

Request for Proposal (RFP) to Develop Basic Learning Program and Capacity Development of 100 Police Personnel in Democratic Policing across 8 pilot districts in Kabul province



**Table of Contents**

Invitation Letter .....	2
Annex I - Instructions to Offerors.....	4
Annex II - General Conditions of Contract.....	13
Annex III - Terms of Reference.....	19
Annex III - Terms of Reference.....	22
Annex IV – Technical Forms.....	32
Annex V – Price Schedule .....	42
Annex VI – Model Contract for Professional Services .....	46

Request for Proposal (RFP) to Develop Basic Learning Program and Capacity Development of 100 Police Personnel in Democratic Policing across 8 pilot districts in Kabul province



## Invitation Letter

Date: 23 December 2009

Dear Sir/Madam,

**Subject:** Request for Proposal (RFP) to Develop Basic Learning Program and Capacity Development of 100 Police Personnel in Democratic Policing across 8 pilot districts in Kabul province:

The RFP is split into three (3) separate activities/lots with each lot having an independent technical requirements and price Schedule. Bidders may submit bid for one or all lots/activities.

Lot Number	Description
LOT. 1	Preparation and testing of basic training curriculum/module for personnel at police stations in 8 districts in Kabul Province
LOT. 2	Training program of 100 police personnel undertaken at police stations in 8 districts in Kabul Province and finalization of training curriculum/module
LOT. 3	Established Information Desks across police stations in 8 districts in Kabul Province

1. To enable you to submit a proposal, attached are:

<a href="#">Instructions to Offerors</a>	(Annex I)
<a href="#">General Conditions of Contract</a>	(Annex II)
<a href="#">Terms of Reference (TOR)</a>	(Annex III)
<a href="#">Technical Forms</a>	(Annex IV)
<a href="#">Price Schedule</a>	(Annex V)
<a href="#">Model Contract for Professional Services</a>	(Annex VI)

2. Your proposal comprising the Technical and Financial proposals must be submitted in separate sealed envelopes. Both the Technical and Financial Proposals in soft and hard copies should be placed in another sealed envelope and sent to the following address no

UNDP – Afghanistan  
Shah Mahmood Ghazi Watt  
Kabul, Afghanistan  
Tel: +98 20 2101 68291 Fax: +873 763 468 863

Request for Proposal (RFP) to Develop Basic Learning Program and Capacity Development of 100 Police Personnel in Democratic Policing across 8 pilot districts in Kabul province



Afghanistan

later than **12 January 2010, 1500 hours Kabul local time**. Please arrange the dispatch of your submission allowing ample time for it to reach our offices before the deadline. Late submission will not be considered.

**Procurement Unit  
UNDP - Kabul  
Shah Mahmood Ghazi Watt  
Kabul, Afghanistan**

3. If you request additional information or clarification, UNDP will respond in writing to any request for clarification of that it receives earlier than one week prior to the deadline for the submission of Proposals.
4. You are requested to acknowledge receipt of this letter and to indicate in writing whether or not you intend to submit a proposal.

Yours sincerely,

Abdul Hamid Karimi  
Deputy Procurement Manager

**Acknowledged receipt:**

**Signature:** .....  
**Name and title:** .....  
**Company:** .....

YES                      **Intend to submit Proposal:**  
 NO

<b>No. of pages received:</b>	<b>Out of total</b>
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**Date:**.....

UNDP – Afghanistan  
Shah Mahmood Ghazi Watt  
Kabul, Afghanistan  
Tel: +98 20 2101 68291 Fax: +873 763 468 863

## **Annex I - Instructions to Offerors**

<b>A</b>	<b>Introduction</b>
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### **1. General**

#### I. UNDP Mission Statement

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

### **2. Cost of proposal**

The Offeror shall bear all costs associated with the preparation and submission of the Proposal, the UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

<b>B</b>	<b>Solicitation Documents</b>
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### **3. Contents of solicitation documents**

Proposals must offer services for the total requirement. Proposals offering only part of the requirement will be rejected. The Offeror is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Offeror's risk and may affect the evaluation of the Proposal.

### **4. Clarification of solicitation documents**

A prospective Offeror requiring any clarification of the Solicitation Documents may notify the procuring UNDP entity in writing at the organisation's mailing address or fax number indicated in the RFP. The procuring UNDP entity will respond in writing to any request for clarification of the Solicitation Documents that it receives earlier than one week prior to the deadline for the submission of Proposals. Written copies of the organisation's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Offeror's that has received the Solicitation Documents.

### **5. Amendments of solicitation documents**

At any time prior to the deadline for submission of Proposals, the procuring UNDP entity may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Offeror, modify the Solicitation Documents by amendment.

All prospective Offerors that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents.

In order to afford prospective Offeror reasonable time in which to take the amendments into account in preparing their offers, the procuring UNDP entity may, at its discretion, extend the deadline for the submission of Proposals.

<b>C</b>	<b>Preparation of Proposals</b>
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**6. Language of the proposal**

The Proposals prepared by the Offeror and all correspondence and documents relating to the Proposal exchanged by the Offeror and the procuring UNDP entity shall be written in the English language. Any printed literature furnished by the Offeror may be written in another language so long as accompanied by an English translation of its pertinent passages in which case, for purposes of interpretation of the Proposal, the English translation shall govern.

**7. Documents comprising the proposal**

The Proposal shall comprise the following components:

Technical Proposal in separate sealed envelope shall comprise of the following:

- (a) Proposal Submission Form;
- (b) Operational and technical part of the Proposal, including documentation to demonstrate that the Offeror meets all requirements. Refer to [Annex IV: Technical Forms](#)

The Financial Proposal in separate sealed envelope shall comprise of the following:

- (c) Price schedule, completed in accordance with clause 9 below. Refer to [Annex V: Price Schedule](#)

**8. Proposal form**

The Offeror shall structure the operational and technical part of its Proposal as follows:

The operational and technical part of the Proposal should not contain any pricing information whatsoever on the services offered. Pricing information shall be separated and only contained in the appropriate Price Schedules.

It is mandatory that the Offeror's Proposal numbering system corresponds with the numbering system used in the body of this RFP. All references to descriptive material and brochures should be included in the appropriate response paragraph, though material/documents themselves may be provided as annexes to the Proposal/response.

Information which the Offeror considers proprietary, if any, should be clearly marked "proprietary" next to the relevant part of the text and it will then be treated as such accordingly.

**9. Proposal prices**

The Offeror shall indicate on an appropriate Price Schedule, an example of which is contained in these Solicitation Documents, the prices of services it proposes to supply under the contract.

#### **10. Proposal currencies**

All prices shall be quoted in **US dollars**.

#### **11. Period of validity of proposals**

Proposals shall remain valid for one hundred and twenty (120) days after the date of Proposal submission prescribed by the procuring UNDP entity, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected by the procuring UNDP entity on the grounds that it is non-responsive.

In exceptional circumstances, the procuring UNDP entity may solicit the Offeror's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. An Offeror granting the request will not be required nor permitted to modify its Proposal.

#### **12. Format and signing of proposals**

The Offeror shall prepare two copies of the Proposal, clearly marking each "Original Proposal" and "Copy of Proposal" as appropriate. In the event of any discrepancy between them, the original shall govern.

The two copies of the Proposal shall be typed or written in indelible ink and shall be signed by the Offeror or a person or persons duly authorised to bind the Offeror to the contract. The latter authorisation shall be indicated by written power-of-attorney accompanying the Proposal.

A Proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Offeror, in which case such corrections shall be initialled by the person or persons signing the Proposal.

#### **13. Payment**

UNDP shall effect payments to the Contractor after acceptance by UNDP of the invoices submitted by the contractor, upon achievement of the corresponding milestones.

