

## Emergency RFP document



United Nations Population Fund (UNFPA)  
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Date: 18/07/2024

### **Request for Proposal (RFP) No. UNFPA/AFG/ERFP/24/03**

Dear Sir/Madam,

We hereby solicit your best technical and financial offer for the supply of the following services:

Baseline Study and Mapping Exercise  
Vulnerabilities and access to services for women and girls in Afghanistan

**If you are interested in submitting a bid for these services, kindly fill in the attached submission form and send it to the secure email address indicated below/ not later than 28/07/2024 at 02:00 pm, Kabul time.**

**Secure email address for bid submission: [bidsafg@unfpa.org](mailto:bidsafg@unfpa.org)**

**Note: Do not submit your bid to the contact person's email address!**

Please remember, that the bid shall consist of two parts: the technical and the financial bid. The technical bid containing the technical specifications for services and the financial bid containing price information shall be submitted separately in two different email with the following subject.

**Subject: Technical Proposal UNFPA/AFG/ERFP/24/03 Sealed bid. Do not open before 28. July 2024**

**Subject: Financial Proposal UNFPA/AFG/ERFP/24/03 Sealed bid. Do not open before 28. July 2024**

### **Clarifications of Bidding documents**

1.1. Bidders requiring clarification to the Bid process and/or to the Bid documents may be addressed in writing to:

To:	rabbani@unfpa.org
Name:	Hamed Rabbani
Subject:	Inquiry UNFPA/AFG/ERFP/24/03

Bidders should **NOT** submit any Bid to this contact or your Bid will be declared invalid, as UNFPA will not be able to guarantee the confidentiality of the Bidding process.

Bidders may request clarifications no later than **25. July 2024, at 3:30pm, Kabul time.**

1.2. UNFPA will respond in writing to any requests for clarification received prior to the deadline and will circulate the answers (including an explanation of the requests without identifying the sources) to all prospective Bidders that have received the Bid documents. A copy of the questions and UNFPA's answers will also be posted on UNGM, ([www.ungm.org](http://www.ungm.org)).

1.3. UNFPA will respond to requests for clarifications as soon as possible. However, delays in UNFPA's response will not oblige UNFPA to extend the Bid submission deadline. UNFPA may extend the deadline in specific cases UNFPA deems justified and necessary.

#### **Documents comprising the bid:**

- a. Completed and signed Bid Submission Form
- b. Bidders Identification Form
- c. Bidder's previous experience and clients
- d. Technical bid, including documentation to demonstrate that the bidder meets all requirements. The technical bid should be concisely presented and structured to include but not necessarily be limited to the information listed in the ToR.
- e. Financial bid in a separate email.

Partial bids are not allowed under this RFP.

#### **Evaluation of Proposals:**

A two-stage procedure will be utilized in evaluating the proposals, with an evaluation of the technical bids being completed prior to any financial bid being opened and compared. The financial bid will be opened only for those bidders whose technical bids reach 49 points, meeting the requirements for the RFP. The total number of points which a bidder may obtain for technical and financial bids is **100 points**.

#### **Technical Evaluation**

The technical bid is evaluated on the basis of its responsiveness to the Terms of Reference shown in the bidding documents and the evaluation criteria. The maximum technical score is **70** points.

## **Financial Evaluation**

The financial bid will only be evaluated if the technical bid achieves a minimum of **49** points. Proposals failing to obtain this minimum threshold will not be eligible for further consideration. The financial bid is evaluated on the basis of its responsiveness to the Price Schedule Form. The maximum number of points for the price bid is **30**. This maximum number of points will be allocated to the lowest price. All other proposals will receive points in inverse proportion according to the following formula:

$$\text{Points for the Price Bid of a Proposal being evaluated} = \frac{[\text{Maximum number of points for the Price Bid}] \times [\text{Lowest price}]}{[\text{Price of bid being evaluated}]}$$

## **Total Score**

The total score for each bidder will be the sum of the technical score and financial score. The maximum total score is 100 points.

## **Contract Award**

UNFPA shall award the contract to the bidder who obtains the highest combined score of the technical and price evaluation.

Note: Current UNFPA supplier policies apply to this solicitation and can be found at: <http://www.unfpa.org/suppliers>.

