Appendix B: CALL FOR EXPRESSION OF INTEREST. HCR/AFG/2022/004

Note: The purpose of the Call for Expression of Interest (CEI) is to solicit interest from existing or prospective partners that wish to participate in a 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 Partnership Agreement.

Partners are required to submit their Concept Notes based on the background and activities provided below. For further details on the Concept Note, please turn to the information at the bottom of this document.

Existing and Prospective partners may submit Concept Notes for one Project/ location or several Projects/ locations. The submissions should, however, be guided by ability to access specific locations and demonstrated expertise and capacity for an activity envisaged in a particular location.

CALL FOR EXPRESSION OF INTEREST No. HCR/AFG/2022/004	
Project title and Identification:	Project Location:
Protection activities with focus on Child and Women Protection and Legal Assistance	Country- Wide (all provinces)
Implementation of the DAFI Scholarship Programme	Kabul, Balkh, Nangahar, Herat, Kandahar, Paktya, Bamyan, Kunduz, Kapisa, Parwan, and potentially other provinces.
Community Based Protection Monitoring and Community Based Protection activities	Country- Wide (all provinces, especially Khost and Paktika provinces)
Brief Background of the Project:	
Afghanistan is facing an unprecedented humanitarian crisis and an increasing risk of economic collapse. Forty years of armed conflict, recurrent natural disasters – including droughts and floods, increased poverty, food insecurity, failing health systems, and lack of shelters, compounded by COVID-19 – have made many of the people in Afghanistan vulnerable to extreme protection risks. 32,410 people were internally displaced by conflict in Afghanistan so far in 2022., nearly 80 per cent of whom are women and children. This brings the total number of IDPs to 3.4 million. On the other hand, at least more than 1.2 million IDPs have returned to their places of origin in 2021 and 2022. Nearly 5.3 million Afghan refugees voluntarily returned to Afghanistan through assisted repatriation programmes since 2002. Events in Afghanistan after August 2021, in addition to the global economic impact of COVID-19, have severely affected the coping mechanisms of vulnerable population groups in the country, particularly internally displaced people, refugee returnees as well as some 58,000 refugees and asylum-seekers in Afghanistan. Increased pressure on shared resources in areas of displacement and return are worsening living conditions and leading people to resort to harmful comping mechanisms to survive.	

These circumstances affected the protection environment, hindering the access of women, children and other persons with specific needs to basic services and protection support. The Child Protection sub cluster indicated in the HRP that around 80% of children in need of core child protection services could not access it. Women are also facing various protection risks, which require short and long-term solutions. Lacking of civil documentation (e.g., Tazkera, birth certificates etc.), especially among IDPs and females, also requires targeted support.

In this context, ensuring access to protection services based on community-based approach and is crucial.

UNHCR Afghanistan plans to expand its protection activities with focus on Child Protection, Women Protection, Legal Assistance and other Community-based Protection activities.
The specific focus will be:

- **Child protection**
- Conducting identification, referral and case management for children at heightened risks
- Child Protection capacity development for key stakeholders
- Strengthen psychosocial support for children both at schools and in the communities

- **Women Protection**
- Capacity development of partners on women protection core principles, psychosocial first aid (PFA) and referral pathways
- Conduct awareness raising sessions on referral pathways, and dialogues with community leaders
- Conduct Safety Audit
- Expand women community centres , both static and mobile where women and girls can access information, educational and recreational activities

- **Legal Assistance**
- Awareness raising and information dissemination on the importance of civil documentation and its application procedures;
- Legal counselling and assistance for individuals who has specific issues in applying for civil documentation;
- Community-level support toward enhancing access to civil registration.

- **Implementation of the Albert Einstein German Academic Refugee Initiative Fund (DAFI) Scholarship Programme**
- Implement the DAFI scholarship programme for refugee returnee students in Kabul, Balkh, and Nangahar Provinces. Activities include:
    - Engage with the respective universities to assess DAFI students' attendance records and performance results;
    - Ensure transfer of e DAFI assistance grant to selected students in Kabul, Balkh and Nangarhar Universities in close consultation with UNHCR offices in Kabul, Balkh and Nangarhar;
    - Organise 2-3 meetings (in person) with the DAFI students.

- Expand the DAFI scholarship programme in universities in other provinces i.e., Herat, Kandahar, Paktya, Bamyan, Kunduz, Kapisa, Parwan, etc. in close consultation with UNHCR. Activities include:
    - Conduct awareness raising sessions for students regarding DAFI scholarship programme;
    - Manage application and selection process of applicants to the DAFI programme in consultation with UNHCR and respective universities;
    - Prepare necessary reports.

