form |

¹ Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

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| | <p>training services/ curriculum development) for LOT 1) and complexity implemented over the last 5 years. One of the contracts must be with value of USD 200,000.</p> <p>For LOT 2: Minimum 2 contracts of similar nature (provision of training services and business advisory services) for LOT2 and complexity implemented over the last 5 years. One of the contracts must be with value of USD 400,000.</p> <p>For bidder applying for more than 1 LOT above requirement will be applicable for each LOT. For example bidder applying for two LOTs must have at least 4 contracts and the total value of the completed contracts will be more than USD 600,000 where one contract should value at least 200k and another at least 400k</p> <p>Evidence of these contracts/POs are required. Bidders shall substantiate the claimed experiences by presenting copies of Satisfactory Contract Completion from Clients mentioning nature of works, dates of projects and their total values.</p> <p>UNDP reserves the right to request submission of originals of all proof documents (such as contracts, invoices, acceptance reports etc.) as well as further information/documentation from both the bidder and its clients.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p> | |
| Financial Standing | <p>For LOT 1 (one): Minimum average annual turnover of USD 400,000 for the last 3 years [2018, 2019, 2020].</p> <p>For LOT 2 (two): Minimum average annual turnover of USD 700,000 for the last 3 years [2018, 2019, 2020].</p> <p>If bidder is applying for more than one LOT then accumulative value of average annual turnover of respective LOTs will be considered for evaluation.</p> <p>Bidder must provide audit reports of 2018, 2019, 2020. The annual average turnover will be calculated on the basis of audit reports.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p> | Form D: Qualification Form |
| | <p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p> | Form D: Qualification Form |
| Key Personnel | <p>Bidder shall provide resumes or CVs for the following key roles (Given that 40 training officers will be required for conducting the trainings, bidder may provide sample or anonymous profiles for the purposes of evaluation. It is expected that the training officers deployed for actual engagements later shall have equivalent or superior profile for the respective role):</p> <p>Team Leader</p> <p>Master/Lead Trainer</p> <p>Training Officer/Business Advisors</p> <p>Training Coordinators</p> | |

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| | M&E Officers Logistics Officers | |
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Technical Evaluation Criteria

LOT1:

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

| Section 1. Bidder's qualification, capacity and experience | | Points obtainable |
|--|--|-------------------|
| 1.1 | <p>General Organizational Capability The organization must have at least 4 years of experience developing and delivering curricula and trainings. Trainings and curricula focusing on business and entrepreneurial skills aimed at adults will be an added advantage (40 points)</p> <p>30 - >4 yrs experience, well known organization with a long track record in developing and delivering curricula and trainings. 20- = 4 yrs exp Relatively newly established with a limited experience and executed projects in developing and delivering curricula and trainings. Extra 10 points for experience in developing curricula and delivering trainings focusing on business and entrepreneurial skills aimed at adults</p> <p>Direct experience on training and working with women at the community level with a specific focus on business and or entrepreneurship will be considered an added advantage. (40 points) 40 – Extensive experience on training and working with women at the community level with a specific focus on business and or entrepreneurship 20 - Experience on training and working with women at the community level with a specific focus on business and or entrepreneurship 0 - No experience with multilateral or bilateral programmes and banks</p> <p>Local presence in the Western region with a view to quickly start the implementation of programmatic activities preferred (20 points)</p> | 100 |

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| | <p>20- Extensive local presence in the Western region with a view to quickly start the implementation of programmatic activities preferred</p> <p>10- Some local presence in the Western region with a view to quickly start the implementation of programmatic activates preferred</p> <p>0- No experience at all</p> | |
| 1.2 | <p>Relevance of firm-wide experience and expertise</p> <p>Experience in working directly with women from different socio-economic strata, including offering trainings to and working with women with limited or no numeracy and literacy skills (40 points)</p> <p>Experience in managing similar national level contracts with UNDP and other international organizations or NGOs would be an asset. (40 points)</p> | 80 |
| 1.3 | <p>Financial Stability:</p> <p>Financial stability (Last three years Audited Accounts (2018, 2019, 2020).</p> <p>60- Companies whose annual turnover is > USD 400k and up to 1 mln. USD</p> <p>40 = companies whose annual turnover is USD 400k</p> | 60 |
| 1.4 | <p>Quality assurance procedures</p> <p>60 - Requirements submitted and supported by good evidence of ability to support and exceed contract requirements</p> <p>35 - Requirements submitted and supported by marginally acceptable or weak evidence of ability to support and exceed contract requirements (Clarification may be required)</p> <p>15 - 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> | 60 |
| Total Section 1 | | 300 |

| Section 2. Proposed Methodology, Approach and Implementation Plan | | Points obtainable |
|--|--|--------------------------|
| 2.1 | <p>Have the important aspects of the task been addressed in sufficient detail such as:</p> <p>A) Advertisement and outreach (25 Marks),</p> <p>B) Identification/selection/targeting strategy (25 Marks),</p> <p>C) Training methodology (25 Marks)</p> <p>E) Curriculum for training (25 Marks)</p> | 125 |

