

## CALL FOR EXPRESSION OF INTEREST

**Note:** The purpose of the [Call for Expression of Interest](#) is to solicit interest from existing or prospective partners that wish to participate in UNHCR operation and contribute complementary resources (human resources, knowledge, funds, in-kind contributions, supplies and/or equipment) to achieving common objectives as agreed in a [Project Partnership Agreement](#).

CALL FOR EXPRESSION OF INTEREST No HCR/AFG/2020/002-Warehouse Management	
<b>Project title and Identification:</b>	<b>Project Location:</b>
Provision of Warehouse Management to UNHCR's Operation in Afghanistan	Country-wide
<b>Brief Background of the Project:</b>	
<p>The UNHCR operation in Afghanistan supports the Afghan government in providing protection and assistance to refugees, returning refugees and Internally Displaced Persons (IDPs). It seeks to find durable solutions for these groups, to provide reliable information to all humanitarian partners and to advocate for solutions to address the underlying causes of forced displacement.</p> <p>Forced displacement has been an enduring characteristic of modern Afghanistan and the wider sub-region for many decades, as populations have relied on mobility to manage chronic humanitarian needs and protection concerns following repetitive conflict, insecurity and subsequent socio-economic disruptions. A recent World Bank/UNHCR joint policy brief found that more than 50 percent of all Afghans had been forcibly displaced in their lifetimes.</p> <p>Under the Emergency Relief/Humanitarian Coordinator, UNHCR co-leads the Protection and Emergency Shelter/NFI Clusters, in coordination with the Government of Afghanistan</p> <p>UNHCR Afghanistan provides humanitarian assistance to the aforementioned population of concern, with shelter, non-food items and implements other projects to ensure sustainable and durable solutions for them.</p> <p>UNHCR Afghanistan's protection and assistance framework to meet its strategic objectives relies on a logistical and operational support infrastructure, which includes the effective management of UNHCR's warehouses located in five major cities of Afghanistan (Kabul, Jalalabad, Mazar-e-Sharif, Kandahar and Herat); as well as fleet maintenance provided through vehicle workshop infrastructure in Kabul and Jalalabad.</p> <p>Therefore, UNHCR invites qualified and strong NGOs, National and International, with expertise in management of warehousing and fleet maintenance to submit a Concept Note for the implementation of the project.</p>	
<b>Goal/Objective, Expected Outcome and Main Activities:</b>	
<p><b>Goal:</b> The main goal for this project is to ensure UNHCR's relief items are received, inspected, properly stocked, and accounted for, as well as UNHCR's fleet maintained on a proper manner.</p> <p><b>Objective:</b> Logistics and supply optimized to serve operational needs.</p>	

The selected partner will be expected to undertake the following activities under the Partnership Agreement:

**i) Maintaining UNHCR's Warehouses**

The Warehouses are located in Kabul, Mazar-e-Sharif, Kandahar, Jalalabad and Herat. The mentioned warehouses to be maintained as per the UNHCR's Standard Operating Procedures in relation to warehouse management, some of which include:

- Ensure satisfactory issue/receipt of goods;
- Provide the ability to rapidly deliver goods requested;
- Keep accurate account of the inventory movements and balance;
- Maintain complete and accurate records of the inventory situation (physical, reserved, buffer, on hand, distribution, contingency, temporary and in transit inventories);
- Maintain adequate storage conditions, to ensure that the inventory is in usable or serviceable condition when needed;
- Implement appropriated measures to guarantee the safety and security of the goods;
- Ensure the inventory is maintained according to the Layout & Storage plan; and items are conveniently stoked.

UNHCR Afghanistan is maintaining five warehouse locations throughout the country, details as following:

- Kabul 8028 (SQM)
- Mazar 5200 (SQM)
- Herat 2600 (SQM)
- Kandahar 5000 (SQM)
- Jalalabad 3544 (SQM)

All of the warehouses are MOSS Compliant (Minimum Operational Security Standards) and will require no improvements. The available stocks are insured through a global insurance scheme paid for by UNHCR Afghanistan.

**ii) Maintenance of vehicle fleet in adequate condition**

Manage maintenance workshops in two locations, namely Jalalabad, and Kabul and provide maintenance and repair services for a fleet of 4 trucks, 60 armored vehicles, 17 motorcycles and 7 forklifts.

The partner may be required to maintain a number of vehicles of UNHCR's partners , which should be charged on respective partner.

