

CALL FOR EXPRESSION OF INTEREST [TO BE ISSUED BY UNHCR]

Note: The purpose of the Call for Expression of Interest (CfEol) is to solicit interest from existing or prospective partners that wish to collaborate with UNHCR to achieve common outcomes.

UNHCR Offices are required to provide context for the partnership and selection criteria. A sample template for a Call for Expression of Interest (CfEol) is below.

Please note that the following template mirrors the structure of the information required on the UNPP for the CfEol. Any supplementary information should be attached as an additional document.

CALL FOR EXPRESSION OF INTEREST (CfEol)

Project Details																					
CfEol ID	HCR/AFG/2024/007																				
Title	Warehouse, Inventory and Fleet Management																				
Project/Programme Focal Point(s)	John Melkenbeek – Snr Supply Officer Mildred Watchipa – Snr Program Officer																				
Project location	Kabul – Kandahar - Herat – Mazar – Jalalabad and countrywide for the fleet management.																				
Sector(s) and Area(s) of Specialization																					
Sector(s)	Logistics and Supply Chain																				
Area(s) of Specialization	Right of Use of UNHCR assets, Warehouse and Inventory Management																				
Issued by	UNHCR																				
Project background:																					
Processing of personal data ¹ (if required within the partnership)	No processing																				
Direct contact with forcibly displaced and stateless persons	NO																				
<p>The Partner will be expected to manage five warehouses for UNHCR located in Kabul, Kandahar, Herat, Mazar i sharif and Jalalabad. The below table captures details of the sizes & capacities of these WHs for ease of reference:</p> <table border="1"> <thead> <tr> <th>Location</th> <th>Total WH Storage Capacity (M²)</th> <th>Total W/H Storage Capacity (M³)</th> <th>Total Occupancy Rate (M3)- Aug 24</th> <th>Total Occupancy of WHs Space (%) - Aug 24</th> </tr> </thead> <tbody> <tr> <td>Kabul, UNHCR / WAW WH</td> <td>4,500</td> <td>3,750.</td> <td>3,375.</td> <td>90</td> </tr> <tr> <td>Herat, UNHCR/WAW WH</td> <td>2,600</td> <td>3,107.</td> <td>2,450.</td> <td>88</td> </tr> <tr> <td>Mazar, UNHCR/WAW WH</td> <td>5,554</td> <td>4,710.</td> <td>345.</td> <td>7</td> </tr> </tbody> </table>		Location	Total WH Storage Capacity (M ²)	Total W/H Storage Capacity (M ³)	Total Occupancy Rate (M3)- Aug 24	Total Occupancy of WHs Space (%) - Aug 24	Kabul, UNHCR / WAW WH	4,500	3,750.	3,375.	90	Herat, UNHCR/WAW WH	2,600	3,107.	2,450.	88	Mazar, UNHCR/WAW WH	5,554	4,710.	345.	7
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¹ Please see below for arrangement definitions for processing of personal data.

Kandahar, UNHCR/WAW WH	.00	5,000	00	3,544.	00	1,174.	33.13
Jalalabad, UNHCR/HEWAD WH	.00	1,600	00	2,800.	00	2,100.	75
Total	54	19,2	1.5	17,91	4.0	9,44	

The management of these WHs include receipt, storage, release and dispatch of Non-food items (NFIs) at an estimated annual volume of 1,800 cubic meters, purchased locally and internationally by UNHCR. The Partner will be required to have a database to record all incoming and outgoing transactions for the purpose of good record keeping. UNHCR will be conducting bi- annual physical verifications of all the five WHs and the records must tally between the UNHCR online records of the NFIs and the physical stocks available with the Partner. The partner will have to comply with UNHCR SOP on Warehouse and Inventory Management.

The Partner must establish local Frame Agreements for transportation of NFIs from one warehouse to another or from the WHs to distribution points, and issue necessary documents, e.g. waybills for outgoing NFIs and Goods Receiving Notes (GRNs) for the incoming goods.

UNHCR is currently having three workshops in Kabul, Mazar al Sharif and Jalalabad providing repair/maintenance services to UNHCR vehicles. The services are also extended to other UN agencies and NGOs on a cost recover basis. The potential Partner is also expected to manage these workshops, which include spare parts storage.

UNHCR has a fleet of 10 trucks that support transportation of goods and services across the country for UNHCR and partner activities. The partner will also be responsible for managing the fleet of UNHCR trucks in line with the UNHCR policies and guidelines.

Expected results:

Relevant experience (03 years min).

