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## **Call for Proposals (CFP):**

### **Humanitarian Mine Action in Kandahar Province, Afghanistan**

#### **UNOPS Ref.: AFG/UNMAS/20666-001/2017/004**

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#### **Contents of this CFP:**

1. This document
2. Annex A – Hazard List
3. Annex B – Hazard location Map
4. Annex C – Grant Application Template
5. Annex D – Grant Budget Template
6. Annex E – Detailed Hazard Clearance Workplan Template
7. Annex F – Risk Log Template
8. Annex G – Grant Support Agreement (GSA) Template
9. Annex H – Information on the Inter Agency Standing Committee Gender Marker

<b>1. General instructions for proposal submission</b>
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#### **How to submit?**

Interested organizations are required to complete and submit, in English, the following documents by the deadline:

- Annex C – Grant Application Template
- Annex D – Grant Budget Template
- Annex E – Detailed Clearance Workplan Template (or provide the required information in a comparable format)

#### **When to submit?**

- Deadline: Thursday, 13 December 2017, 17:00 Kabul Time (UTC +4:30)

#### **Where to submit?**

- Applications should be submitted to: [unmas.afg.grants@unops.org](mailto:unmas.afg.grants@unops.org).

#### **Requests for further information and clarifications**

- Please send any requests via email to: [unmas.afg.grants@unops.org](mailto:unmas.afg.grants@unops.org) by Wednesday, 29 November 2017, 17:00 Kabul Time (UTC +4:30).
- Any subsequent responses will be posted on the United Nations Office for Project Services (UNOPS) grant support website by Friday, 1 December 2017, 17:00 Kabul Time (UTC +4:30).

#### **Field assessments**

- Joint visits to the target project sites to conduct field assessments will be held from Sunday, 03 December 2017 to Monday, 04 December 2017. If available, this visit will be jointly conducted with a Directorate of Mine Action Coordination (DMAC) Operations Assistant This should also include an Environmental Impact Assessment Please send requests for further details on how to participate to [mohammad.daud@macca.org.af](mailto:mohammad.daud@macca.org.af).

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## 2. Eligibility criteria as per project agreement

### Limitations

- Grant applications shall only be accepted from **national and international** not-for-profit demining organizations that are registered within the Islamic Republic of Afghanistan.

### Minimum requirements/qualifications

- Organizations must possess accreditation for mechanical demining operations, as well as technical and non-technical surveys, from the Afghan Government Directorate of Mine Action Coordination (DMAC). Information about the accreditation process can be found at: <http://dmac.gov.af/accreditation/>
- Organizations must have existing management, financial, administrative and technical structures to allow them to engage in the activities described in this CFP.
- Grant projects must achieve a code 2a or 2b under the under the Inter-Agency Standing Committee (IASC) Gender Marker tool. Please refer to Annex H for additional information about the IASC Gender Marker.
- Organizations must have in place an environmental protection policies and SOPs that have been approved by DMAC prior to the start of grant activities.

### Other critical considerations

- Joint proposals that include sub-grant agreements are encouraged.<sup>1</sup>
- Past performance, as captured by DMAC's measuring and monitoring systems, which include a balanced scorecard, will be considered when selecting the most suitable proposal.
- Previous experience in operations in the target provinces is desirable.
- Previous experience in the use of front end loader (with ripper) machinery is desirable.
- The expected duration of grant activities is 11.5 months, from approximately 15 January 2018 to 31 December 2018. These dates are estimates only and subject to change, depending on factors that include but are not limited to the number, quality and value of the received proposals, which may affect the duration of the evaluation and award stages.

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## 3. Description of scope of work

### Background

Three decades of armed conflict in Afghanistan have left widespread anti-personnel (AP) and anti-vehicle (AV) mines, and explosive remnants of war (ERW) contamination across the country. The Mine Action Programme of Afghanistan (MAPA) has been working to clear this contamination since 1989. The Programme currently focuses on implementing the ten-year 2013-2023 Anti-Personnel Mine Ban Treaty (APMBT) Extension Request Work Plan, which will see all recorded contamination cleared by 2023, subject to the continued availability of funding.

The United Nations Mine Action Service (UNMAS) supports the efforts of DMAC to coordinate completion of that plan through UNOPS.

A number of grants are available to support demining operations in areas contaminated by AV mines, in line with the APMBT Work Plan during for Afghan year 1396 (2017 – 2018). **This grant is to**

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<sup>1</sup> Please note requirements for sub-grant agreements in Section 9 of the General Conditions for Grant Support Agreements, which are attached to the Grant Support Agreement template in Annex G to this CFP.