## **Attachments:**

- **Bid Submission Form**
- **Bidders Identification Form**
- **Terms of Reference**
- **Technical Bid**
- **Price Schedule Form**

1. **Bid Submission Form**

**Name of Bidder:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Date of Bid:** \_\_\_\_\_

**Bid No:** \_\_\_\_\_

**Currency of Bid price:** \_\_\_\_\_

**Delivery time** (*days from receipt of order till dispatch*): \_\_\_\_\_

(Note: maximum number of days is: **XX** days)

**Expiration of Validity of Bid/Proposal** (*The bid shall be valid for a period of at least 3 months after the Closing date.*): \_\_\_\_\_

*Vendor's Comments:*

I hereby certify that this company, which I am duly authorized to sign for, accepts the General Terms and Conditions of UNFPA <http://www.unfpa.org/resources/unfpa-general-conditions-contract> and we will abide by this bid/proposal until it expires.

We undertake, if our bid/proposal is accepted, to commence and complete delivery of all items in the contract within the time frame stipulated.

We understand that you are not bound to accept any bid you may receive and that a bidding contract would result only after final negotiations are concluded on the basis of the technical and price bids proposed.

\_\_\_\_\_  
**Name and title** **Date and Place**

**2. Bidders Identification Form**  
**Bid No. UNFPA/AFG/ERFP/24/03**

**1. Organization**

Company/Institution Name	
Address, City, Country	
Telephone/FAX	
Website	
Date of establishment	
<b>Legal Representative:</b> Name/Surname/Position	
<b>Legal structure:</b> natural person/Co.Ltd, NGO/institution/other (please specify)	
<b>Organizational Type:</b> Manufacturer, Wholesaler, Trader, Service provider, etc.	
Areas of expertise of the organization	
Current Licenses, if any, and permits (with dates, numbers and expiration dates)	
Years supplying to UN organizations	
Years supplying to UNFPA	
Production Capacity	

Subsidiaries in the region (please indicate names of subsidiaries and addresses, if relevant to the bid)	
Commercial Representatives in the country: Name/Address/Phone (for international companies only)	

2. **Quality Assurance Certification**

International Quality Management System (QMS)	
List of other ISO certificates or equivalent certificates	
Presence and characteristics of in-house quality control laboratory (if relevant to bid)	

3. **Expertise of Staff**

Total number of staff	
Number of staff involved in similar supply contracts	

4. **Client Reference List**

Please provide references of main client details.

Name of company	Contact person	Telephone	E-mail

1.			
2.			
3.			

**5. Contact details of persons that UNFPA may contact for requests for clarification during bid evaluation**

Name/Surname	
Telephone Number (direct)	
Email address (direct)	

P.S.: This person must be available during the next two weeks following receipt of bid

## Technical Bid and evaluation criteria

The technical bid should be concisely presented and structured in the following order to include, but not necessarily be limited to the following information listed below.

NO	Description	Assigned score
1	<b>Description of the firm and the firm's qualifications:</b> A brief description of your firm/institution and an outline of recent experience on projects of a similar nature, including experience in the country and language concerned. You should also provide information that will facilitate our evaluation of your firm/institution's substantive reliability, such as catalogues of the firm, and financial and managerial capacity to provide the services such as audited financial statements.	10
2	<b>Understanding of the requirements for services, including assumptions:</b> Include any assumptions as well as comments on the data, support services and facilities to be provided as indicated in the TOR or as you may otherwise believe to be necessary.	20
3	<b>Proposed Approach, Methodology, Timing and Outputs:</b> any comments or suggestions on the TOR, as well as your detailed description of the manner in which your firm/institution would respond to the TOR. You should include the number of person-months in each specialization that you consider necessary to carry out all work required. The level of total professional/personnel inputs required has been estimated to be about ___ person-months.	20
4	<b>Proposed Team Structure:</b> The composition of the team which you would propose to provide in the country of assignment and/or at the home office, and the work tasks (including supervisory) which would be assigned to each. An organogram illustrating the reporting lines, together with a description of such organization of the team structure should support your bid.	10
5	<b>Proposed Project Team Members:</b> Please attach the curriculum vitae of the senior professional member of the team and members of the proposed team.	10
Total Score		70



### 3. Price Schedule Form

**Name of Bidder:** \_\_\_\_\_

**Date of Bid:** \_\_\_\_\_

**Bid No:** \_\_\_\_\_

**Currency of Bid price:** \_\_\_\_\_

**Delivery time** (*days from receipt of order till dispatch*): \_\_\_\_\_

**(Note: maximum number of days is: XX days)**

**Expiration of Validity of Bid/Proposal** (*The bid shall be valid for a period of at least 03 months after the Closing date.*): \_\_\_\_\_