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| | F) logistics and training tools to be used. (25 Marks) | |
| 2.2 | Does the proposal present clarity and understanding of the concept of identifying and training women on business management (80 points) Is the proposal concise in describing the approach corresponding to the TOR? (45 points) | 125 |
| 2.3 | Work plan: Clarity of presentation & sequencing of activity are logical, timely and technically realistic. Does it promise efficient implementation of the proposed tasks and demonstrates flexibility to adapt to the local context? | 75 |
| 2.4 | Project Monitoring: Has the bidder indicated a monitoring plan to effectively monitor the project activities and also reflected the resources / services to carry out monitoring? e.g.: Proposed work plan | 75 |
| Total Section 2 | | 400 |

| Section 3. Management Structure and Key Personnel | | | Points obtainable |
|--|---|-----------|--------------------------|
| 3.2 | Qualifications of key personnel proposed | | |
| 3.2 a | Team Leader The Team Leader should have at least a master's degree in business management, finance and/or any other related field and demonstrated experience of at least 5 years in managing training projects coordinating diverse teams across regions and ensuring results-based management. Added advantage for experience in managing women's training projects | | 100 |
| | Experience: At least 5 years of experience in managing training projects | 50 | |
| | 50 - >5 years of relevant experience 30 5 years of relevant experience 0-Does not meet qualification as noted | | |
| | - Education (at least Master's degree in Business Administration, finance and/or any other related field) | 30 | |
| | Education level equivalent to master's degree 20 Education level above master's degree 30 | | |
| | - Previous working experience on women's business training projects | 10 | |
| | 10- working experience on women's business training projects 0-Does not meet qualification as noted | | |
| | Language Requirements | 10 | |
| | -Fluency in English is required | 5 | |
| | -Knowledge of Dari or Pashto is an added advantage | 5 | |
| 3.2 b | Master/Lead Trainer Master/Lead Trainer responsible for developing and implementing the training plan | | 70 |
| | Experience: At least 3 years of experience in implementing training in business and entrepreneurship projects | 40 | |

| | | | |
|-------|--|-----------|-----------|
| | 40- >3 years of relevant experience 20 - 3 years of relevant experience 0-Does not meet qualification as noted | | |
| | - Education: (bachelor's degree in Business Management/administration or other related fields) | 20 | |
| | Bachelors degree in relevant field | 10 | |
| | Education above Bachelors degree | 20 | |
| | Language requirements | 10 | |
| | Knowledge of Dari and Pashto languages is a mandatory requirement | 5 | |
| | Knowledge of English is added advantage | 5 | |
| 3.2 c | Training Officer(s) | | 50 |
| | Education: - Minimum intermediate education (12 years of schooling) | 15 | |
| | = 12 years of school | 10 | |
| | University degree | 15 | |
| | Experience: At least 2 years of experience as a trainer in similar business management training projects | 30 | |
| | 30- =>2 years of relevant experience 20- 2 years of relevant experience 0-Does not meet qualification as noted | | |
| | Knowledge of Dari and Pashto languages is a mandatory requirement | 5 | |
| 3.2 d | Training Coordinators x 4 | | 30 |
| | Experience - At least 3 years of experience in project coordination and management | 20 | |
| | 20- >3 years of relevant experience 10- 3 years of relevant experience 0-Does not meet qualification as noted | | |
| | Education (at least 12 years of schooling)) | 10 | |
| | = 12 years of school | 5 | |
| | University degree | 10 | |
| 3.2 e | M&E Officers x 2 responsible for monitoring and reporting on the activities undertaken with at least 3 years of experience in the relevant field. Demonstrated experience of using remote and online monitoring tools | | 30 |
| | Experience at least 3 years of experience | 15 | |
| | 15- >3 years of relevant experience 10- 3 years of relevant experience 0-Does not meet qualification as noted | | |

| | | | |
|------------------------|---|-----------|------------|
| | Education | 15 | |
| | = 12 years of school | 5 | |
| | University degree | 15 | |
| 3.2 f | Logistic Officers x 2 who will be responsible for handling the logistics of the training such as planning, implementing, and controlling the efficient, effective flow and storage of goods, services. | | 20 |
| | Experience: At least 2 years of experience in logistics or supply chain related work. | 10 | |
| | 10- => 2 years of relevant experience | | |
| | 5- 2 years of relevant experience | | |
| | 0-Does not meet qualification as noted | | |
| | Education: At least have 12 years of schooling | 10 | |
| | = 12 years of school | 5 | |
| | University degree | 10 | |
| Total Section 3 | | | 300 |

LOT 2

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

| Section 1. Bidder's qualification, capacity and experience | | Points obtainable |
|---|---|--------------------------|
| 1.1 | <p>General Organizational Capability</p> <p>The organization must have at least 4 years of experience in training and business advisory services (40 points). Setting up groups and associations at the community level will be an added advantage</p> <p>30 - > 4 yrs experience, well known organization with a long track record in training and business advisory services.</p> <p>20- = 4 yrs exp Relatively newly established with a limited experience in training and business advisory services</p> <p>Extra 10 points for experience in setting up groups and associations at the community level</p> | 100 |