- Manage warehouses in line with UNHCR rules, policies and procedures.
- Provide warehousing management staff
- Ensure inventory is managed in accordance with UNHCR policies and guidelines.
- Manage warehouse security risks
- Receipt, storage, release and dispatch of Non-food items (NFIs) at an estimated annual volume of 1,800 cubic meters, purchased locally and internationally by UNHCR.
- The Partner will be required to have a database to record all incoming and outgoing transactions for the purpose of good record keeping.
- Facilitate UNHCR bi- annual physical verifications of all the five WHs and the records must tally between the UNHCR online records of the NFIs and the physical stocks available with the Partner.
- The partner will have to comply with UNHCR SOP on Warehouse and Inventory Management.
- The Partner must establish local Frame Agreements for transportation of NFIs from one warehouse to another or from the WHs to distribution points, and issue necessary documents, e.g. waybills for outgoing NFIs and Goods Receiving Notes (GRNs) for the incoming goods.
- Roadworthy, available and agile trucks to support transportation of goods for UNHCR and UNHCR partners.

Indicative budget (optional):

N/A				
Processing of personal data (if required within the partnership):				
No processing				
Other information (optional): Interested National and International Non-Governmental Organizations in Afghanistan are invited to <u>submit concept notes</u> and other required documents to UNHCR, as specified below				
Concept note				
<p>The concept note should be concise and contain clear information on proposed activities specifying Outcome area, outcome statement and specific activities that Partner is able to implement, indicating location of implementation. Concept notes should not exceed six pages and should not be a fully developed project proposal, should make clear reference to guidelines and other similar approved interagency tools and must be submitted in a Template attached to this call for EOI as Annex A1. Budget should be included in the concept note as a table or submitted separately as an attachment.</p> <p>Important Notes: All applicant NGOs in Afghanistan are required to register the organization, if not yet done, on the UN Partner Portal- https://unpartnerportal.org; upload all required documents, including Concept Notes, budget and other supporting documents in response to this call for Expression of Interest by 24 October 2024 midnight Afghanistan time.</p> <p>UNHCR is committed in undertaking adequate due diligence and conduct the process of selection of partners in an objective, consistent, transparent and timely manner. All applicant organizations will receive written notification on the outcome of the selection process.</p>				
Call for expression of Interest timeline				
Request for clarification deadline	Application deadline	Notification of results	Estimated start date	Estimated end date
23 October 2024 AFGKAEOI@unhcr.org	24 October 2024	15 November 2024	01 January 2025	31 December 2025
Selection Criteria				
	Criteria Description	Assigned Weighting		
	<p>Sector expertise and experience: the required specific skills, sector specialists, performance, knowledge, material and human resources. Knowledge of relevant protection, humanitarian principles and the approach to Age, Gender, Diversity (AGDM). Approach to the participation of forcibly displaced and stateless persons in the Programme Cycle. Partner's PSEA capacity self-assessment and data protection and information security self-assessment have been completed and submitted (where relevant to the partnership).</p> <p>Mainstreaming measures to integrate environmental sustainability within proposed activities. Environmental considerations are aligned to the objectives of UNHCR's Strategic Framework for Climate Action.</p>	30		
	Project management: ability to effectively deliver project objectives with robust management systems/processes, and meet the expectations of all stakeholders, as well as provide	30		

	accountability mechanisms and sound financial management, taking into account the audit results of the previous UNHCR-funded projects, past performance and the external audit of partners' financial statements and pending open audit recommendations (accounts receivables and internal control related recommendations) where applicable. Clear segregation of duties policy, as well as the integration of risk management; adequate control over procurement, of assets and inventory (if applicable).	
	Local experience and presence: ongoing programme in the area of operation; local knowledge; participation in inter-agency coordination fora, engaging forcibly displaced and stateless persons in the programme cycle; trust from local communities; local presence; partner policy on community relations; feedback and complaint mechanisms for affected communities; self-organized groups of forcibly displaced and stateless persons; and other factors that would facilitate access to and better understanding of the affected communities and that would reduce administrative difficulties.	10
	Cost effective: Evidence of a methodology for allocation of shared costs to project activities. Evidence of procedures/systems that ensure maximum resources are directed to project outcomes while also ensuring that resources are also directed to activities that ensure project risks are being appropriately managed.	15
	Access/ Security Considerations: ability to operate in security conditions of the Project site(s) or country as well as existence and functionality of partner's organizational policies, procedures and practices related to security risk management.	15

Issuing UNHCR Office

Contact Address

Signature, Head of Office


Full name and title, Head of Office

Name of UNHCR Office

Date

UNHCR Country Office Kabul

 ICON Compound, Supreme Road, District # 9,
 Jalalabad Road, Kabul- Afghanistan


 pp. Jamal Arafat, Representative UNHCR Afghanistan

UNHCR Country Office Kabul

26- September- 2024