This form must be adjusted for each RFP

Item	Description	Number & Description of Staff by Level	Hourly Rate USD	Hours to be Committed	Total USD
<b>1. Steps</b>					
<b>TOTAL PROFESSIONAL FEES</b>					
<b>2. Estimated out-of-pocket expenses</b>					
<b>TOTAL OUT-OF-POCKET EXPENSES</b>					
<b>TOTAL FEES (Professional + out-of-pocket expenses)</b>					

*Vendor's Comments:*

\_\_\_\_\_

**Name and title** **Date and Place**

**TERMS OF REFERENCE**  
**Baseline Study and Mapping Exercise**  
**Vulnerabilities and access to services for women and girls in Afghanistan**

**I. Background**

In August 2021, the conclusion of the 20-year armed conflict and Taliban’s takeover in Afghanistan, marked the dawn of a new era. This period is marked by a swift and severe economic downturn, widespread famine, inflation fueled by global commodity fluctuations, significant spikes in both urban and rural poverty levels, a near breakdown of the public healthcare system, suppression of media and civil society, and a pervasive marginalization of women and girls, effectively excluding them from active participation in public life.

Additionally, Afghanistan faces a wide range of natural disasters including floods, droughts, earthquakes, and landslides. These crises frequently result in tragic outcomes for communities, such as loss of life, displacement, infrastructure damage and disruption of service/support systems. These crises exacerbate the vulnerability of already marginalized women and girls, leaving them more exposed, isolated, and with reduced access to services and humanitarian aid.

Over the period of time, there have been even ever-increasing challenges related to the physical and mental well-being and access to services for women and girls, particularly in the context of conflict, natural disasters and social instability. Understanding the vulnerabilities of women and girls in the current context and analyzing the access to essential services is crucial for designing effective interventions and policies aimed at promoting gender equality, as well as physical and mental well-being of women and girls and ultimately fostering their empowerment.

**Objectives:**

The primary objective of this exercise is to map out the vulnerabilities faced by women and girls in Afghanistan and their access to key services. Specific objectives include:

1. Identifying the key vulnerabilities experienced by women and girls across different regions of Afghanistan.
2. Map the availability, accessibility, and quality of essential services, including healthcare, mental health and psychosocial support, protection, legal support, and skill development/livelihood/economic opportunities.
3. Analyzing the impact of cultural, social, economic, and political factors on women's and girls' vulnerabilities and access to services.
4. Providing recommendations for NGOs, international organizations, UN entities, and/or other relevant stakeholders to address identified gaps and improve service delivery for women and girls.

**Scope of the exercise:**

This initiative will explore various dimensions of vulnerabilities faced by the women and girls in Afghanistan. Additionally, it will look into the access to services, identifying the gaps and challenges with

regard to quality services. The overall report will look at community norms, attitudes, perceptions and its impact on creating the vulnerabilities of women and girls or determining their access to services/support mechanisms.

- a. Socio-economic vulnerabilities of women and girls, including unemployment, lack of skill development opportunities, and lack of resources. Available services/mechanisms, barriers to access the available services.
- b. Vulnerabilities of women girls with regard to health care services, access to health services, and barriers that are hindering the access to services.
- c. Protection vulnerabilities of women and girls including types of protection risks, - incidents of early and forced marriage, availability of services, access to services, role of community norms in shaping service seeking behaviors and the barriers hindering the access to services.
- d. Vulnerabilities related to access to formal and informal education, literacy rates, barriers to schooling
- e. Vulnerabilities related to access to justice legal counseling and assistance.

## **II. Areas of Inquiry**

### **i) General Information**

- Demographics (desegregation by age, sex and disability)
- Vulnerability profiles (female headed households, women with disabilities, adolescent girls, etc.)
- Women and girl's need and preferences for assistance and support.
- Barriers to seeking support/reporting.