<b>D</b>	<b>Submission of Proposals</b>
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#### **14. Sealing and marking of proposals**

The Offeror shall seal the Proposal in one outer and two inner envelopes, as detailed below.

(a) The outer envelope shall be:

- addressed to –

UNDP Afghanistan  
Shah Mahmood Ghazi Watt,  
Kabul Afghanistan

**Request for Proposal (RFP) to Develop Basic Learning Program and Capacity Development of 100 Police Personnel in Democratic Policing across 8 pilot districts in Kabul province**

- (b) Both inner envelopes shall indicate the name and address of the Offeror. The first inner envelope shall contain the information specified in Clause 8 (*Proposal form*) above, with the copies duly marked “Original” and “Copy” and electronic copy in a CD or an external drive. The second inner envelope shall include the price schedule duly identified as such in “Original” and “Copy” and an electronic copy in a CD or an external drive.

Note, if the inner envelopes are not sealed and marked as per the instructions in this clause, the procuring UNDP entity will not assume responsibility for the Proposal’s misplacement or premature opening.

**15. Deadline for submission of proposals**

Proposals must be received by the procuring UNDP entity at the address specified under clause *Sealing and marking of Proposals* no later than **12 January 2010, 1500 hours Kabul Time.**

The procuring UNDP entity may, at its own discretion extend this deadline for the submission of Proposals by amending the solicitation documents in accordance with clause *Amendments of Solicitation Documents*, in which case all rights and obligations of the procuring UNDP entity and Offeror s previously subject to the deadline will thereafter be subject to the deadline as extended.

**16. Late Proposals**

Any Proposal received by the procuring UNDP entity after the deadline for submission of proposals, pursuant to clause *Deadline for the submission of proposals*, will be rejected.

**17. Modification and withdrawal of Proposals**

The Offeror may withdraw its Proposal after the Proposal’s submission, provided that written notice of the withdrawal is received by the procuring UNDP entity prior to the deadline prescribed for submission of Proposals.

The Offeror’s withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause *Deadline for Submission of Proposals*. The withdrawal notice may also be sent by telex or fax but followed by a signed confirmation copy.

No Proposal may be modified subsequent to the deadline for submission of proposals.

No Proposal may be withdrawn in the Interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified by the Offeror on the Proposal Submission Form.

<b>E      Opening and Evaluation of Proposals</b>
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**17. Opening of proposals**

The procuring entity will open the Proposals in the presence of a Committee formed by the Head of the procuring UNDP entity.

## **18. Clarification of proposals**

To assist in the examination, evaluation and comparison of Proposals, the Purchaser may at its discretion, ask the Offeror for clarification of its Proposal. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.

## **19. Preliminary examination**

UNDP will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.

Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Offeror does not accept the correction of errors, its Proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each Proposal to the Request for Proposals (RFP). For purposes of these Clauses, a substantially responsive Proposal is one which conforms to all the terms and conditions of the RFP without material deviations. The Purchaser's determination of a Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence.

A Proposal determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the Offeror by correction of the non-conformity.

## **20. Evaluation and comparison of proposals**

### **Two-Stage Procedure**

The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified hereunder. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score of 70%.

**Stage 1** - The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference (TOR). Offerors, who have attained minimum 70% score in the technical evaluation, will be considered for further financial evaluation. The weights given to the Technical Proposal is 70%

**Stage 2** – All offers that attained 70% and above in the technical evaluation, will have their Financial Proposals opened. The weight given to the Financial Proposal is 30%.

The lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed according to the following formula:

Request for Proposal (RFP) to Develop Basic Learning Program and Capacity Development of 100 Police Personnel in Democratic Policing across 8 pilot districts in Kabul province

$S_f = 100 \times F_m / F$ , in which  $S_f$  is the financial score,  $F_m$  is the lowest price and  $F$  the price of the proposal under consideration.

Proposals will be ranked according to their combined technical ( $S_t$ ) and financial ( $S_f$ ) scores using the weights ( $T$  = the weight given to the Technical Proposal;  $P$  = the weight given to the Financial Proposal;  $T + P = 1$ ) indicated in the Data Sheet:  $S = S_t \times T\% + S_f \times P\%$ , where  $T\% = 70\%$  and  $P\%$  is  $30\%$ . The firm achieving the highest combined technical and financial score will be invited for negotiation meetings.

**Technical Evaluation Criteria**

Description	Score Weight	Points Obtainable	Company/Firm				
			A	B	C	D	E
1 Experience of Offeror in developing manuals and training programs for varied audiences form 2	30%	30					
2 Experience of Offeror in planning, organizing and conducting trainings for law enforcement, police officials or other relevant groups form 2	30%	30					
3. Approach and Methodology and Work Plan form 3	20%	20					
4. Professional staff qualifications, competence and experience for the assignment (Forms 4 and 5)	20%	20					
<b>Total</b>		<b>100</b>					

Evaluation forms for technical proposals follow on the next two pages. The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process. The Technical Forms are:

[FORM-1 Technical Proposal Submission Form](#)

[FORM-2 Offeror’s Organization and Experience](#)

[A Offeror’s Organization](#)

[B Offeror’s Experience](#)

[FORM-3 Description of the Approach, Methodology and Work Plan for Performing the Assignment](#)

[FORM-4 Team Composition and Task Assignments](#)

[FORM-5 Curriculum Vitae \(CV\) for Proposed Professional Staff](#)

[FORM-6 Implementation Schedule](#)

Note: The score weights and points obtainable in the evaluation sheet are tentative and should be changed depending on the need or major attributes of technical proposal.

<b>F      Award of Contract</b>
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**21. Award criteria, award of contract**

The procuring UNDP entity reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Offeror or any obligation to inform the affected Offeror or Offerors of the grounds for the Purchaser's action

Prior to expiration of the period of proposal validity, the procuring UNDP entity will award the contract to the qualified Offeror whose Proposal after being evaluated is considered to be the most responsive to the needs of the organization and activity concerned.

**22. Purchaser's right to vary requirements at time of award**

The Purchaser reserves the right at the time of award of contract to vary the quantity of services and goods specified in the RFP without any change in price or other terms and conditions.

**23. Signing of the contract**

Within 30 days of receipt of the contract the successful Offeror shall sign and date the contract and return it to the Purchaser.

**24. Performance security**

Within 30 days of the receipt of the Contract from the Purchaser, the successful Offeror shall provide the performance security on the Performance Security Form provided in the Solicitation Documents and in accordance with the Special Conditions of Contract.

Failure of the successful Offeror to comply with the requirement of Clause 24 or Clause 25 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Proposal security if any, in which event the Purchaser may make the award to the next lowest evaluated Offeror or call for new Proposals.