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**support mine action activities for clearance of two areas in Kandahar province that are contaminated by AV mines.**

**Objectives**

- Release two areas contaminated by AV mines specified in Annex A using front end loader machines equipped with side rippers, followed by mechanical means (cultivator or plough), limiting manual follow-up operations to areas where use of machines is not possible, with all activities performed in accordance with the Afghanistan Mine Action Standard (AMAS) 05.01 on Land Release, AMAS 06.05 on Mechanical-Assisted Clearance Operations and AMAS 07.06 on Environmental Management.
- Increase the productivity and output of clearance operations through the deployment of MDU machines with mechanical follow-up operations.
- Identify and survey any hazardous areas or isolated “spot” mine and ERW hazards affecting the target communities specified in Annex A, which are not currently recorded in the Information Management System for Mine Action and temporarily, in order to mitigate any civilian casualties.
- Where possible or reasonably tasked by DMAC, remove and destroy identified and surveyed isolated “spot” mine and ERW hazards affecting the target communities specified in Annex A.
- Release hazardous areas not specified in Annex A, as reasonably tasked by DMAC.

**Specific activities to be funded**

- Implementation of non-technical surveys of the hazardous areas specified in Annex A.
- Implementation of technical surveys and follow-up through the deployment MDU machines in the hazardous areas specified in Annex A, which have been verified by re-conducting non-technical survey and reporting the findings to the DMAC regional office prior proceeding to clearance operations.
- Clearance of the hazardous areas specified in Annex A, which have been confirmed as a result of the technical surveys. Clearance will be completed using a front end loader equipped with a side ripper, followed by cultivator or plough operations with limited support from manual deminers. This will only commence after DMAC has reviewed the results of the non-technical and technical survey, and re-confirmed that the specified hazardous areas should be cleared as a priority.

***N.B.: If parts of the hazardous areas specified in Annex A are cancelled or reduced during non-technical and technical surveys, additional hazardous areas are identified, or security conditions prevent planned deployments, the Grantee is expected to work with DMAC to agree upon reasonable amendments to the original workplan such as the assignment of additional areas for clearance, re-prioritization of activities or identification of alternative hazardous areas. As such, amendments will aim to realign the work plan with current needs without affecting the scope or volume of activities covered by this CFP, and no additional funding will be provided.***

- Response to requests for demining assistance made through the DMAC hotline, as reasonably tasked by DMAC.
- Collection of data on civilian victims in the target communities specified in Annex A, and reported end of the month along with the clearance progress report. .
- Provision of basic, non-formal mine/ERW risk education in the target communities specified in Annex A, and reported end of every month, along with the clearance progress report.
- Based on field assessments and community engagement the Grantee must take environmental protection measures during all activities undertaken as part of this grant. These measures should be guided by standard operating procedures that are consistent with AMAS 7.06 and approved by DMAC. These may include, but are not limited to, the following activities:

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- a) Minimizing the area subject to direct intrusive technical investigation using manual or mechanical methods through well-targeted survey and clearance operations;
  - b) Minimizing, mitigating and/or compensating for the negative effect that clearance activities will have on the natural vegetation and wildlife, the quality of the top soil, irrigation/water sources, erosion and water shed;
  - c) Filling deep tracks or detonation craters, in order to reduce erosion, unless it is reasonable to leave them unfilled as habitats for local wildlife;
  - d) Returning processed soil to the affected site (e.g. soil that has been mechanically sifted or gone through clearance processes, etc.);
  - e) Ensuring that soil is stored in areas where it is not subject to erosion, while it is processed;
  - f) Ensuring that the natural flow of watercourses is not permanently obstructed or diverted by mine action operations;
  - g) If it is necessary to divert or dam a watercourse, consulting the landowner or the local community and obtaining their agreement before work commences; and
  - h) Considering land right issues, such as ensuring that technical survey/clearance operations do not destroy the natural boundaries of the land, which may cause conflict between communities on matters of land ownership

All activities are to be conducted in accordance with the International Mine Action Standards (IMAS) and AMAS, and will be subject to quality assurance (QA) by DMAC.