### **ii) Community Profile**

- Community knowledge, attitudes and perception (KAP) towards protection related issues
- The overall impact of the ban on women movements including their rights in the community
- Community attitudes and behavior toward the situation of women two years after the takeover
- Level of women's participation in decision making
- Norms around age and gender (*i.e* roles and opportunities for women; status of women; women's empowerment, roles and opportunities for men, status of children and adolescents; community views about children's participation; school attendance)
- Access to informal and formal justice and dispute resolution mechanisms; Community-based protection systems

### **iii) Accessibility and Safety of services and facilities**

- Inclusion of women in planning, delivery, and quality of services focusing as well on women at protection risks and their reintegration into the community
- Impact of displacement / return on access to services

### **iv) Disclosure, Help Seeking, and Referral**

- Entry points for vulnerable women and girls to seek help

- Awareness on availability and accessibility of referral pathways and systems
- Confidentiality, informed consent of participants, and ethical information sharing, based on PSS Guiding Principles and WHO ethical considerations for protocols for data collection
- Service provider knowledge, attitudes, behavior; application of guiding principles
- Involvement of community in helping survivors and assisting with referrals

#### **v) Support Services to Women and Girls**

- Availability, accessibility, quality of services (include traditional practitioners, community-based groups, (I)NGOs, UN entities, traditional resolution mechanisms)
- Sensitivity, awareness, knowledge and attitudes of service provider staff and volunteers
- The selected firm must propose specific methodologies that are client-centered and deemed most practical, safe, efficient, and accurate, preferably based on past experiences in Afghanistan and will also provide a capacity statement showing their previous experience in carrying out this type of work in the same or a similar context.

### **III. Study Assessment Process**

#### **A. Methodology**

- The assessment will involve both quantitative as well as qualitative research methods including document review, in-depth interview decision making about services.

Final methods to be selected must match with the assessment questions stated above and any additional questions the consultancy may deem vital. It is expected that the proposed methodology per Outcome will:

- Identify methodology, sampling, limitation, data collection and tools, checklist on strategies for ethical and safe maintenance of all data, and proposed data analysis, data validity and reliability
- Level of stakeholders' participation

#### **B. Stakeholders**

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

- Target beneficiaries and communities, including women, adolescent girls, schoolteachers, women associations, people with disabilities, etc. (if applicable)
- Relevant personnel of UN entities and I/NGOs.

#### **C. Documentation**

The national level SC Coordinator will provide relevant induction and documents to the study team.

#### **D. Location**

The study shall take place in the Southern, Western, Central, Central Highlands, and Northern regions of Afghanistan.

#### E. Timeframe

The complete study should be completed within two (02) months (TBD) from the date of signing the contract. It is expected that the final report in approved format will be submitted to the national level SC Coordinator no later than 15 August 2024.

#### IV. **Management and Activities**

Under the overall guidance of the UNFPA Country Office and direct supervision of the SC Coordinator, the contracted entity will carry out the baseline study in close coordination with the SC Coordination team. The overall responsibility of the SC Coordination team is to: i) Review and approve the Consultancy inception report; ii) Review and approval of the tools and methodology, including the research protocol and questionnaire prior to data collection design report; and iii) Review and approval of the final report. The SC Coordinator will have the overall responsibility for coordinating with the consultancy firm and ensuring a good quality baseline study report. More specifically, the coordinator will be responsible for the following:

- Preparation (gathering documents).
- Ensuring that the selected consulting firm understands the TOR and ensuring that the consultancy firm understands the UN evaluation norms, standards, and ethics, and commits in writing to abide by them.
- Setting up appointments and preparing letters of introduction.
- Coordinating and providing timely feedback and input on draft versions of the methodology, tools and report.
- and
- Following up on the technical feedback for timely submission of incorporation in the final report.

#### V. **Consultancy Firm/ Team**

The selected consultancy firm will have the overall responsibility for organizing and conducting the baseline study. Throughout the study process, it will also be responsible for ensuring the quality of the data collected and the data analyses, as well as ensuring that all data collection activities follow ethical and safety standards applicable to researching, documenting, The consultancy firm will appoint a Team Leader who will take the overall responsibility for the management process and who will be the focal point for coordinating and communicating with the SC Coordinator. The consultancy firm will also be responsible for logistics management for their field work and data collection activities. Due to the high-level sensitivity of the nature of the research, the consultancy firm will sign a confidentiality agreement and will share the findings exclusively with the designated focal point in the UNFPA country office and will not share the findings without any other stakeholder.

#### VI. **Expected Deliverables**

- **Deliverable 1:** Inception report and questionnaires for FGDs and KII to the SC coordination team
- **Deliverable 2:** First draft Baseline Study report, including analysis of findings and data collection tools including Knowledge Attitude and Perception (KAP) component from community members.