**A - Proposal Data Sheet**

**Venue, time and date of Pre-Proposal Meeting**

**Date: 3rd January 2010**

**Time: 10:00am (Kabul Time)**

**UNDP Country Office**

**Qurban Ali Conference Room**

Documents forming part of the Proposal Documents

**Technical proposal consists of the following seven sections: (separate envelope) (Annex V)**

[FORM-1 Proposal Submission Form](#)

[FORM-2 Offeror's Organization and Experience](#)  
[A Offeror's Organization](#)  
[B Offeror's Experience](#)

[FORM-3 Description of the Approach, Methodology and Work Plan for Performing the Assignment](#)

[FORM-4 Team Composition and Task Assignments](#)

[FORM-5 Curriculum Vitae \(CV\) for Proposed Professional Staff](#)

[FORM-6 Implementation Schedule](#)

**Financial proposal consists of the following: (Separate Envelope)**

[Completed Price Schedule \(Annex VI\)](#)

Employer's address for the purpose of clarification of proposal documents

United Nations Development Programme (UNDP)  
Procurement Unit  
Shah Mahmood Ghazi Watt  
Kabul, Afghanistan

E-Mail: [moqim.azizi@undp.org](mailto:moqim.azizi@undp.org)

### **B - PREPARATION OF PROPOSAL**

Additional information to be submitted by Offerors	None required
The Currency of the Proposal	United States Dollars (USD) only
Period of validity of proposals	One Hundred and twenty days (120)
Consideration of alternative proposals	No

### **C - SUBMISSION OF PROPOSAL**

Employer's address for the purpose of proposal submission	United Nations Development Programme (UNDP) Procurement Unit Shah Mahmood Ghazi Watt Kabul, Afghanistan  Tel: +93 20 2101682-91 Fax: +873 763 468 863  <b>One Original and two copies to be submitted in Hardcopy Soft copies to be submitted in a CD or an external drive.</b>
<b>Deadline for Submission of Proposals</b>	<b>Time: 1500 hours Date: 12 January 2010</b>

### **D - PROPOSAL OPENING AND EVALUATION**

<b>Venue, time and date of proposal opening</b>	United Nations Development Programme (UNDP) Procurement Unit Shah Mahmood Ghazi Watt Kabul, Afghanistan  <b>Time: 1500 hours Date: 12 January 2010</b>
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## **Annex II - General Conditions of Contract**

### **1. LEGAL STATUS**

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis UNDP. The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

### **2. SOURCE OF INSTRUCTIONS**

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action which may adversely affect UNDP or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNDP.

### **3. CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES**

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

### **4. ASSIGNMENT**

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

### **5. SUB-CONTRACTING**

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform with the provisions of this Contract.

### **6. OFFICIALS NOT TO BENEFIT**

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

### **7. INDEMNIFICATION**

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims,

demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

## **8. INSURANCE AND LIABILITIES TO THIRD PARTIES**

8.1 The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.

8.2 The Contractor shall provide and thereafter maintain all appropriate work personnel's compensation insurance, or its equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.

8.3 The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.

8.4 Except for the work personnel's compensation insurance, the insurance policies under this Article shall:

(i) Name UNDP as additional insured;

(ii) Include a waiver of subrogation of the Contractor's rights to the insurance carrier against UNDP;

(iii) Provide that UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.

8.5 The Contractor shall, upon request, provide UNDP with satisfactory evidence of the insurance required under this Article.

## **9. ENCUMBRANCES/LIENS**

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

## **10. TITLE TO EQUIPMENT**

Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The

Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

## **11. COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS**

UNDP shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights, and trademarks, with regard to products, or documents and other materials which bear a direct relation to or are produced or prepared or collected in consequence of or in the course of the execution of this Contract. At the UNDP's request, the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring them to UNDP in compliance with the requirements of the applicable law.

## **12. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS**

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or the United Nations, or any abbreviation of the name of UNDP or the United Nations in connection with its business or otherwise.

## **13. CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION**

13.1 All maps, drawings, photographs, mosaics, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the Contractor under this Contract shall be the property of UNDP, shall be treated as confidential and shall be delivered only to UNDP authorized officials on completion of work under this Contract.

13.2 The Contractor may not communicate at any time to any other person, Government or authority external to UNDP, any information known to it by reason of its association with UNDP which has not been made public except with the authorization of UNDP; nor shall the Contractor at any time use such information to private advantage. These obligations do not lapse upon termination of this Contract.

## **14. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS**

14.1 Force majeure, as used in this Article, means acts of nature, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force which are beyond the control of the Parties.

14.2 In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify UNDP of any other changes in conditions or the occurrence of any event which interferes or threatens to interfere with its performance of this Contract. The notice shall include steps proposed by the Contractor to be taken including any reasonable alternative means for performance that is not prevented by force majeure. On receipt of the notice required under this Article, UNDP shall take such action as, in its sole discretion, it considers to be appropriate or

necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.

- 14.3 If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

## **15. TERMINATION**

- 15.1 Either party may terminate this Contract for cause, in whole or in part, upon thirty days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16 "Settlement of Disputes" below shall not be deemed a termination of this Contract.

- 15.2 UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

- 15.3 In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract. The Contractor shall take immediate steps to terminate the work and services in a prompt and orderly manner and to minimize losses and further expenditures.

- 15.4 Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, UNDP may, without prejudice to any other right or remedy it may have, terminate this Contract forthwith. The Contractor shall immediately inform UNDP of the occurrence of any of the above events.

## **16. SETTLEMENT OF DISPUTES**

### **16.1. Amicable Settlement**

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

### **16.2. Arbitration**

Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Contract or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Article within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

## **17. PRIVILEGES AND IMMUNITIES**

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

## **18. TAX EXEMPTION**

18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with UNDP to determine a mutually acceptable procedure.

18.2 Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with UNDP before the payment thereof and UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

## **19 CHILD LABOUR**

19.1 The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

19.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

## **20. MINES**

20.1 The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

20.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

**21. OBSERVANCE OF THE LAW**

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

**22. AUTHORITY TO MODIFY**

No modification or change in this Contract, no waiver of any of its provisions or any additional contractual relationship of any kind with the Contractor shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the authorized official of UNDP.

## **Annex III - Terms of Reference**

Provision to Develop Basic Learning Program and Capacity Development of 100 Police Personnel in Democratic Policing across 8 pilot districts in Kabul province with the following specific activities:

<b>Lot Number</b>	<b>Description</b>
<b>LOT. 1</b>	<b>Preparation and testing of basic training curriculum/module for personnel at police stations in 8 districts in Kabul Province</b>
<b>LOT. 2</b>	<b>Training program of 100 police personnel undertaken at police stations in 8 districts in Kabul Province and finalization of training curriculum/module</b>
<b>LOT. 3</b>	<b>Establish Information Desks across police stations in 8 districts in Kabul Province</b>

### **A. Introduction**

One of the critical areas of work of the UNDP in Afghanistan is in the area of Crisis Prevention and Recovery, within which there are important projects as the Law and Order Trust Fund for Afghanistan (LOTFA), Counter Narcotics Trust Fund (CNTF), Comprehensive Disaster Risk Reduction Program (CDRRP), and Afghanistan's New Beginnings Program (ANBP). The UNDP is exploring the possibility of working further to undertake institution building of the police especially in the area of improving the relationship between the police and the public. UNDP in other jurisdictions with similar socio political situations has undertaken innovative programs to bring the law enforcement agencies closer to their people. The program is known by different names in different jurisdictions. In Afghanistan, the UNDP has undertaken a comprehensive study on Prospects of Democratic Policing in Afghanistan based on extensive field based research in select districts of Kabul. This was undertaken based primarily on Ministry of Interior (MOI's) priorities and the Ministry has shown keen interest to implement the project with the support of the UNDP.

Role of any police is to establish relations with the public, protect citizens against violence, and work as a component of the criminal justice system. The present proposal is to initiate a one year pilot project on Democratic Policing by building extensive police and community relations at the cities, towns, and villages with the purpose of enforcing rule of law combined with an elaborate public awareness program of their rights and duties which will reinforce the MoI's role to build legitimacy. Capacity development and education of the police, public, media, policy makers, civil society are vital components of the project.

Three activities are assigned under the provision to Develop Basic Learning Program and Capacity Development of 100 Police Personnel in Democratic Policing across 8 pilot districts in Kabul province with the following specific activities:

Lot Number	Description
<b>LOT. 1</b>	<b>Preparation and testing of basic training curriculum/module for personnel at police stations in 8 districts in Kabul Province</b>
<b>LOT. 2</b>	<b>Training program of 100 police personnel undertaken at police stations in 8 districts in Kabul Province and finalization of training curriculum/module</b>
<b>LOT. 3</b>	<b>Establish Information Desks across police stations in 8 districts in Kabul Province</b>

The above mentioned activities will form the basis of capacity development and implementation of the training of police personnel and improve their performance, mobility and responsiveness of the police towards the local community.