| | | |
|-----|---|----|
| | <p>Local presence in the Western region with a view to quickly start the implementation of programmatic activities is an added advantage (20 points)</p> <p>20- Extensive local presence in the Western region with a view to quickly start the implementation of programmatic activities preferred</p> <p>10- Some local presence in the Western region with a view to quickly start the implementation of programmatic activities preferred</p> <p>0- No experience at all</p> <p>Demonstrated strong engagement and work with women groups/business associations/networks at the community level in engaging them in various activities (40 points)</p> <p>40 – Demonstrated strong engagement and work with women groups/business associations/networks at the community level in engaging them in various activities</p> <p>20 – Demonstrated some engagement and work with women groups/business associations/networks at the community level in engaging them in various activities</p> <p>0 - No experience</p> | |
| 1.2 | <p>Financial Stability:</p> <p>Financial stability (Last three years Audited Accounts (2018, 2019, 2020) Quick Ratio should be 1 or more than 01.</p> <p>60- Companies whose annual turnover is > 700K up to 1.5 mln</p> <p>40- Companies with annual turnover of 700K</p> | 60 |
| 1.3 | <p>Relevance of firm-wide experience and expertise</p> <p>Experience in working directly with women from different socio-economic strata, including offering trainings to and working with women with limited or no numeracy and literacy skills (40 points)</p> <p>40- Extensive experience in working directly with women from different socio-economic strata, including offering trainings to and working with women with limited or no numeracy and literacy skills</p> <p>28- Some experience in working directly with women from different socio-economic strata, including offering trainings to and working with women with limited or no numeracy and literacy skills</p> <p>0-No experience</p> | 80 |

| | | |
|------------------------|--|------------|
| | <p>Experience in managing similar national level contracts with UN and other international organizations or NGOs would be an asset (40 points)</p> <p>40 – Experience in managing similar national level contracts with UN and other international organizations or NGO</p> <p>20 - Experience in managing similar national level contracts with either UN or other international organizations or NGOs</p> <p>0 - No experience with multilateral or bilateral programmes and banks</p> | |
| 1.5 | <p>Quality assurance procedures</p> <p>60 - Requirements submitted and supported by good evidence of ability to support and exceed contract requirements</p> <p>35 - Requirements submitted and supported by marginally acceptable or weak evidence of ability to support and exceed contract requirements (Clarification may be required)</p> <p>15 - 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> | 60 |
| Total Section 1 | | 300 |

| Section 2. Proposed Methodology, Approach and Implementation Plan | | Points obtainable |
|--|--|--------------------------|
| 2.1 | <p>Have the important aspects of the task been addressed in sufficient detail such</p> <p>A) Assessment of business landscape (25 Marks),</p> <p>B) Identification/selection/targeting strategy (25 Marks),</p> <p>C) Capacity enhancement methodology (25 Marks)</p> <p>E) Strategy for women associations strengthening (25 Marks)</p> <p>F) logistics and training tools to be used. (25 Marks)</p> | 125 |
| 2.2 | <p>Does the proposal present clarity of concept of identifying 10 new business associations and training 10 existing women business associations on business management (80 points)</p> <p>Is the proposal prepared in a concise manner while describing the approach corresponding to the TORs? (45 points).</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 | <p>Project Monitoring: Has the bidder indicated a monitoring plan to effectively monitor the project activities and reflected the resources / services to carry out monitoring? e.g.: Proposed work plan</p> | 75 |
| Total Section 2 | | 400 |

| Section 3. Management Structure and Key Personnel | | | Points obtainable |
|---|---|-----------|-------------------|
| 3.2 | Qualifications of key personnel proposed | | |
| 3.2 a | Team Leader (1) The Team Leader should have at least a master's degree in business management, finance and/or any other related field and demonstrated experience of at least 5 years in managing training projects coordinating diverse teams. Added advantage for experience in working with women's on training projects | 50 | 100 |
| | Experience: At least 5 years of experience in managing training projects | 50 | |
| | 50- >5 years of relevant experience 30- 5 years of relevant experience 0-Does not meet qualification as noted | | |
| | - Education (at least Master's degree in Business Administration) | 30 | |
| | Education level equivalent to master's degree | 20 | |
| | Education level above master's degree | 30 | |
| | - Previous working experience on women's business training projects | 10 | |
| | Language Requirements | 10 | |
| | -Fluency in English | 5 | |
| | -Knowledge of Dari or Pashto is an added advantage | 5 | |
| 3.2 b | Master/Lead Trainer (1) Master/Lead Trainer responsible for developing and implementing the training plan | | 70 |
| | Experience: At least 5 years of experience in managing training projects | 40 | |
| | 40- >3 years of relevant experience 20- 3 years of relevant experience 0-Does not meet qualification as noted | | |
| | - Education: (bachelor's degree in Business Management/administration or other related fields) | 20 | |
| | Bachelor's degree in relevant field | 10 | |
| | Education above Bachelor's degree | 20 | |
| | Language requirements | 10 | |
| | Knowledge of Dari and Pashto languages is a mandatory requirement | 5 | |
| | Knowledge of English is added advantage | 5 | |
| 3.2 c | Business Advisors (10) | | 60 |
| | - Minimum Bachelors degree in Business Administration or related field | 20 | |
| | = Bachelors Degree | 10 | |