- **Deliverable 3:** A quality final draft Baseline Study report with executive summary and a PPT with overview of the major findings

The final baseline study report should be provided in an electronic format and 3 printed copies. Electronic data files should also be submitted. The data and information collected during this study is the sole and full ownership of UNFPA and is subjected to strict confidentiality protocols that will not allow the firm to share the findings with any stakeholder with the exception of the designated UNFPA focal point.

**A. Table of Deliverables**

	Deliverables	Items Covered/ Included	Timeframe	Payment Schedule
1	<b><i>Inception Report</i></b>	<ul style="list-style-type: none"> <li>- <b>Introduction:</b> Present the purpose of study, and scope of study</li> <li>- <b>Context:</b> The overall country context and provincial context; also, the current response to address the challenges</li> <li>- <b>Methodology and approach:</b> Describe the study methods, key study questions and Study Matrix as Annex, target population, sampling, data collection method and tools, Checklist for safe and ethical data management, Data analysis plan, quality assurance, ethical consideration</li> <li>- <b>Study Management Process:</b> Study coordination at the preparation, field data collection, and reporting, Work plan, deliverables, study management structure (Core team and field team)</li> <li>- <b>Annexes:</b> <ul style="list-style-type: none"> <li>● ToR</li> <li>● Study Matrix</li> </ul> </li> </ul> Study Tools	Two (02) weeks after Starting work (upon signing the contract)	First payment (20%)
2	<b><i>The field data collection</i></b>	<ul style="list-style-type: none"> <li>- Training of survey team</li> <li>- Field data collection</li> <li>- Data cleaning</li> </ul>	Four (04) weeks	
3	<b><i>Perform data analysis of mapping</i></b>	<ul style="list-style-type: none"> <li>- Quantitative data entry, data cleaning and data analysis performed.</li> </ul>	Two (02) weeks	

		- Qualitative data fully transcribed and analyzed (if necessary)		
4	<b>Comprehensive Initial Draft Baseline Study Report prepared, and PowerPoint Presentation made</b>	Findings, results and recommendations, vulnerability maps presented in a comprehensive report	Three (04) weeks	
5	<b>Final baseline report, (and updated corresponding power point presentation) addressing input from validation workshop and other key stakeholders.</b>	<ul style="list-style-type: none"> <li>- 1 hard copy of the Report incorporating all stakeholders' comments, fully formatted, edited and finalized to a professional printable standard.</li> <li>- 2 hard copies of final baseline report, addressing input from validation workshop and other key stakeholders.</li> <li>- The report should be a maximum of 30 pages in length, excluding annexes</li> <li>- Hard copy of the report and maps</li> <li>- All finalized data collection instruments</li> <li>- The cleaned data files</li> <li>- All qualitative data transcripts (if necessary)</li> </ul>	Two (02) weeks	Final payment (80%)

**B. Payment terms**

Payment is linked to deliverables as per table above. Please note that final payment to a contractor is dependent on the satisfactory completion of deliverables.

**C. Reporting and coordination**

The consultancy firm team leader will meet with the SC Coordinator every week to discuss progress updates. Ad hoc meetings may be convened as needed.

The Institution or team will submit the following reports:

- An **inception report** (showing the proposed study design, methodology, data collection tools, timeline, budget and ethical considerations) within 2 weeks of signing the contract.
- A **draft** report: within 10 weeks from the signing of the contract a draft report documenting the findings of the entire study should be submitted.
- A **final** report: within 12 weeks from the signing of the contract the consultant should submit a final report which takes into cognizance comments made on the draft report. Final report will be endorsed only when the quality of the report is approved by the SC Coordination Team. The final report should provide clear baseline data for the specified indicators, qualitative analysis of the findings from the mapping component and provide recommendations of potential opportunities for enhanced programming and synergies.

Additionally, all data files, data completed tools must be submitted to the SC Coordinator. The standalone reports of the in-depth questions should adhere to quality standards of peer-reviewed academic publications. The main report should have excellent analytical quality and writing, but will be written in clear, crisp language, understandable to an informed lay reader. The text of the report and annexes should be illustrated, as appropriate, with maps, graphs and tables. The Institution/Contractor is expected to produce candid, uncompromising, high-quality reports, containing well evidenced findings and clear conclusions and recommendations.