**Vision and Objectives of Pilot:**

To establish systems and mechanisms in place to improve public confidence in the police at the local- level.

- To develop an informal yet acknowledged channel where individual and collective aspirations of community groups can be communicated to the local police and government through a democratic process.
- To develop understanding amongst the rank and file of the police towards the concerns of the community
- To promote systems which will facilitate accountable, effective and responsive policing

**Implementers of Pilot**

Pilot will be jointly supported by the MOI and the UNDP. The implementation process will be undertaken in coordination with other bilateral agencies undertaking police reforms initiatives. Ground initiatives and outreach programs with the public and community groups will be undertaken with the newly emerging Afghanistan civil society organizations. A project implementation team currently based at the MOI, will be engaged in monitoring, coordination, periodic evaluation, and will facilitate in mid course correction and final review of the project.

**Timeframe**

One year pilot with mid- term multi stakeholder review and an end line evaluation. Based on the outcomes of the pilot a deeper project intervention maybe implemented from year 2-4.

**Proposed Pilot Area**

Outskirts of Kabul and surrounding areas - 17<sup>th</sup> police district of Kabul City, Mirbachakoot, Kalakaan, Guldara, Deh Sabz, Qarabagh, Shakar Dara, Istalif.

**Project components**

**1. Project Facilitation:**

All project activities will be coordinated by a small project team based by the MoI.

**2. Establish Community Security Groups and dialogue platforms.**

Community level groups will communicate with the local police/beat officer on a regular basis on policing issues and be identified as community security groups. The meetings between the CSG's and the police are to be recorded and taken up at various governance forums including grievance redressal forums.

**3. Community Level Facilitators:**

Civil Society Groups to facilitate the community-police meetings, document and also capacity build the community members, leaders and para legals.

**4. Capacity Development:**

A democratic policing initiative must have a large capacity development strategy for its various stakeholders. The capacity building maybe undertaken through workshop method which will be based on participatory learning for the following groups: Police Peer Educators, CSO's, Lawyers, Para Legals, Parliamentarians, Media and Community Security Groups? Also a large broadcast programme over radio and television will provide legal and Constitutional education to the public on citizen's rights.

**5. Initiatives at the Police Stations:**

- Defined jurisdictions established as beats with designated beat officers.
- Information desks established.
- Complaints mechanism- a standard documentation process will be explored to be established at the police station level

**6. Civilian and civil society oversight mechanism**

Two types of civil society oversight mechanisms maybe established – with Civil Society organisations and media. These two interventions are short term interventions with long term impact which maybe achieved within the pilot project. A civilian oversight mechanism such as a Police Ombudsman Office maybe initiated as a medium and a long term intervention.

### **Annex III - Terms of Reference**

Provision to Develop Basic Learning Program and Capacity Development of 100 Police Personnel in Democratic Policing across 8 pilot districts in Kabul province with the following specific activities:

**Activity 1: Preparation and testing of basic training curriculum/module for personnel at police stations in 8 districts in Kabul Province**

**Activity 2: Training program of 100 police personnel undertaken at police stations in 8 districts in Kabul Province and finalization of training curriculum/module**

**Activity 3: Establish Information Desks across police stations in 8 districts in Kabul Province**

#### **Activity 1**

**Activity 1: Preparation and testing of basic training curriculum/module for personnel at police stations in 8 districts in Kabul Province**

#### **Background**

The project is using a human rights based approach where both the duty bearers i.e. the police and the claim holders i.e. the community groups will be capacitated about the laws, legislations and other areas to build up a robust interface of the two within the community. At present in Afghanistan there is little community interaction with the police making it difficult for both the actors to share critical information which is linked to security. Therefore the training of police personnel will be important so that they can effectively function as service providers for the community and the citizens of the country. A training module, agenda and pilot testing of the training module are the preliminary efforts in capacity building the police.

#### **Objectives:**

- To capacitate the police so that they can effectively interact with the community.
- To develop select operational skills so that the police are able to undertake their duties responsively.
- To enhance the skills of the police in a way that human rights and the rule of law are upheld.

#### **Expected Outputs:**

- One 7 day training draft module prepared for police peer educators at police station level
- One 3 day refresher module prepared for police peer educators at police station level
- Pilot testing of training modules through workshop/s
- Resource pool of trainers identified
- Planning training agenda to cover training of 100 police personnel from 8 districts through 7 day and 3 day training program over 4 months.

- Identified police personnel for the trainings with the support of UNDP/Democratic Policing

**Duration for preparation of documents, pilot testing and orientation of training team**

30 work days

**Project Area:**

Outskirts of Kabul and surrounding areas – 17<sup>th</sup> police district of Kabul City, Mirbachakoot, Kalakaan, Guldara, Deh Sabz, Qarabagh, Shakar Dara, Istalif.

**Methodology:**

The training module should be prepared in a way so that it reflects participatory learning methods and experiential learning. The module should have local case studies which maybe used during discussions and role plays for easy understanding for neo literate and adult education. The module must reflect some joint training programs and interactions with civil society groups, community based groups and others to develop communications and negotiating skills in police personnel. There must at least be one half day training with police and civil society groups and a community as a pilot so that the police have confidence in working with the community.

**Implementation mechanism**

The operational strategies of the intervention may have to be adapted by the implementing partner in close coordination with and approval of UNDP and MoIA. Given the nature of the work of the police personnel and the context, flexibility will be required in the work plan to implement the planned activities. A presentation of the components of the training module must be made to the MOI, UNDP and its other partners in consultation with Democratic Policing/UNDP.

**Tone of training module, learning material and training schedule/agenda**

The above should attempt to take into account the following:

- Combination of diverse and target-appropriate cognitive and emotion-striking techniques to raise awareness about human rights, legal knowledge, certain skills to undertake operational policing etc
- Recognizing that policing is a service delivery agency
- Address corruption, illegal practices and poor standards of policing which need to be replaced by professional conduct and to uphold the rule of law.
- Use of research data and facts for validation and discussion
- Talking the language of the target group – simple and easy to follow exercises
- Undertake case studies which maybe used for discussions and role plays.
- Training module should include exposure visits of personnel to women’s shelters and prisons to understand the plight of survivors
- Training module must have role plays to influence behaviour of the police personnel towards vulnerable groups especially women, children complainants and

victims to help them understand what is acceptable, appropriate and expected of them

- The training module must be replicable
- Module must have one model of police civil society collaboration
- One model of police and local community partnership
- The training schedule must include a period of hand holding where the police peer educators will be undertaking training of fellow personnel at the police stations.

A few topics that maybe covered are provided below:

**Some broad areas for training module are:**

Section I: Introduction to the course; How to implement community participation and interface in policing?

Section2: Human rights in domestic legislation and rights of vulnerable groups such as women, children; fighting discrimination

Section 3: Professional policing; standards in police conduct; communication skills;

Section 4: Field exposure with community groups, civil society organizations etc.

## **Sustainability**

The module should be designed in such a way so that peer educators within the police can train and provide some information to peer educators at the police station. Therefore the process and the information gathered must be in simple language with simple handouts that the peer educators can take back with them to their police stations and share with other personnel.

## **Reporting and Monitoring Arrangements**

The organization will report to the focal points of Democratic Policing and to the CPRU/UNDP. The following reporting modalities are essential:

1. Two progress reports to be provided during the period.
2. One meeting organized by the organization with its curriculum designers, legal experts, UNDP, MOI officials where required, UNDP and other partner organizations etc to discuss progress of work.
3. A closure financial and assignment report must be sent to UNDP within not more than 15 working days after the completion of the project.