### **Reporting**

- The Grantee must report the results of technical and non-technical surveys to DMAC once these activities are complete and before clearance of hazardous areas commences. This is intended to facilitate discussion on and the agreement of reasonable and appropriate amendments to hazard clearance work plans, i.e. the allocation of additional hazardous areas to compensate for the reduction or cancellation of those hazardous areas specified in Annex A, or the replacement of hazardous areas specified in Annex A with newly identified and higher priority hazardous areas affecting the target communities.
- The Grantee must submit monthly progress reports to DMAC and UNMAS Afghanistan.
- The Grantee must submit internal QA monitoring and quality control reports to DMAC and UNMAS Afghanistan.
- The Grantee must submit milestone reports (financial and narrative), as specified in the Grant Support Agreement, to the UNMAS Afghanistan.
- Grantee must maintain a risk register and immediately report any significant risks to DMAC and UNMAS Afghanistan, as they become known to the Grantee.

## **4. Evaluation process**

In line with UNOPS evaluation principles of fairness, transparency and integrity, an independent Grant Evaluation and Selection Committee will be responsible for the review of proposals and Grantee selection. The review is based on the criteria outlined in this CFP and includes an assessment of the grant proposal's formal, technical and financial aspects.

Upon opening of the Proposals, UNOPS shall proceed to a preliminary examination of the Proposals to confirm that all documents and technical documentation requested in this CFP have been provided, and assess the completeness of each document submitted. UNOPS may reject any Proposal during the preliminary examination that does not comply with the formal and eligibility requirements set out in sections 1 and 2 of this CFP without further consultation with the grant applicant.

Proposals that are incomplete, or contain material deviations from or reservations to the terms of the Grant Support Agreement attached at Annex G, may, at the absolute discretion of UNOPS, be rejected or excluded from further consideration at any time during the evaluation, including after the preliminary examination.

Following the preliminary examination, a two-stage procedure will be utilized to evaluate the Proposals. Stage 1 shall be the evaluation of the Technical Proposal and shall be completed prior to Stage 2, which is opening and evaluating any Financial Proposal. The total number of points that a grant applicant may obtain for the Technical and Financial Proposals combined is 100 with a weighting of 70%-30% (Technical Proposal-Financial Proposal).

Stage 1: The Technical Proposal shall be evaluated and scored based on its compliance with Sections 2 and 3 of this CFP, in accordance with the technical criteria specified in the table below. If it does not receive a minimal threshold of 42 points, the Technical Proposal shall be deemed not substantially compliant at this stage and will not be evaluated further.

<b>Criteria</b>	<b>Maximum Score</b>
Organizational Background, Experience and Capacity to Implement the Grant Activities	5
Objectives and Expected Results	6
Project Methodology/Technical Approach	24
Operational Plans	9
Quality Management Plan	9
Gender Approach	5
Risk Management Strategy	7
Sustainable National Ownership of Mine Action	5
<b>Maximum Score (Technical Component)</b>	<b>70</b>

Stage 2: The Financial Proposals will only be opened for grant applicants that achieve the minimum threshold score of 42 points for the Technical Proposal. Technical Proposals scoring above the threshold shall be checked for any arithmetic errors in computation and summation. The maximum number of points for the Financial Proposals is 30, which will be allocated to the Financial Proposal with the lowest price. Financial Proposals from other substantially compliant grant applicants will be scored according to the following formula:

$$\text{Points for the Financial Proposal being evaluated} = \frac{30 \times [\text{Lowest price}]}{[\text{Price of proposal being evaluated}]}$$

Example: The maximum number of points for the Financial Proposal is 30 points. Applicant A's price is the lowest at \$10.00. Applicant A receives 30 points.

Applicant B's price is \$20.00. Applicant B receives  $(30 \times \$10.00) / \$20.00 = 15$  points

This grant will be awarded to the highest scoring applicant.

After completion of the evaluation but prior to award, UNOPS reserves the right to conduct background checks on the applicant recommended for award to confirm that the applicant meets the eligibility, qualifications and technical requirements set forth in this CFP, and reject applicants deemed not to have met such requirements. Applicants shall permit UNOPS representatives to access their facilities with a reasonable amount of notice to inspect the applicant's premises.

UNOPS reserves the right not to award any grants for any reason.

#### **5. UNOPS Grant Support Agreement**

The UNOPS Standard Grant Support Agreement (GSA) for demining projects in Afghanistan containing UNOPS General Conditions for Grant Support Agreements is attached (Annex G). The GSA constitutes an integral part of this CFP as it is mandatory to accept this agreement with its conditions before submitting a proposal.