| | | | |
|--|---|-----------|--|
| | > Masters Degree | 20 | |
| | - At least 2 years of experience as a business advisor or business consultant in similar business management projects | 30 | |
| | 30- =>2 years of relevant experience 15 – 2 years of relevant experience 0-Does not meet qualification as noted | | |
| | Language requirements | 10 | |
| | Knowledge of Dari and Pashto languages is a mandatory requirement | 5 | |
| | Knowledge of English is added advantage | 5 | |

| | | | |
|------------------------|---|-----------|------------|
| 3.2 b | M&E Officers x 2 responsible for monitoring and reporting on the activities undertaken | | 40 |
| | Experience at least 3 years | 20 | |
| | 20- >3 years of relevant experience 10– 3 years of relevant experience 0-Does not meet qualification as noted | | |
| | Education | 20 | |
| | = 12 years of school | 10 | |
| | University degree | 20 | |
| 3.2 c | Logistic Officers x 2 who will be responsible for handling the logistics of the training such as planning, implementing, and controlling the efficient, effective flow and storage of goods, services. | | 30 |
| | Experience: At least 2 years of experience in logistics or supply chain related work. | 20 | |
| | 20- =>2 years of relevant experience 10– 2 years of relevant experience 0-Does not meet qualification as noted | | |
| | Education: At least have 12 years of schooling | 10 | |
| | = 12 years of school | 5 | |
| | University degree | 10 | |
| Total Section 3 | | | 300 |

SECTION 5. TERMS OF REFERENCE

| I. POSITION INFORMATION | |
|---|--|
| Title | Engagement of organization(s) for identification and in-person training of individual women on business skills while facilitating mobile based remote training and establishing new women business associations while building capacity of existing business associations in the western region of Afghanistan |
| Location | In-person training in the western region of Afghanistan, complimented by mobile-based remote training carried out by another party. |
| Project | Protection of community-based livelihoods and local economic activities in Afghanistan, targeting women-led/managed MSMEs. |
| Engagement Modality | Contract for Professional Services |
| Period of assignment/services | 7 months starting with effect from the date of signing of the contract |
| II. RESPONSIBILITIES | |
| 1. Background <p>After the change in the political landscape of Afghanistan in August 2021, the economic situation has deteriorated rapidly with some estimates suggesting that the national GDP will contract at an alarming rate of 20% within a year. UNDP through its rapid economic appraisal in September 2021 projected that up to 97 per cent of the population may be at risk of falling below the poverty line in 2022 unless a response to the country's political and economic crises is urgently launched. Using the Sustainable Development Goals (SDGs) as a yardstick for economic and social progress, the most severe consequences of the current crisis are likely to impact poverty levels (SDG 1), hunger (SDG 2), clean water and sanitation (SDG 6), employment (SDG 8) and inequality (SDG 10).</p> <p>Furthermore, gains in the past in terms of gender equality (SDG 5) have been substantially reversed because of increased limitations on women's ability to work. It is expected that households with working women will see a drop in income as a result. Gender segregation prevents women from working in specific industries and jobs, lowering their productivity and jeopardizing livelihoods while also eroding community resilience in the face of the current economic crisis.</p> <p>About 80% of Afghanistan's economic activity is informal, with women accounting for more than 71% of the workforce in informal non-agriculture employment. With the new mobility restrictions</p> | |

on women, the productivity and enterprise potential has been further constrained. This will cause loss of existing workers and their valuable experience, and the ban on the entry of new talent into the labour market will reduce the workforce productivity and economic growth. This will also negatively impact the income of households with female members, reducing consumption at the micro-level, and aggregate demand at the macro level.

The ABADEI program aims to deepen community resilience by enabling the immediate rehabilitation of small-scale critical infrastructure for essential needs (economic and social), local markets and livelihood opportunities that are under threat, due to crisis, disaster, and economic collapse. The *“Protection of community-based livelihoods and local economic activities in Afghanistan, targeting women-led/managed MSMEs”* project aims to provide emergency support to micro-enterprises and SMEs, especially women-owned informal and formal businesses, to create employment opportunities for women enhancing resilience at the grassroots level. This project will support the livelihood component of the ABADEI programme with a focus on informal and formal businesses, targeting women-owned and managed MSMEs. The project is looking to procure the services of a firm that will help conduct business management training for women entrepreneurs and form collective women business associations.

2. Objectives

The objective of the project is to create an enabling environment for women-led SMEs and informal businesses with a view to maintain and promote local livelihoods and other economic opportunities. The objective is supported by a number of initiatives delivered through this project, including the provision of business skills to in-person and mobile-based training, support to women-led business associations, provision of technical and financial support as well as the rehabilitation of community-level productive infrastructure and women-only market days.

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

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

2. Scope of Work

UNDP is seeking a firm(s) with the relevant experience and valid expertise to help identify and train 4,000 women in-person to develop their business and entrepreneurial skills using an existing curriculum. The call is also seeking proposals to assist in establishing 10 new women business associations in addition to 10 existing women associations that will be revitalized and strengthened in the western region. The duration of each training will be 2 months (5 days /week and 3hours/day) delivered in-person to help women learn about business management. A mobile based training will also be conducted by another organization that UNDP will contract to complement the in-person training under this RFP. The organization will be working independent of this proposal but will coordinate with the selected firm. The content for mobile-based training will be based on the curriculum already developed and used for the in-person training.