## **Activity 2: Training program of 100 police personnel undertaken at police stations in 8 districts in Kabul Province and finalization of training curriculum/module**

### **Background**

Since the project is using a human rights based approach both the duty bearers i.e. the police and the claim holders i.e. the community groups will be capacitated about the laws, legislations and other areas to build up a robust interface of the two within the community. At present in Afghanistan there is little community interaction with the police making it difficult for both the actors to share critical information which is linked to security. Therefore the training of police personnel will be important so that they can effectively function as service providers for the community and the citizens of the country.

### **Objectives:**

- To capacitate the police so that they can effectively interact with the community.
- To develop select operational skills so that the police are able to undertake their duties responsively.
- To enhance the skills of the police in a way that human rights and the rule of law are upheld.

### **Expected Outputs:**

- Orientation meeting for all trainers with UNDP/MOI/any other partners
- Undertake trainings for 100 police personnel for 7 days for 8 districts/police stations.
- Undertake refresher trainings for 100 police personnel for 3 days for 8 districts/police stations.
- Undertake visits to the police stations after the preliminary training to encourage the police peer educators to undertake at least one training per person for the other staff members of the police station for 2-3 days.
- Undertake an impact assessment and lessons and learning report.
- Finalization of existing training curriculum/ module

#### **1. Duration of training and hand holding**

6 months; First trainings of 7 days each across 8 pilot districts to be completed within 60 days of implementation of contract.

### **Project Area:**

Outskirts of Kabul and surrounding areas – 17<sup>th</sup> police district of Kabul City, Mirbachakoot, Kalakaan, Guldara, Deh Sabz, Qarabagh, Shakar Dara, Istalif.

### **Important Notes:**

1. The list of personnel to be trained has to be prepared with the relevant personnel of the MOI which will be facilitated by the UNDP/Democratic Policing pilot staff.
2. A draft training curriculum/ module will be provided prior to the training.

### **Sustainability**

One of the outputs will be to undertake and prepare an impact assessment and lessons and learning report after the training and handholding period which will suggest mechanisms and methods on how to replicate the training, undertake an advanced training course including provision of estimated budget, human resources etc.

### **Reporting and Monitoring Arrangements**

The organization will report to the focal points of Democratic Policing and to the CPRU/UNDP. The following reporting modalities are essential:

1. One progress report on a monthly basis other than regular communications to Democratic Policing.
2. Regular meetings organized by the organization with its field based coordinators/trainers, UNDP, MOI officials where required, UNDP and other partner organizations etc to discuss progress of work.
3. A closure financial and assignment report must be sent to UNDP within not more than 15 working days after the completion of the project.

### **Activity 3: Establish Information Desks across police stations in 8 districts in Kabul Province**

#### **1. Background**

A police station is the most critical unit at the cutting edge level. It should provide a variety of services to citizens especially those in distress. To ensure transparency in the functioning of the police stations and enhance accountability of the police personnel deployed in the police stations as well as to improve efficiency of the service delivery to the citizens specially those in distress, a single window information system will be initiated which will provide information, receive complaints and provide the first level of contact between the citizens, complainants and the government. The assignment involves establishing complaints desks at 8 police stations in Kabul province which are identified as the project area.

#### **2. Objectives**

- Provide a single window of information to the citizens from the police station.
- Provide immediate redressal to complainants.
- Build a system of transparent processes at the level of the police station which will make the police into a service delivery agency.

#### **3. Outputs**

- Prepare criteria for establishing one information desk at each police station in 8 districts in Kabul through discussion with MOI, UNDP and other partners involved in community support and development in the area through one meeting.
- Prepare training curriculum for duty officers of the information desks at each police station.
- Provide documents and information that is expected at the police stations by the citizens and those in distress.
- Arrange for refurbishment to operationalise the information desks.
- Liaison with local groups, organizations and partners of Democratic Policing to provide information and operationalise information desks
- Handhold for a period of 3 months to ensure that the information desks function appropriately and effectively.

#### **Duration of establishing information desks**

Total period of fully operationalisation of information desks and information dissemination should not be more than 6 months from the date of issuance of the contract. Information desks should be established within 45 days of issuance of contract.

#### **Project Area:**

Outskirts of Kabul and surrounding areas – 17<sup>th</sup> police district of Kabul City, Mirbachakoot, Kalakaan, Guldara, Deh Sabz, Qarabagh, Shakar Dara, Istalif.

#### **4. Important Note:**

At all the police stations there are physical structures that are available which can be converted to information desks. Therefore no construction work is expected. Only a certain amount of refurbishment to operationalise the information desks is required.

## **Reporting and Monitoring Arrangements**

The organization will report to the focal points of Democratic Policing and to the CPRU/UNDP. The following reporting modalities are essential:

1. One progress report on a monthly basis other than regular communications to Democratic Policing.
2. Regular meetings organized by the organization with its field based coordinators/trainers, UNDP, MOI officials where required, UNDP and other partner organizations etc to discuss progress of work.
3. A closure financial and assignment report must be sent to UNDP within not more than 15 working days after the completion of the project.

## **C. Implementing partner**

(Fill the form 2A and 2B along the requirements mentioned here)

UNDP/CPRU Democratic Policing Pilot invites proposals with detailed budget breakdown from local NGOs or international NGO's/agencies/organisations with Afghan partners to plan, design and implement the above interventions in close coordination with the UNDP and Ministry of Interior Affairs. Each organization/agency may bid for more than one activity depending on its capacity and expertise.

The potential implementing partner must meet the following criteria:

- Legally established and registered with the relevant government authority
- Extensive experience in working with legal issues and community groups in Afghanistan
- Demonstrable understanding of human security and rule of law in Afghanistan context
- Knowledge of Afghan laws specifically relevant to legal rights of citizens, Police Act and Constitution
- Expertise in training and experiential learning
- Experience of working with communities, including marginalized and women at the grassroots for the purpose social organizing
- Networking linkages with the legal, police agencies, human rights organizations and research agencies with demonstrable ability to facilitate formation of alliances
- Demonstrable respect for diversity at the workplace, having internal institutional mechanisms to mainstream gender equality and diversity (eg, gender policy, code of conduct, etc)
- Specific details further provided under each pilot activity.

## **D. Approach and Methodology**

(Prepare the form 3 as per the format given under this section)

The proposal must have following structure:

1. Name and address of the organization
2. Head of the organization and contact details (email, tele, mobile)

3. Contact person for the project and contact details (email, tele, mobile)
4. Project & Activity Title (an agency/organization may apply for more than one activity under this proposal)
5. Summary:
  - 5.1. List of key objectives (based on the aims mentioned in the concept detailed above)
  - 5.2. List of results or outcome (based on the outputs specified in this terms of reference)
  - 5.3. List of the main activities
6. Justification for undertaking the activities
7. Activity planning and stakeholder participation and related needs and constraints
8. Detailed description of activity (depending on the activity being chosen for interest in implementation).  
Activity 1 with detailed information training curriculum/module  
Activity 2  
Activity 3
9. Implementation methodology depending on Pilot activities:
  - 9.1. Methods
  - 9.2. Rationale for choosing the methods
  - 9.3. Coordination (identification of stakeholders and role of each stakeholder. This should match the results framework given below)
  - 9.4. Testing and review of the material
10. Monitoring and evaluation (specify the expected role of each stakeholder in monitoring and evaluation:
  - 10.1. Activities monitoring system to keep implementation on track
  - 10.2. Assumptions, risks and risk mitigating measures for each of the identified risks (This should match the results framework given below)
  - 10.3. Any special monitoring mechanism
  - 10.4. Joint review mechanisms and frequency of review
  - 10.5. Joint evaluation
11. Human resources required for the implementation (see form)
12. Wider effects and expected impact of the activities (on the beneficiaries as well as how the activities will impact on the work of the implementing partners)
13. Capacity of the implementing civil society partner (specify how you meet each of the selection criteria for the implementing partner; submit the documents for the purpose of verification)
14. Replicability and sustainability (including how the issue of ownership by the project outcome and what has to be done to ensure long term acceptance of the results)
15. Result framework (add as many rows as necessary) (For the purpose of the Operational and technical part of the Proposal which is to be submitted in a separate envelope, fill the results framework leaving the column resource empty and include it in the envelope. For the purpose of the Financial Proposal which is to be submitted in a separate sealed envelope, fill all the columns of the results framework including resources and include it in the envelope)