- **Community-based Protection Monitoring and community based protection activities**
- UNHCR intends to expand community-based protection monitoring and community based protection activities countrywide, especially in Khost and Paktika Provinces.
    - The project aims at understanding the protection and humanitarian needs of all persons of concern to UNHCR (asylum seekers and refugees, IDPs and IDP returnees, refugee returnees and vulnerable members of non-displaced communities) through protection monitoring and analysis of their needs to inform programming and advocacy. In addition, through community-based protection activities, UNHCR aims to enhance the protection environment for its persons of concern.
- Activities include:
    - Systematic outreach to monitor and report on the situation of POC, especially newly displaced persons;
    - Provide UNHCR data and systematic protection analysis and ed protection information;
    - Set up and/or strengthen grassroots 'protection networks' to enhance outreach in the community by involving a wide range of actors including community and religious leaders, government authorities and others with direct access to communities.
    - Contribute to UNHCR interventions for people with specific needs by identifying cases and refer them to UNHCR PSN partners and the PSN network actors;
    - Contribute to inter-cluster joint assessment of new IDPs (Joint Assessment Teams), as agreed at the inter-agency level;
    - Strengthen Community based Protection including raising awareness on protection principles and reinforcing Communication with Communities and Accountability to Affected Persons through complaint and feedback mechanisms, community outreach activities, and information dissemination;
    - Actively participate and contribute to humanitarian actors' coordination efforts in the provinces and Kabul.

For child protection, women protection and legal assistance, pilot projects will be implemented in selected locations.

Partner can apply for the five activities, or for the areas that fit their capacity and expertise.

Though this Call for Expression of Interest (CEI) UNHCR seeks to expand its pool of potential partners for the period covered under this CEI. This will allow UNHCR to engage with organisations in the roster for potential partnerships, given the context and evolving implementation modalities and operational priorities in Afghanistan.

Please note that positive feedback on the submitted concept will not necessarily result in the conclusion of a project partnership agreement in 2022 but will allow UNHCR and potential NGO partners to discuss implementation modalities at any time during the period 2022-24, subject to operational priorities and needs, and the availability of resources.

All documents and annexes should be submitted in the English language through the Partner portal at partner.unhcr.org. In order to be able to submit the concept note and accompanying documents your organization has to be registered at the Partner portal. During the registration process you will be asked to upload your statutory and registration documents, as well as letters of recommendation. If you encounter any problems during the registration process, please contact UNHCR at epartner@unhcr.org and copy afgkaipm@unhcr.org. No submission from email will be accept.

Prospective partners should be committed to design, implement, monitor and report on project activities in accordance with UNHCR's rules and procedures, including but not limited to, project management, financial management, procurement management, human resource management, etc. Prospective partners are requested to respect core humanitarian principles and UNHCR's Code of Conduct, with specific attention to the principles of confidentiality and "Do No Harm."

The Respective partners should be adhered to the UNHCR zero tolerance policy towards Sexual Exploitation and Abuse, Secretary General Bulletin 2003, UN Protocol on Allegation of Sexual Exploitation and Abuse involving Implementing Partners and the standards that are reflected under the IASC Common Assessment Tools "Harmonized Implementation Tool, UN Implementing Partner PSEA Capacity. Assessment)

Interested National and International Non-Governmental Organizations in Afghanistan are invited to submit concept notes and other required documents to UNHCR, as specified below:

- **Concept note**

The concept note should be concise and contain clear information on proposed activities specifying Outcome area, outcome statement and specific activities that Partner is able to implement, indicating location of implementation. Concept notes should not exceed three pages and should not be a fully developed project proposal.

The concept note should make clear reference to IASC MHPSS guidelines and other similar approved interagency tools.

The concept Note must be submitted in Template attached to this call for EoI as **Annex A1.**

- **Proposed budget**

A breakdown of budget should be realistically calculated based on the needs and presented to UNHCR in the standard budget template **Annex A2.** The proposed budget should be submitted in local (AFN) currency only.

Partner contribution to the future projects should be clearly indicated, either in the form of in-kind contribution or financial contribution to project costs.

- **Partner Declaration**

Prospective partners that have not worked with UNHCR previously, are required to submit a signed copy of the Partner Declaration Form **Annex B**.

- **Partner Procurement Capacity Checklist**

Prospective Partners that have not worked with UNHCR previously should complete the checklist, attached to this call for Expression of Interest as **Annex E.** The form should be completed with all required information. This will help UNHCR to assess the procurement capacity of prospective partners.

- **Partner PESA Assessment Checklist**

Prospective Partners are requested to submit PESA self-assessment checklist **Annex F**.

- **Other required documents**:

All applicant NGOs are required to submit the following mandatory documents:

- NGO Registration Certificate with the Ministry of Economy
- NGO profile
- Procurement manual
- Financial manual
- Security manual and guidance
- Fraud prevention manual
- Administration/HR manuals
- Prospective Partners who have not worked with UNHCR need to submit an Audit Report/ Financial Statements (preferably for the last 3 years) conducted by an independent audit firm
- Organization's past experience and on-going programmes addressing the needs of refugees with either UNHCR or other donors in Afghanistan (any locations)

Organizations failing to submit any of these documents will be disqualified.

