



Afghanistan

Ref : UNDP/AFG/2011-0005

**CALL FOR EXPRESSION OF INTEREST (EOI)
FOR THE PROVISION OF HUMAN RESOURCES SUPPORT SERVICES
TO UNDP PROJECTS IN AFGHANISTAN**

Date: 13 January 2011

UNDP will be expanding its operations in several regions of Afghanistan and therefore will require the services of national and international personnel. In this context, there is a need to recruit approximately 150 individuals from numerous skill sets, with emphasis on UNDP thematic areas.

Beyond hiring and managing these personnel, services required include full human resources and personnel administration, including but not limited to advertising, selection, contracting, administration of the terms of the contract and benefits and entitlements as well as payroll. All personnel should be comprehensively insured with considerable emphasis on their security.

Recruitment of these experts will follow UNDP principles and applicable provisions to ensure transparency of the selection process and suitability of the candidates for the posts.

TORs of the required profiles will be determined exclusively by UNDP.

UNDP will also advise on adequate sourcing and selection methods and will take the final decision on the suitability of the selected candidates. Personnel contracted by the successful Organization/Firm would report fully to UNDP. Salary levels and benefits would be set by UNDP.

Duration of service is for one year initially with possibility for extension for another 2 years.

In this context, UNDP is seeking submissions from organizations/firms for the provision of HR Support services. This EOI is open to worldwide organizations/firms (Afghan and international) with experience in providing HR support services.

Potential service providers interested in qualifying should submit their Expression of Interest along with the following documents:

1. Detailed description of the company including number of staff employed, years in business; location of offices and major business lines;
2. Detailed description of relevant past experience in providing HR support services;
3. Reference list of major clients in the past three years;
4. Demonstrate evidence of a capacity to provide HR support services in Afghanistan.

The Expression of Interest and accompanying documents must be received no later than **13 February 2011, 3pm, Kabul local time** by hand or couriers to the following address:

UNDP Country Office
Shah Mahmood Ghazi Watt
Kabul, Afghanistan

or

bids.af@undp.org

The email file size **MUST** be limited to 2MB. Any files over 2MB **MUST** be split and sent as separate emails, clearly marked “email 1 of 2”, “email 2 of 2”.

Please clearly mark postal submissions or electronic submission indicating:

UNDP/AFG/2011-0005 - EOI for the provision of HR support services”.

If this reference has not been specified as stated above, UNDP will not be responsible for not considering the expression of interest received.

Expressions of Interest received after the above deadline will not be considered. UNDP Afghanistan reserves the right to accept or reject any Expression of Interest. Only qualified companies will be invited to participate in the subsequent bidding exercise, which will take place shortly after the closing date for the submission of Expression of Interest, and will be governed by the rules and regulations of UNDP.