Request for Proposal (RFP) to Develop Basic Learning Program and Capacity Development of 100 Police Personnel in Democratic Policing across 8 pilot districts in Kabul province

Outcome (or result) 1:				Monitoring and Evaluation					
Sub-outcome	Outputs	Partners and role	Resource	Indicator	Baseline	Verification means	Assumption	Risks	Mitigating measures
1.1	1.1.1		To be left blank						
	1.1.2								
1.2	1.2.1		To be left blank						
	1.2.2								
Outcome (or result) 2:				Monitoring and Evaluation					
Sub-outcome	Outputs	Partners and role	Resource	Indicator	Baseline	Verification means	Assumption	Risks	Mitigating measures
2.1	2.1.1		To be left blank						
	2.1.2								
2.2	2.2.1		To be left blank						
	2.2.2								

**E. Team Composition and Tasks**

(Fill the details in the format given in form 4)

The proposal should include the list of key staff and their roles and responsibilities in relation to the project.

**F. Qualification of Key Staff**

(Use the CV format given in the form 5)

The implementing partner must have staff with extensive skills and capacities in the following areas:

1. Theoretical and practical understanding of understanding of human security and rule of law in Afghanistan
2. Legal understanding of the rights of citizens and the working of the police in Afghanistan
3. Theoretical and practical experience undertaking training through experiential learning and participatory methods

**G. Implementation Plan**

(Use the format given in the form 6)

The implementing partner must submit a detailed work/implementation plan. The plan, however, will remain subject to approval by the MoIA. The implementing partner should be prepared to accommodate amendments in the work/implementation plan even after its approval if such a request is made by the MoIA and UNDP. Any such request for amendment if requested by the MoIA will have to be first approved by Democratic Policing Pilot/UNDP and it will be UNDP’s responsibility to negotiate the amendment with the implementing partner.

**H. Budget**

(to be prepared as per ‘Annex VI: Price Schedule’ and the result framework)

The prospective implementing partner should submit a financial proposal that in fully in line with the Operational and Technical Proposal and itemized. The financial proposal

Request for Proposal (RFP) to Develop Basic Learning Program and Capacity Development of 100 Police Personnel in Democratic Policing across 8 pilot districts in Kabul province

should include the results framework with the resources (financial, human, any other) mentioned against each outcome:

Outcome (or result) 1:				Monitoring and Evaluation					
Sub-outcome	Outputs	Partners and role	Resource	Indicator	Baseline	Verification means	Assumption	Risks	Mitigating measures
1.1	1.1.1		Financial: Human: Any other:						
	1.1.2								
1.2	1.2.1		Financial: Human: Any other:						
	1.2.2								
Outcome (or result) 2:				Monitoring and Evaluation					
Sub-outcome	Outputs	Partners and role	Resource	Indicator	Baseline	Verification means	Assumption	Risks	Mitigating measures
2.1	2.1.1		Financial: Human: Any other:						
	2.1.2								
2.2	2.2.1		Financial: Human: Any other:						
	2.2.2								

The financial proposal should take into account all the costs including transportation costs wherever necessary (please see the details of the activities) from and to districts in Kabul. The transportation from and to by road is paid on actual basis. The prospective implementing partner should indicate on a separate sheet time and frequency of invoices. The time and frequency of invoice submission should match with the delivery of the outputs.

## **Annex IV – Technical Forms**

*[Comments in brackets [ ] provide guidance to the short listed Offeror for the preparation of their Technical Proposals; they should not appear on the Technical Proposals to be submitted.]*

Technical proposal consists of the following seven sections:

- FORM-1 [Proposal Submission Form](#)
- FORM-2 [Offeror's Organization and Experience](#)
  - A [Offeror's Organization](#)
  - B [Offeror's Experience](#)
- FORM-3 [Description of the Approach, Methodology and Work Plan for Performing the Assignment](#)
- FORM-4 [Team Composition and Task Assignments](#)
- FORM-5 [Curriculum Vitae \(CV\) for Proposed Professional Staff](#)
- FORM-6 [Implementation Schedule](#)

**FORM-1 Proposal Submission Form**

[Location, Date]

To: UNDP  
Kabul.

Dear Madam(s) and Sir(s):

We, the undersigned, offer to provide Request for Proposal (RFP) to Develop Basic Learning Program and Capacity Development of 100 Police Personnel in Democratic Policing across 8 pilot districts in Kabul Province under the following activities:

Lot Number	Description
<b>LOT. 1</b>	<b>Preparation and testing of basic training curriculum/module for personnel at police stations in 8 districts in Kabul Province</b>
<b>LOT. 2</b>	<b>Training program of 100 police personnel undertaken at police stations in 8 districts in Kabul Province and finalization of training curriculum/module</b>
<b>LOT. 3</b>	<b>Establish Information Desks across police stations in 8 districts in Kabul Province</b>

dated [Insert Date]. We are hereby submitting our Proposal (mention the activity components), which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

We agree to abide by this Proposal for a period of 120 days from the date fixed for opening of Proposals in the Invitation for Proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Request for Proposal (RFP) to Develop Basic Learning Program and Capacity Development of 100 Police Personnel in Democratic Policing across 8 pilot districts in Kabul Province

E-mail address and telephone number: \_\_\_\_\_

Address: \_\_\_\_\_

Dated this day /month of year

Signature

(In the capacity of)

Duly authorized to sign Proposal for and on behalf of

**Form -2 Offeror's Organization and Experience**

**A – Offeror's Organization**

1. *[Provide here a brief (two pages) description of the background and organization of your firm/entity and each associate for this assignment]*

*(Meet the requirement under the section 'Implementing Partner' given in the ToR)*

**B – Offeror’s Experience**

*[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment.*

Assignment name:	Approx. value of the contract (in current US\$ ):
Country: Location within country:	Duration of assignment (months):
Name of Offeror:	Total N <sup>o</sup> of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current US\$ ):
Start date (month/year): Completion date (month/year):	N <sup>o</sup> of professional staff-months provided by associated Offeror s:
Name of associated Offeror’s, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Offeror’s Name: \_\_\_\_\_

**Form -3 DESCRIPTIONS of Approach, Methodology and Work Plan for Performing the Assignment**

(Use the format given in the ToR for section (a) Technical Approach and Methodology)

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- a) *Technical Approach and Methodology,*
- b) *Work Plan, and*
- c) *Organization and Staffing,*

a) *Technical Approach and Methodology.* *In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.*

b) *Implementation Plan.* *In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed implementation plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible implementation plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The implementation plan should be consistent with the Implementation Schedule of Form TECH-6.*

c) *Organization and Staffing.* *In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.]*



**Form -5 Curriculum Vitae (CV) for Proposed Professional Staff**

1. **Proposed Position** [only one candidate shall be nominated for each position]: \_\_\_\_\_

2. **Name of Firm** [Insert name of firm proposing the staff]: \_\_\_\_\_

3. **Name of Staff** [Insert full name]: \_\_\_\_\_

4. **Date of Birth:** \_\_\_\_\_ **Nationality:** \_\_\_\_\_

5. **Education** [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]: \_\_\_\_\_

6. **Membership of Professional Associations:** \_\_\_\_\_

7. **Other Training** [Indicate significant training since degrees under 5 - Education were obtained]: \_\_\_\_\_

8. **Countries of Work Experience:** [List countries where staff has worked in the last ten years]: \_\_\_\_\_

9. **Languages** [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]: \_\_\_\_\_

10. **Employment Record** [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

From [Year]: \_\_\_\_\_ To [Year]: \_\_\_\_\_

Employer: \_\_\_\_\_

Positions held: \_\_\_\_\_

<p><b>11. Detailed Tasks Assigned</b></p> <p>[List all tasks to be performed under this assignment]</p>	<p><b>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</b></p> <p>[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]</p> <p>Name of assignment or project: _____</p>
---	--

	Year: _____ Location: _____ Client: _____ Main project features: _____ Positions held: _____ Activities performed: _____
--	---

**13. Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself/the staff, my/her or his qualifications, and my/her or his experience. I understand that any wilful misstatement described herein may lead to my/organization's disqualification or dismissal, if engaged.