Important Notes: Registered NGOs in Afghanistan are required to register the organization, if not yet done, on the UN Partner Portal- **https://unpartnerportal.org;** upload all required documents, including Concept Notes, budget and other supporting documents in response to this call for Expression of Interest by **1600hrs December 07, 2022**.

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

For any queries regarding this Call for Expression of Interest please contact the IPMC Secretary, Ms. Yalda Khaliqyar at afgkaipm@unhcr.org.

Expected Outputs and Main Activities:

The expected outputs or main activities are expected to be in line with UNHCR's priorities outlined above. This may include, but is not limited to:

- Comprehensive community-based protection activities that address the needs of the refugees and host communities in Khost and Pakitka, including active coordination with key stakeholders.
- Improving women's access to targeted support and assistance
- Children in heightened risk are having access to core protection services including case management
- Building the capacity of key stakeholders in child protection and women protection
- Mainstreaming child protection and women protection in other activities
- Expand psychosocial support to children and women
- Facilitation of tertiary education for eligible students through DAFI scholarship programme

Expressions of interest may include interventions across one or more of the sectors outlined above.
Applicants should seek to demonstrate knowledge, experience and expertise in child protection, women protection, psychosocial support, legal assistance and community-based protection

Intended Population Coverage:

Refugees, Internally Displaced Persons (IDPs), Refugee Returnees, IDP Returnees, Host Community

Partnership Period [estimated start and end dates of project]:

01 January 2023 – 31 December 2023

Submission Deadline:	Date Decision Results to be Communicated to Applicants:
07 December 2022	31 December 2022

Selection Criteria

Choose relevant criteria	Criteria Description	Assigned Weighting *(optional)*
	Sector expertise and experience: the required specific skills, sector specialists, performance, knowledge, material and human resources. Knowledge of relevant protection, humanitarian principles and the approach to Age, Gender, Diversity (AGDM). Specific knowledge and local and global/National expertise in Child protection, Women Protection, Legal assistance, and Community based protection. Involvement and participation in the various protection coordination forms will be assessed.	35
	Project management: ability to effectively deliver project objectives with robust management systems/processes, and meet the expectations of all stakeholders, as well as provide accountability	20

	mechanisms and sound financial management, taking into account the audit results of the previous UNHCR-funded projects, past performance and the external audit of partners' financial statements and pending open audit recommendations (accounts receivables and internal control related recommendations) where applicable. Clear segregation of duties policy, as well as the integration of risk management.	
	Local experience and presence: On-going programme in the area of operation; local knowledge; access; engaging refugees/ returnees. IDPs and host community and other persons of concern; trust from local communities; local presence; partner policy on community relations; complaint mechanisms 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 reflect them into project planning and implementation.	20
	Contribution of resources: evidenced and documented contribution of resources to the Project in cash or in-kind (e.g. human resources, supplies and/or equipment) by the partner that are presently available (or potentially mobilized by the partner) in order to supplement UNHCR resources.	5
	Cost effectiveness: Evidence of a methodology for allocation of shared costs to project activities. Evidence of procedures/systems that ensure maximum resources are directed to project outcomes while also ensuring that resources are also directed to activities that ensure project risks are being appropriately managed.	10
	Strategic considerations: identification of shared strategic priorities and articulation of strategic value of a potential partnership with UNHCR, and experience working with humanitarian and/or development actors.	10

Other information

Procurement capacity: capacity and capability for undertaking procurement at the required scale may be required in accordance with the Implementing Partnership Management Guidance Note No. 4 (Revision 1) on Procurement by Partners under Partnership Agreement.[1]

Partner's capacity to mitigate, respond and prevent Sexual Exploitation and Abuse: all potential partners are reminded to submit (via the UN Partner Portal) their PSEA self-assessment, ahead of a concept note submission, unless already assessed by a UN entity[2].

The Concept Note should be completed per the template provided in **Annex A of this Call for Expression of Interest** and not be a fully developed project proposal. It should be concise, contain clear information and not exceed five (5) pages. Upon final decisions of IPMC, selected partners will participate in the design and detailed budgeting of the Project and in the conclusion of the Project Partnership Agreement. Concept Notes should clearly indicate in which geographical area(s) the NGO is planning to intervene in.

Issuing UNHCR Office	Country Office Kabul
Contact Address	ICON Compound, Supreme Road, Pul-e-Charkhi, PD 9, P.O. Box 3232

[1] See Guidance Note No. 4 (Revision 1) Procurement by Partners (2018).
[2] See Factsheet – PSEA Partner Assessments

UNHCR
United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

	Kabul Afghanistan
Signature, Head of Office	
Full name and title, Head of Office	Leonard Zulu, Representative Afghanistan
Name of UNHCR Office	Country Office Kabul
Date	November 22, 2022