**Intended Population of Concern:**

All persons of concern in Afghanistan

**Project Period [estimated start and end dates of project]:**

01 July to 31 December 2020

**Submission Deadline:**

05 April 2020

**Date Decision Results to be Communicated to Applicants:**

30 April 2020

Selection Criteria		
Criteria	Description of Criteria	Score
<b>Methodology</b>	Clear description of the design and approach, innovation, references, alignment and linkages to other initiatives, and premise for sustainability as well as expected results and intended impact.	20%
<b>Sector expertise and experience</b>	The required specific skills, sector specialists, knowledge and human resources.	20%
<b>Project management</b>	Ability to deliver project objectives, accountability mechanisms and <b><u>sound financial management</u></b> , taking into account the <b><u>audit results</u></b> of the previous UNHCR funded/ other humanitarian projects, <b><u>past performance</u></b> and the <b><u>external audit of partners' financial statements</u></b> , and <b><u>adopting to banking system</u></b> . Partners that have three consecutive qualified audit opinions for UNHCR-funded projects may not be considered.	15%
<b>Local experience and presence</b>	On-going programme in the area of operation; local knowledge; access; engaging refugees/ returnees and other persons of concern; trust from local communities; local presence; partner policy on community relations; <b><u>complaint mechanisms</u></b> for person of concern; self- organized groups of persons of concern; and other factors that would facilitate access to and better understanding of the persons of concern and that would reduce administrative difficulties.	15%
<b>Cost Effectiveness</b>	Sound proportion of administrative and personnel costs in relation to project deliverables.	10%
<b>Partner's Capacity to Undertake Procurement</b>	The capacity of the Partner and its process for conducting procurement in line with UNHCR project requirements and compatibility with UNHCR procurement principles.	10%
<b>Contribution of resources</b>	Evidenced and documented contribution of resources to the project in cash or in kind (e.g. human resources, suppliers and/ or equipment) by the partner that are presently available (or potentially mobilized by the partner) in order to supplement UNHCR resources. Short narrative description on contribution source.	5%
<b>Experience Working with Humanitarian and Development Sectors</b>	Global and/or local partnership included knowledge of policies, practices and programmes, including an understanding of and ability to work within UNHCR's funding limitations and associated inherent risks.	5%
<b>Total</b>		100%

Submission instructions
<p><b>Interested Non-Governmental Organizations (NGOs) in Afghanistan are invited to submit <u>concept notes</u> and other required documents to UNHCR, as specified below:</b></p> <p><b>i) Concept note</b></p> <p>The concept note should be concise and contain clear information, <b><u>not exceeding three pages</u></b>. It should not be a fully developed project proposal.</p>

**The concept Note must be submitted in Template attached to this call for EoI as Annex B.**

**ii) Proposed budget**

A breakdown of budget should be realistically calculated based on the needs and presented to UNHCR in the standard budget template Annex D to this call for EoI. ***The proposed budget should be submitted in local (AFN) currency only.***

Contribution of partner (not UNHCR funded) towards the project should be clearly indicated, either in the form of in-kind contribution or cash.

**iii) Partner Declaration**

Prospective partners that are not registered with UNHCR are required to declare that their organization meets the basic compatibility eligibility criteria for establishing a partnership with UNHCR via submitting a complete and signed copy of the Partner Declaration Form Annex C of this Call for EoI.

The purpose of this declaration is to determine whether a prospective partner is committed to UNHCR's core values and its commitment to persons of concern.

**iv) Partner Procurement Capacity Checklist**

The form should be completed with all required information. This will help UNHCR to assess the procurement capacity of prospective partners. The checklist is attached as Annex E.

**iv) Other required documents:**

All applicant NGOs / LSE are required to submit the following documents. **The submission of these documents is mandatory, organizations failing to submit any of these documents will be automatically disqualified.**

- a) NGO Registration Certificate with the Ministry of Economy
- b) NGO profile
- c) Procurement manual
- d) Financial manual
- e) Security manual and guidance
- f) Fraud prevention manual
- g) Administration/HR manuals
- h) Recent Audit Report/ Financial Statement (preferably for the last 3 years) conducted by an independent audit firm
- i) Organization's past experience and on-going programs addressing the needs of refugees with either UNHCR and other donors in Afghanistan (any locations)

**v) Important Notes:**

Registered NGOs in Afghanistan are first required to register the organization, if not yet done, on UN Partner Portal- <https://unpartnerportal.org>; upload all required documents (as deemed necessary by the organization), and upload Concept Note along with other required supporting documents in response to this call for EoI.

Applicant NGOs should submit the essential documents (**Concept note, proposed budget, partner declaration, partner procurement capacity checklist**) ONLY through email to [afgkaipm@unhcr.org](mailto:afgkaipm@unhcr.org)

before the closing date (1600hrs 05 April 2020). Multiple submissions from one organization are discouraged, and only the **first submission** will be considered. Applicant NGOs should indicate EOI number as **(CEI/AFG/2020-0002/Warehouse Management)** in the email subject line while submitting the essential documents. UNHCR will not consider any proposal received without EOI number in the email subject line and after the closing date. The documents listed under **(other required documents)** should be uploaded on UN partner portal before the closing date.

**A Question & Answer (Q&A) session will be organized at UNHCR Office located at ICON Compound, Supreme Road, District #9, Jalalabad Road, Kabul on 18 March 2020 at 09:00 am. Interested bidders are requested to submit names and national ID card (Tazkira) numbers of their representative (s) by e mail to [khaliqya@unhcr.org](mailto:khaliqya@unhcr.org) by COB 16 March 2020. Please note that a maximum of two representatives per bidder will be allowed to participate.**

UNHCR is committed in undertaking adequate due diligence and conduct the process of selection of partners in an objective, consistent, transparent and timely manner. All applicant organizations will receive written notification, in a timely manner, of the outcome of the selection process.

Any queries regarding this Call for EOI and UN Partner please feel free to contact IPMC Secretary, Ms. Yalda Khaliqyar at [khaliqya@unhcr.org](mailto:khaliqya@unhcr.org). We are committed in providing sufficient information in due course.

Issuing UNHCR Office

UNHCR Country Office Kabul

Contact Address

ICON Compound. Supreme Road, Pul-e-Charkhi, PD 9, P.O. Box: 3232  
Kabul, Afghanistan

Date

05 March 2020