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Signature of staff member or authorized representative of the staff]* *Day/Month/Year*

Full name of authorized representative: \_\_\_\_\_

Request for Proposal (RFP) to Develop Basic Learning Program and Capacity Development of 100 Police Personnel in Democratic Policing across 8 pilot districts in Kabul Province

**Form -6 Implementation Schedule**

N°	Activity <sup>1</sup> (Add as many rows or sub-rows as required)	Weeks (Start and Completion <sup>2</sup> )																												
		Month 1				Month 2				Month 3				Month 4				Month 5				Month 6				n				
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24					
<b>1.</b>	<b>Phase I: Planning</b>																													
1.1.																														
1.2.																														
1.3.																														
1.4.																														
1.5.																														
1.6.																														
<b>2.</b>	<b>Phase II: Implementation</b>																													
2.1.																														
2.2.																														
2.3.																														
2.4.																														
2.5.																														
2.6.																														
2.7.																														
<b>3.</b>	<b>Monitoring and Evaluation</b>																													
3.1.																														
3.2.																														
3.3.																														
3.4.																														
n																														

<sup>1</sup> Indicate all main activities of the assignment as required under the section D.9. of the ToR and all other key project cycle management activities delivery of reports (e.g.: inception, interim, and final reports), and other benchmarks such as Client approvals (eg, draft curricula, curricula test report, draft manual, community policing mobilization plan, police and women’s organization networking plan, etc). For phased assignments indicate activities, delivery of reports, and benchmarks separately for each phase.

<sup>2</sup> Duration of activities shall be indicated in the form of a bar chart

## Annex V – Price Schedule

[Location, Date]

To: UNDP

Dear Madam(s)/Sir(s):

We, the undersigned, offer to develop (one or more components, please specify) under Basic Learning Program and Capacity Development of 100 Police Personnel in Democratic Policing across 8 pilot districts in Kabul Province under the following activities:

Lot Number	Description
<b>LOT. 1</b>	<b>Preparation and testing of basic training curriculum/module for personnel at police stations in 8 districts in Kabul Province</b>
<b>LOT. 2</b>	<b>Training program of 100 police personnel undertaken at police stations in 8 districts in Kabul Province and finalization of training curriculum/module</b>
<b>LOT. 3</b>	<b>Establish Information Desks across police stations in 8 districts in Kabul Province</b>

In accordance with your Request for Proposal and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures<sup>1</sup>]. This amount is inclusive of the local taxes.

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

The Contractor is asked to prepare the Price Schedule as a separate envelope from the rest of the RFP response as indicated in Section D paragraph 14 (b) of the Instruction to Offerors.

All prices/rates quoted must be exclusive of all taxes, since the UNDP is exempt from taxes as detailed in Section II, Clause 18.

The Price Schedule must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

All human resource costs (fees and salaries) should be listed separately.

All similar costs should be budgeted in a single block.

All Monitoring and evaluation costs should be listed separately.

Estimates for cost-reimbursable items, if any, such as travel, and out of pocket expenses (which includes boarding-lodging, food, etc) should be listed separately.

The format shown on the following pages should be used in preparing the price schedule. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

The Financial Proposal should be prepared in MS Excel and formulas should be used for calculations.

In addition to the hard copy, an electronic copy of the financial proposal should be submitted.

### Summary of Prices

Description	Total Cost USD
1. Fees/ Salaries of trainers, curriculum designers	
2. Total Cost of conducting workshops/training/validation meetings etc	
3. Total Cost refurbishment for information desk	
4. Total Cost Monitoring and Evaluation	
5. Travel and other expenses	
<b>Total Cost</b>	

Description of Activity/Item (add as many line heads and line items as required)	Number/ unit	Rates (USD per Unit)	Weeks	Total Amount (unit x rate x week) (USD)
<b>1. Line head (eg, fees/salaries)</b>				
1.1 Line item (eg, project coordinator)				
1.2 Hiring of lawyers				
1.3				
<b>2. Line head (eg, Conducting workshops/trainings)</b>				
2.1 travel				
2.2 Educational material				
2.3 refreshments				
<b>Total Cost</b>				

Description of Activity/Item (add as many line heads and line items as required)	Number/ unit	Rates (USD per Unit)	Weeks	Total Amount (unit x rate x week) (USD)
<b>3. Line head (eg, Refurbishment of information desks)</b>				
3.1 Line item (eg, hiring lawyer)				
3.2 Project coordinator				
3.3 furniture				
<b>4. Line head (monitoring &amp; evaluation)</b>				
4.1 Travel				
4.2 Salary of lawyer				
4.3				
<b>Total Cost</b>				

Request for Proposal (RFP) to Develop Basic Learning Program and Capacity Development of 100 Police Personnel in Democratic Policing across 8 pilot districts in Kabul Province

	<b>Description of Activity/Item</b> (add as many line heads and line items as required)	<b>Number/ unit</b>	<b>Rates (USD per Unit)</b>	<b>Weeks</b>	<b>Total Amount (unit x rate x week) (USD)</b>
<b>5.</b>	<b>Line head Travel (eg,)</b>				
5.1	Line item Travel for Pilot testing				
5.2	Travel for lawyers to conduct workshop				
5.3					
<b>6.</b>	<b>Line head (eg,)communications</b>				
6.1	internet				
6.2	telephone				
6.3					
<b>7.</b>	<b>Line head (eg)</b>				
7.1					
7.2					
<b>Total Cost</b>					

## **Annex VI – Model Contract for Professional Services**

**United Nations Development Programme**

Sustainable human development

Date \_\_\_\_\_

Dear Sir/Madam,

Ref.: \_\_\_\_\_/ \_\_\_\_\_/ \_\_\_\_\_ **[INSERT PROJECT NUMBER, TITLE AND ACTIVITY TITLE OR OTHER REFERENCE]**

The United Nations Development Programme (hereinafter referred to as "UNDP"), wishes to engage your **[company/organization/institution]**, duly incorporated under the Laws of \_\_\_\_\_ **[INSERT NAME OF THE COUNTRY]** (hereinafter referred to as the "Contractor") in order to perform services in respect of \_\_\_\_\_ **[INSERT SUMMARY DESCRIPTION OF THE SERVICES]** (hereinafter referred to as the "Services"), in accordance with the following Contract:

1. Contract Documents

- 1.1 This Contract is subject to the UNDP General Conditions for Professional Services attached hereto as Annex I. The provisions of such Annex shall control the interpretation of this Contract and in no way shall be deemed to have been derogated by the contents of this letter and any other Annexes, unless otherwise expressly stated under section 4 of this letter, entitled "Special Conditions".
- 1.2 The Contractor and UNDP also agree to be bound by the provisions contained in the following documents, which shall take precedence over one another in case of conflict in the following order:
  - a) this letter;
  - b) the Terms of Reference [ref. ....dated.....], attached hereto as Annex II;
  - c) the Contractor's technical proposal [ref....., dated .....], as clarified by the agreed minutes of the negotiation meeting [dated.....], both documents not attached hereto but known to and in the possession of both parties.
- 1.3 All the above shall form the Contract between the Contractor and UNDP, superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Contract.