In particular, the following two lots are planned to be contracted out to one or more organizations qualifying the award criteria:

The main activities to be covered under each Lot are as follows:

LOT 1: Identification and training of 4,000 individual women on business management and entrepreneurship skills

A. Strengthen business and life skills of individual female entrepreneurs

1. Develop a training plan for in-person training of 4,000 individual businesswomen on essential business development and management skills. The plan should contain a brief assessment of the target group based on prior experience, the training methodology, evaluation criteria, pedagogical tools to be used, and the types and number of trainers to be employed. The plan should also have a rollout scheme containing information on how the training will be cascaded to achieve the total numbers, it should have the number of batches to be formed, the total number of trainees to be trained per batch, the total number of sessions to be conducted and total number of batches per session in each of the geographic locations with an accurate training timeline. The plan should be approved by UNDP before implementation.
2. Develop a selection criterion to choose the most suitable female candidates for the business management training keeping in view the requirements of the training. The selection criteria should include parameters that could help ensure only serious candidates are onboarded to reduce the risk of substantial dropouts during the training. The trainees will be selected from across the region in business sectors that have the most potential for success.
3. Advertise and reach out to a broad group of potential training candidates using various channels to identify and select 4,000 women with high potential to complete the training and use the newly acquired skills to expand or set up new businesses in their respective sectors.
4. Use an already tried and tested course curriculum, which has been used for similar activities and demographics before. The curriculum should be based on modern business concepts, current trends and market demand with a high degree of relevance to practical application in women-led/managed businesses aiming to improve or assist in setting up new businesses. The training tools should be based on ground research with special consideration for using the best possible pedagogical tools to ensure high levels of learning outcomes for the trainees, including those with limited or no literacy and numeracy skills. The course should have an appropriate balance of classroom-based instruction and hands-on practical exercises, with real-world examples preparing trainees for scenarios in the real world.
5. Deliver training to 4,000 women (excluding dropouts) in-person using industry experts, with qualifications mentioned in the personnel section of this TOR, on key business topics that will help them expand their existing enterprises. Each training course will be 2 months long with classes 5 days a week and a total duration of 3 hours per day. The selected partner will ensure that multiple classes will run in parallel to cover both, morning, and afternoon slots.
6. Ensure all the trainings are delivered within four months and twenty days of the award of the contract with excellent quality following the parameters on learning outcomes already set during the planning phase and considering the learning abilities of the female entrepreneurs. Based on this, develop, and share periodic reports on the results and impact achieved, documenting emerging success stories across the activity.
7. After training each batch on business management skills, help the top 3,100 trainees (77.5% of the total with highest scores in course assessments) prepare business plans/ grant proposals to access funding from the programme through another partner. The trainees should also be assessed on their competencies and strength of their business proposal. The business proposals of the trainees will be forwarded to the funding organization to be analyzed and awarded based on a similar criterion.
8. Coordinate closely with the organization developing the mobile content and ensure that the remote training is delivered through the mobile-based platform reflects the same topics as those used for the in-person training taking into consideration the remote audience comprehension.

9. Carry out effective monitoring and evaluation of the training activities reviewing quality, quantity, timelines, budget constraints based on concrete indicators set in the proposal and finalized at the outset of the programme and suggest improvements for future course correction keeping in view the challenges faced and lessons learnt during the programme implementation.
10. It is envisaged that the training will be given in at least the following fields, however, these can be changed according to the recommendations of the implementing partner after coming on board based on the target group's abilities:
 - a. General Management
 - b. Marketing and sales (including internet-based and social media enabled)
 - c. Quality Assurance of products/services
 - d. Product development/improvement
 - e. Financial Management and Bookkeeping (including electronic payment systems)
 - f. Human Resource Management
 - g. Supply Chain optimization
 - h. Business proposal development
1. The bidder should submit an outline of the training material that will be used for proposed training.

3. Expected deliverables, timeframe for the work (and payment schedules) for LOT 1:

| Identifying and training 4,000 individual women on business management training | | | |
|---|---|-----------|---|
| Sr.# | Deliverables | % Payment | Timeline |
| 1 | A detailed Implementation strategy/inception report which includes trainee assessment tools, training roadmap, selection criteria, format for business proposals adapted course content, profiles of trainers, M&E plan, highlighting measures to ensure successful completion strategy by all trainees minimizing dropouts while ensuring sustainability of the businesses beyond training. | 15% | Twenty (20) days after signing of the contract. |
| 2 | Adapted training course curriculum and a report on training of the first batch of 2000 trainees (the report should include attendance sheets, list of candidates (names, ID cards, contact numbers, addresses, age, employment/business status), photographs, course material, business proposals, feedback by students/evaluation, dropout rate, challenges, lessons learned and recommendations). | 25% | two (2) months twenty (20) days after signing the contract. |
| 3 | Trainee evaluation from the 2 nd batch of training which should include attendance sheets, list of candidates (names, IDs, contact numbers, addresses, ages, employment status), photographs, course material, business proposals, feedback by students/evaluation, dropout rate, challenges, lessons learned and recommendations). | 25% | Five (5) months after signing. |
| 4 | Final training report including the learning outcomes achieved against the overall aim and specific objectives, course participation, dropout rates and report on trainees that have developed proposals, submitted for funding, and received funding and started their business and made sales | 35% | Seven (7) months after signing the contract. |

| | | |
|---|--|--|
| presenting an overview of the activities and their implementation challenges faced, lessons learned, recommendations for future course of action, sustainability measures for the intervention and success stories. The report should not be limited to the topics mentioned above. | | |
|---|--|--|