2. Obligations of the Contractor

- 2.1 The Contractor shall perform and complete the Services described in Annex II with due diligence and efficiency and in accordance with the Contract.

2.2 The Contractor shall provide the services of the following key personnel:

Name    Specialization    Nationality    Period of service

....    .....    .....    .....

....    .....    .....    .....

2.3 Any changes in the above key personnel shall require prior written approval of \_\_\_\_\_ **[NAME and TITLE]**, UNDP.

2.4 The Contractor shall also provide all technical and administrative support needed in order to ensure the timely and satisfactory performance of the Services.

2.5 The Contractor shall submit to UNDP the deliverables specified hereunder according to the following schedule:

**[LIST DELIVERABLES]**

**[INDICATE DELIVERY DATES]**

e.g.

Progress report

.././....

.....

.././....

Final report

.././....

2.6 All reports shall be written in the English language, and shall describe in detail the services rendered under the Contract during the period of time covered in such report. All reports shall be transmitted by the Contractor by \_\_\_\_\_ **[MAIL, COURIER AND/OR FAX]** to the address specified in 9.1 below.

2.7 The Contractor represents and warrants the accuracy of any information or data provided to UNDP for the purpose of entering into this Contract, as well as the quality of the deliverables and reports foreseen under this Contract in accordance with the highest industry and professional standards.

### 3. Price and payment

3.1 In full consideration for the complete and satisfactory performance of the Services under this Contract, UNDP shall pay the Contractor a price not to exceed \_\_\_\_\_ **[INSERT CURRENCY & AMOUNT IN FIGURES AND WORDS]**.

3.2 The amount contained in 3.1 above is the maximum total amount of reimbursable costs under this Contract. The Breakdown of Costs in Annex \_\_\_\_\_ **[INSERT ANNEX NUMBER]** contains the maximum amounts per cost category that are reimbursable under this Contract. The Contractor shall reflect in his invoices the amount of the actual reimbursable costs incurred in the performance of the Services.

- 3.3 The Contractor shall not do any work, provide any equipment, materials and supplies, or perform any other services which may result in any costs in excess of the amount under 3.1 or of any of the amounts specified in the Breakdown of Costs for each cost category without the prior written agreement of \_\_\_\_\_ [NAME and TITLE], UNDP.
- 3.4 Payments effected by UNDP to the Contractor shall be deemed neither to relieve the Contractor of its obligations under this Contract nor as acceptance by UNDP of the Contractor's performance of the Services.
- 3.5 The Contractor shall submit invoices for the work done every \_\_\_\_\_ [INSERT PERIOD OF TIME OR MILESTONES].
- 3.6 Progress and final payments shall be effected by UNDP to the Contractor after acceptance of the invoices submitted by the Contractor to the address specified in 9.1 below, together with whatever supporting documentation of the actual costs incurred is required in the Breakdown of Costs or may be required by UNDP. Such payments shall be subject to any specific conditions for reimbursement contained in the Breakdown of Costs.

4. Special conditions

- 4.1 The responsibility for the safety and security of the Contractor and its personnel and property, and of UNDP's property in the Contractor's custody, rests with the Contractor.
- 4.1.1. The Contractor shall:
- (a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the services are being provided;
  - (b) assume all risks and liabilities related to the Contractor's security, and the full implementation of the security plan.
- 4.1.2 UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this contract. Notwithstanding the foregoing, the Contractor shall remain solely responsible for the security of its personnel and for UNDP's property in its custody as set forth in paragraph 4.1 above.
- 4.2 Each invoice paid by UNDP shall be subject to a post-payment audit by auditors, whether internal or external, of UNDP or the authorized agents of the UNDP at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract. The UNDP shall be entitled to a refund from the Contractor for any amounts shown by such audits to have been paid by the UNDP other than in accordance with the terms and conditions of the Contract. Should the audit determine that any funds paid by UNDP have not been used as per contract clauses, the company shall reimburse such funds forthwith. Where the company fails to reimburse such funds, UNDP reserves the right to seek recovery and/or to take any other action as it deems necessary.
- 4.2.1 The Contractor acknowledges and agrees that, at anytime, UNDP may conduct investigations relating to any aspect of the Contract, the obligations performed under the Contract, and the operations of the Contractor generally. The right of UNDP to conduct an investigation and the Contractor's obligation to comply with such an investigation shall not

lapse upon expiration or prior termination of the Contract. The Contractor shall provide its full and timely cooperation with any such inspections, post-payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Contractor's obligation to make available its personnel and any documentation for such purposes and to grant to UNDP access to the Contractor's premises. The Contractor shall require its agents, including, but not limited to, the Contractor's attorneys, accountants or other advisers, to reasonably cooperate with any inspections, post-payment audits or investigations carried out by UNDP hereunder.

4.3 The Contractor agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received under this Contract are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Contract.

4.4 The advance payment to be made upon signature of the contract by both parties is contingent upon receipt and acceptance by UNDP of a bank guarantee for the full amount of the advance payment issued by a Bank and in a form acceptable to UNDP.

4.5 The amounts of the payments referred to shall be fifteen percent of the contract value (15%) subject to a deduction of fifteen (15%) of the amount accepted for payment until the cumulative amount of the deductions so effected shall equal the amount of the advance payment.

5. Submission of invoices

5.1 An original invoice shall be submitted by mail by the Contractor for each payment under the Contract to the following address:

.....  
.....

5.2 Invoices submitted by fax shall not be accepted by UNDP.

6. Time and manner of payment

6.1 Invoices shall be paid within thirty (30) days of the date of their acceptance by UNDP. UNDP shall make every effort to accept an invoice or so advise the Contractor of its non-acceptance within a reasonable time from receipt.

6.2 All payments shall be made by UNDP to the following Bank account of the Contractor:

\_\_\_\_\_ [NAME OF THE BANK]

\_\_\_\_\_ [ACCOUNT NUMBER]

\_\_\_\_\_ [ADDRESS OF THE BANK]

7. Entry into force. Time limits.

- 7.1 The Contract shall enter into force upon its signature by both parties.
- 7.2 The Contractor shall commence the performance of the Services not later than \_\_\_\_\_ [INSERT DATE] and shall complete the Services within \_\_\_\_\_ [INSERT NUMBER OF DAYS OR MONTHS] of such commencement.
- 7.3 All time limits contained in this Contract shall be deemed to be of the essence in respect of the performance of the Services.
8. Modifications
- 8.1 Any modification to this Contract shall require an amendment in writing between both parties duly signed by the authorized representative of the Contractor and \_\_\_\_\_ [NAME AND TITLE] UNDP.
9. Notifications
- 9.1 For the purpose of notifications under the Contract, the addresses of UNDP and the Contractor are as follows:

**For the UNDP:**

\_\_\_\_\_ [INSERT CONTRACT REFERENCE & NUMBER]

<b>Telex:</b>	<b>Fax:</b>	<b>Cable:</b>
---------------	-------------	---------------

**For the Contractor:**

[INSERT NAME, ADDRESS AND TELEX, FAX AND CABLE NUMBERS]

<b>Name:</b>
<b>Address:</b>

<b>Telex:</b>	
<b>Fax:</b>	
<b>Cable:</b>	

If the above terms and conditions meet with your agreement as they are typed in this letter and in the Contract Documents, please initial every page of this letter and its attachments and return to this office one original of this Contract, duly signed and dated.

Yours sincerely,

[INSERT NAME AND TITLE]

For [INSERT NAME OF THE COMPANY/ORGANIZATION]

Agreed and Accepted:

Signature \_\_\_\_\_

Name: \_\_\_\_\_

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

Date: \_\_\_\_\_