LOT2: Identification of 10 existing women-led businesses associations, establishment of an additional 10 women-led business associations (technical support and capacity building for 20 women-led business associations in total)

Expand and maintain networks of women-owned businesses

1. Conduct an initial assessment to identify 10 existing women-led business associations in the Western Region and establish an additional 10 (20 business associations in total).
2. Identify their current operational needs in terms of capacity and financing, ascertain appropriate membership/leadership strategy and structure (including governance and organizational), define processes and rules of engagement and key functions for their successful management and running
3. Help enhance the capacity of the 20 women-led business associations with respect to business management skills. In addition, train women on formation, management, administration, organization, and financial management of a business association. The training should be for 5 days (6 hours/day) for each association and consist of instructions on how to provide services to other association members, identify what services may be more needed and devise options for their delivery. The specific topics for technical training could be related to the key sectors which are specified below. Final list of topics will be approved by UNDP.
4. Prepare the women business associations to receive financial support from the project to operationalize and start providing services to their members and the wider community by helping to develop proposals for organizing events such as trade fairs, awareness-raising campaigns, workshops on technical topics as per the needs and requests of their members. Based on the proposals the partner will help execute the activities with their association members for their benefit.
5. Through training and capacity building develop a cadre of highly specialized 10 business advisors in each of the 7 specific business sectors to provide mentoring, coaching and continuous technical assistance to the women associations. A total of 4 advisory/mentorship clinics per month (1 per week) per sector should be conducted for each of the 7 sectors by the advisors. In total, a maximum of 28 sessions would be conducted per month focusing on the needs and requests of the members.
6. The seven business sectors identified with high potential for women businesses in the region (but not limited to) are as follow:
 - a. Carpet Weaving
 - b. Clothing and garment manufacturing
 - c. Food production and processing
 - d. Education
 - e. Dry fruits and nuts
 - f. Health
 - g. Jewelry

4. Expected deliverables, timeframe for the work (and payment schedules) for LOT 2:

| |
|--|
| Assessment, identification, and establishment of 10 women-owned/led businesses association and capacity building of 10 existing women business associations |
|--|

| Sr.# | Deliverables | % Payment | Timeline |
|------|---|-----------|--|
| 1 | A detailed Implementation Strategy/inception report which includes the proposed assessment methodology of setting up business association, selection criteria of women-led/managed MSMEs, course content including topics on establishing women associations, profiles of trainers, M&E plan and business proposal development. | 15% | Twenty (20) days after signing of the contract. |
| 2 | A charter of the establishment of 10 new business associations with new women members. The charter should include details of members including names, ID card details, phone numbers, their nature of business, role in the association in the report. Keep a record of their attendance sheet of the first meeting with signature of each member. | 25% | One (1) month twenty (20) days after signing the contract. |
| 3 | Training curriculum of 20 women business associations (10 existing and 10 new) providing details of the topics to be covered, duration, teaching methodology, tools to be used, training content. A post training report with information on trainees participation, attendance sheets (with signatures), and ID card details of women trainees. Any other progress in terms of associations helping their members and organizing workshops etc. | 25% | Three (3) months and twenty (20) days after signing. |
| 4 | Training report of the business development advisors and the mentorship clinics conducted by the advisors (including attendance sheets, list of candidate names, ID cards, contact numbers, addresses, ages, employment status), photographs, course material, feedback by students, challenges, lessons learned and recommendations). | 15% | Five(5) months and twenty (20) days after signing. |
| 5 | Final training report including the learning outcomes achieved against the overall aim and specific objectives and report on trainees (women led SMEs and business advisors) that have held their first association meetings and the businesses they were able to help. Also include an overview of the activities and their implementation challenges faced, lessons learned, recommendations for future course of action, sustainability measures for the intervention and success stories. | 20% | Seven(7) months after signing of the contract. |

1.

6. Geographical coverage of Activities

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

UNDP will provide guidance to the Contractor (s) on the areas to be targeted by the project interventions with sub-district level detail. Under UNDP's guidance and in collaboration with the community organizations, the contractor will conduct assessments to identify target beneficiary groups based on established selection criteria.

7. Roles and responsibilities

UNDP will

- Provide support to the **Contractor(s)** 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 **Contractor (s)** activities at field level against the progress provided by the partner, directly or through third parties
- Evaluate the performance based on a set of indicators
- Conduct project evaluation to measure the outcomes and impact of the project

Contractor will:

Provide onsite training for women beneficiaries

Keep record of community files, attendance sheets, database profiles, training evaluation forms

Identify potential risks and institute mitigation measures as needed. The Organization is required to escalate all issues and risks to UNDP

Provide regular reports - texts, pictures, video and other materials – to UNDP on a monthly basis in addition to the reports in deliverables section.

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.

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

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

The contractor(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.

DURATION OF SERVICES

- a) The estimated duration of services is maximum 7 months. The expected time of

commencement of contract is March 2022.

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

Payment approvals: The project manager of ABADEI will approve all payments to the service provider based on the final approval of the deliverable after incorporating any comments and suggestions.

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

SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

Technical Proposal Envelope:

| | |
|--|--------------------------|
| Have you duly completed all the Returnable Bidding Forms? | |
| ▪ Form A: Technical Proposal Submission Form | <input type="checkbox"/> |
| ▪ Form B: Bidder Information Form | <input type="checkbox"/> |
| ▪ Form C: Joint Venture/Consortium/ Association Information Form | <input type="checkbox"/> |
| ▪ Form D: Qualification Form | <input type="checkbox"/> |
| ▪ Form E: Format of Technical Proposal | <input type="checkbox"/> |
| ▪ Form F: Financial proposal submission form (password protected) | <input type="checkbox"/> |
| Annex 2 : Financial proposal form (password protected) | <input type="checkbox"/> |
| Have you provided the required documents to establish compliance with the evaluation criteria in Section 4? | <input type="checkbox"/> |

Financial Proposal Envelope

(Password protected file shall be uploaded. Bidders that will pass the technical compliance score, will be asked (via e-mail) to provide the password)

| | |
|--|--------------------------|
| ▪ Form F: Financial Proposal Submission Form | <input type="checkbox"/> |
| ▪ Annex 2 : Financial proposal forms | <input type="checkbox"/> |

FORM A: TECHNICAL PROPOSAL SUBMISSION FORM

| | | | |
|-----------------|-------------------------------|-------|-------------|
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | [Insert RFP Reference Number] | | |

We, the undersigned, offer to provide the services for "Engagement of organization(s) for identification and in-person training of individual women on business skills while facilitating mobile based remote training and establishing new women business associations while building capacity of existing business associations in the western region of Afghanistan" in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we *embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.*

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

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

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

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

FORM B: BIDDER INFORMATION FORM

| | |
|--|--|
| Legal name of Bidder | [Complete] |
| Legal address | [Complete] |
| Year of registration | [Complete] |
| Bidder's Authorized Representative Information | Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete] |
| Are you a UNGM registered vendor? | <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number] |
| Are you a UNDP vendor? | <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number] |
| Countries of operation | [Complete] |
| No. of full-time employees | [Complete] |
| Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate): | [Complete] |
| Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate): | [Complete] |
| Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy) | [Complete] |
| Contact person UNDP may contact for requests for clarification during Proposal evaluation | Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete] |
| Please attach the following documents: | <ul style="list-style-type: none"> ▪ ▪ Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the services being procured. The document shall include company portfolio, demonstrating experience in implementation of projects with similar content and similar complexity ▪ Certificate of Incorporation/ Business Registration ▪ Quality Certificate (e.g., ISO 9001, ISO 20000, ISO 27001, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any |

- Financial Statement (Income Statement and Balance Sheet) for the past 3 years (2020, 2019 and 2018) (quick ratio could be applied)
- Statement of Satisfactory Performance from the top three (3) Clients in terms of Contract Value the past three (3) years
- A copy of preliminary Agreement in case of Consortium or sub-contracting
- Detailed description of the Methodology, Approach and Implementation Plan (sequence of actions) for the services required as per the attached ToR (Section 5. Terms of Reference of this RfP document), with clear distribution of roles and responsibilities of the proposed key personnel and submission of necessary supporting information and documents as per ToR. The supporting information and documents shall include, but shall not be limited to: project management organizational chart with clear roles and responsibilities, as well as practices applied to interaction and collaboration within the project, including: project plan management, detailed activity planning, resource management, communication plan, change management, risk management, deliverable quality management, progress monitoring and reporting,
- CVs (signed by the envisaged person), of the Key personnel (mentioned under Section 4: Evaluation Criteria of this RfP document), together with attestation certificates (if applicable/ e.g. diplomas, certifications) and training certificates (if applicable) (valid at the date of presentation) clearly stipulating the relevant experience which meets the listed requirements
- All information regarding any past and current litigation during the last three (3) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded
- Fully filled in, signed and stamped Forms A-G.

- The Financial Proposal files (Annex 2, Form G, Form F) must be encrypted with a password so that they cannot be opened nor viewed until the password is provided. The password for opening the Financial
- Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected.
- UNDP reserves rights to ask participant bidders, during evaluation, to submit a credit rating report from a third-party entity

FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

| | | | |
|-----------------|-------------------------------|-------|-------------|
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | [Insert RFP Reference Number] | | |

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

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

| | |
|--|------------|
| Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution) | [Complete] |
|--|------------|

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture **OR** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

FORM D: QUALIFICATION FORM

| | | | |
|-----------------|-------------------------------|-------|-------------|
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | [Insert RFP Reference Number] | | |

If JV/Consortium/Association, to be completed by each partner.

Historical Contract Non-Performance

| <input type="checkbox"/> Contract non-performance did not occur for the last 3 years | | | |
|--|------------------------------------|---|---|
| <input type="checkbox"/> Contract(s) not performed for the last 3 years | | | |
| Year | Non- performed portion of contract | Contract Identification | Total Contract Amount (current value in US\$) |
| | | Name of Client: Address of Client: Reason(s) for non-performance: | |

Litigation History (including pending litigation)

| <input type="checkbox"/> No litigation history for the last 3 years | | | |
|---|-----------------------------|---|---|
| <input type="checkbox"/> Litigation History as indicated below | | | |
| Year of dispute | Amount in dispute (in US\$) | Contract Identification | Total Contract Amount (current value in US\$) |
| | | Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved: | |

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.
List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

| Project name & Country of Assignment | Client & Reference Contact Details | Contract Value | Period of activity and status | Types of activities undertaken |
|--------------------------------------|------------------------------------|----------------|-------------------------------|--------------------------------|
| | | | | |
| | | | | |

| | | | | |
|--|--|--|--|--|
| | | | | |
|--|--|--|--|--|

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

| | | |
|--|------|-----|
| Annual Turnover for the last 3 years | Year | USD |
| | Year | USD |
| | Year | USD |
| Latest Credit Rating (if any), indicate the source | | |

| Financial information (in US\$ equivalent) | Historic information for the last 3 years | | |
|---|---|--------|--------|
| | Year 1 | Year 2 | Year 3 |
| | Information from Balance Sheet | | |
| Total Assets (TA) | | | |
| Total Liabilities (TL) | | | |
| Current Assets (CA) | | | |
| Current Liabilities (CL) | | | |
| | Information from Income Statement | | |
| Total / Gross Revenue (TR) | | | |
| Profits Before Taxes (PBT) | | | |
| Net Profit | | | |
| Current Ratio | | | |

- ☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:
- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
 - b) Historic financial statements must be audited by a certified public accountant;
 - c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

FORM E: FORMAT OF TECHNICAL PROPOSAL

| | | | |
|-----------------|-------------------------------|-------|-------------|
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | [Insert RFP Reference Number] | | |

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Format for CV of Proposed Key Personnel

Format for CV of Proposed Key Personnel

| | |
|---|---|
| Name of Personnel | [Insert] |
| Position for this assignment | [Insert] |
| Nationality | [Insert] |
| Language proficiency | [Insert] |
| Education/ Qualifications | <i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> |
| | [Insert] |
| Professional certifications | <i>[Provide details of professional certifications relevant to the scope of services]</i> |
| | <ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert] |
| Employment Record/ Relevant Experience | <i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i> |
| | [Insert] |
| References | <i>[Provide names, addresses, phone and email contact information for two (2) references]</i> |
| | Reference 1: [Insert] |
| | Reference 2: [Insert] |

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

FORM F: FINANCIAL PROPOSAL SUBMISSION FORM

| | | | |
|-----------------|-------------------------------|-------|-------------|
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | [Insert RFP Reference Number] | | |

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

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

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

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

Name: _____
Title: _____
Date: _____
Signature: _____

[Stamp with official stamp of the Bidder]

Form G: Performance Security Form

INSERT LETTERHEAD OF THE BANK

[date]

To: Beneficiary
United Nations Development Programme (UNDP)
[insert address]

Contractor
[insert information on contractor]

Reference: Guarantee No. **[insert number]**

Dear Sirs,

WHEREAS, the United Nations Development Programme (the “Beneficiary”) and **[Name of Contractor]** (the “Contractor”) have entered into Contract No. **[contract number]** for **[insert description of contract]**, which entered into force on **[date]** (the “Contract”);

WHEREAS, the Contract requires that the Contractor furnishes a bank guarantee for a sum specified in the Contract as security for the Contractor’s satisfactory compliance with its obligations under the Contract;

WHEREAS, we **[Name of the Bank]** (the “Guarantor”), have agreed to give the Contractor such Guarantee;

NOW THEREFORE, we, the Guarantor, hereby undertake to pay to the Beneficiary, upon the Beneficiary’s first written demand and without cavil or arguments any sum or sums not exceeding in the aggregate **[currency][amount in words and figures]** or such lesser sum of money as the Beneficiary may by such written demand require to be paid, accompanied by the Beneficiary’s written statement that the Contractor is in breach of its obligations under the Contract, without the need to specify, prove or show grounds or reasons for such demand. Such statement shall be conclusive evidence of the Beneficiary’s entitlement to payment in the amount demanded, up to the amount of this Guarantee.

The maximum guaranteed amount under this Guarantee is **[currency] [amount in words and figures]**.

We, the Guarantor, further agree that no change or addition to or other modification of the terms of the Contract or of the works, goods and services acquired thereunder, which may be made between the Beneficiary and the Contractor, shall in any way release us, the Guarantor, from any liability under this Guarantee, and we hereby waive the notice of any such change, addition or modification.

This Guarantee shall be valid until thirty (30) days after the date of issuance by the Beneficiary of a certificate of satisfactory performance and full completion by the Contractor of its obligations under the Contract.

Subject to the paragraph below, this Guarantee is governed by the Uniform Rules for Demand Guarantees,

ICC Publication No. 758. The supporting statement under Article 15(a) thereof is excluded.

Nothing herein or related hereto shall be deemed a waiver express or implied of the privileges and immunities of the United Nations, including its subsidiary organs nor shall it be interpreted or applied in a manner inconsistent with such privileges and immunities.

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Date:

Name of Bank:

Address: