



## The Asia Foundation

### TAF-Survey/Disabilities-Data Collection-April-2018-009

#### The Asia Foundation Afghanistan

**Program Office:** Survey and Research

**Funding Opportunity Title:** National Disability Survey of Afghanistan: Data Collection

**Announcement Type:** Request for Proposal

**Funding Opportunity Number:** TAF-Survey/Disabilities-Data Collection-April-2018-009

**Deadline for Applications:** April 22, 2018

#### CONTACT INFORMATION

For all queries contact Procurement Department

([country.afghanistan.procurement@asiafoundation.org](mailto:country.afghanistan.procurement@asiafoundation.org)). No personal visits or telephone calls shall be entertained.

#### THE PROCUREMENT UNIT

The Asia Foundation

House # 861, Street # 1

Shirpour, District-10, (Sub Street of Shirpour Project)

Kabul, Afghanistan.

The Foundation will not be responsible for proposals left at the main gate, reception, guard offices, or handed over to any TAF employee other than the procurement unit staff.

#### CHECKLIST OF DOCUMENTS INCLUDED IN PROPOSAL

Documents / Content to be included in the RFP	Yes	No	Please explain if “No” has been checked.
Technical proposal	<input type="checkbox"/>	<input type="checkbox"/>	
CVs of key staff and core personnel	<input type="checkbox"/>	<input type="checkbox"/>	
Summary table of similar projects	<input type="checkbox"/>	<input type="checkbox"/>	
Letters of recommendation	<input type="checkbox"/>	<input type="checkbox"/>	



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Implementation plan	<input type="checkbox"/>	<input type="checkbox"/>	
Risk assessment plan	<input type="checkbox"/>	<input type="checkbox"/>	
Budget and budget narrative	<input type="checkbox"/>	<input type="checkbox"/>	
M&E strategy/manual distinct from M&E Plan in body of technical	<input type="checkbox"/>	<input type="checkbox"/>	
Gender equity policy	<input type="checkbox"/>	<input type="checkbox"/>	
Copies of last two years of annual audit reports	<input type="checkbox"/>	<input type="checkbox"/>	
Bidder's declaration	<input type="checkbox"/>	<input type="checkbox"/>	



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### I. BACKGROUND SUMMARY

The Asia Foundation is a nonprofit international development organization committed to improving lives across a dynamic and developing Asia. Informed by six decades of experience and deep local expertise, our work across the region addresses five overarching goals—strengthen governance, empower women, expand economic opportunity, increase environmental resilience, and promote regional cooperation.

#### Background

The very first National Disability Survey of Afghanistan (NDSA) was conducted in 2005 by Handicap International on behalf of the Government of Islamic Republic of Afghanistan (GoIRA). The first NDSA found that the prevalence rate for severe disability in the country was 2.7%, while the same rate for less severe disability was 4.8%.

The findings from the 2005 NDSA proved crucial in forming government policies in order to identify and address various issues around disability in the country, as well as the needs of those with any type of disability. Twelve years later, there is a significant need for a new survey to identify whether the prevalence rate amongst the general population has changed. In addition, a new survey will indicate whether there has been progress regarding provision of services, education, economic opportunities, and social participation for people with disabilities. This survey will provide a cross-cutting overview of the situation twelve years after the first NDSA by collecting reliable information about people with disability, their needs, and promoting integration of their concerns into programs and policies of the GoIRA.

In continuation of its quality survey and research, The Asia Foundation (the Foundation) is committed to undertake the National Disability Survey of Afghanistan in 2018, to provide reliable data for future policy making and programming by the GoIRA and international community.

#### Objectives

The core objective of the NDSA will be to provide reliable and evidence-based data on prevalence of disability as an input for future policy making and programming that addresses people with disability, by both GoIRA and the international community. From a survey perspective, this survey will aim to provide:

- 1- Measure type and prevalence of disability in all 34 provinces of Afghanistan;
- 2- To provide the socio-demographic and economic profile of people with disability;
- 3- To provide an overall picture of the needs and opportunities of persons with disability in Afghanistan;
- 4- To compare the findings with the findings of the 2005 NDSA in order to illustrate the progress that might have been made in over a decade;
- 5- To identify difficulties and barriers that persons with disability face in everyday life;
- 6- To measure the awareness and extent of access of people with disability to the basic health services; and



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- 7- To illustrate the social participation of people with disability in education, economic activities and employment, civil life and any other emerging needs.

### II. PURPOSE OF THE RFP

The Foundation is seeking a locally registered company to serve as the Implementing Partner (IP) for the “**National Disability Survey of Afghanistan**” project. Using a transparent and merit-based process, the Foundation will select an IP to conduct fieldwork and manage the data collection process of this project. The IP will work closely with the Foundation to develop and implement the project related activities.

### III. PROJECT DESCRIPTION

The core objective of the NDSA will be to provide reliable and evidence-based data on prevalence of disability as an input for future policy making and programming that addresses people with disability, by both GoIRA and the international community.

With a proposed sample size of 12,000 household surveys in all 34 provinces, the Foundation aims to provide estimates for the national level. The sample size will be selected using a prevalence rate of 5% of people with disability at a confidence interval of 95%, with a desired margin of error of >2%. The Foundation will use a randomized method of sampling to identify the sampling points.

**Data Collection:** The actual fieldwork will last between three to five weeks with an overall 1,000+ enumerators across 34 provinces, with one lead fieldwork supervisor hired in each province. Enumeration will be gender matched, with men interviewing men and women interviewing women. The supervisors will be first trained by the IP in Kabul, and they will then train provincial teams with technical assistance from the IP. Enumerators will first identify the head of the household to ask a set of primary questions regarding the health conditions of the household members, and then conduct an interview on disability with those who were identified to have difficulties in different health domains.

In a period of 12 months this program is expected to achieve the following results:

- Provide enumerator training and field observation
- Create sampling design, data preparation, and construction of survey weights for analysis in merged data file
- Provide ongoing support as required

**Component 1** will consist of input on the Questionnaire Design created by the Asia Foundation. The questionnaire is focused on determining the prevalence of Afghans living with a disability as an input for policy making and programming.



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**Component 2** will consist of training enumerators, ensuring the sampling plan is followed, random selection of sampling points, and administering fieldwork across 34 provinces, interviewing a total of 12 000 households.

**Component 3** will consist of data entry (including pre-coding for open-ended responses) and constructing survey weights for use in analysis. The IP will provide the Asia Foundation with the Survey Products, including a clean blank copy of the final questionnaires in local languages as soon as fieldwork commences. The IP will also share a clean data file in Stata/SPSS format with English variable labels. In addition, the English questionnaire will contain corresponding codes and column positions for the questions and serve as a codebook. The IP will keep the Asia Foundation apprised of the project status and report on any problems encountered and recommend solutions as necessary.

The IP will also share an achieved sampling plan, including collected GPS coordinates. The IP will share a methods report containing: field dates and final sample size, methods for selecting respondents, information on refusals, a table containing the best available population data, problems encountered, and the methods report (in English word doc or pdf)

**Component 4** will be to provide on-going support required for data analysis of the findings.

### IV. STATEMENT OF WORK

The RFP is requesting the organizations to submit their technical and financial proposals for facilitating the project activities. The activities listed below are given as rough outlines so that the organizations submitting proposals could further develop them into structured set of activities based on the given methodology in their technical proposal.

#### **Component 1: Questionnaire design**

Activity 1.1 Provide input on the questionnaire design

Activity 1.2 Translation of questionnaire into local languages

#### **Component 2: Fieldwork**

Activity 2.1 Training enumerators across 34 provinces

Activity 2.2 Random selection of sampling points

Activity 2.3 Administer fieldwork across 34 provinces (12 000 households)

#### **Component 3: Survey Products**

Activity 3.1 Data entry, pre-coding of open-ended responses

Activity 3.2 Construct survey weights for use in analysis



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Activity 3.3 Share achieved sampling plan, GPS coordinates

Activity 3.4 Share methods report

### Component 4: Ongoing Data Analysis Support

Activity 4.1 Provide ongoing support on needs basis for data analysis and technical assistance

## V. MONITORING AND EVALUATION

In order to monitor and evaluate projects, the Foundation has a standard monitoring and evaluation system in place, which is designed to assess outcomes of every project from time to time and ensure that activities of projects are consistent with the overall project goals and objectives. Despite the fact that TAF doesn't require implementing partners to employ its existing M&E system, it is a requirement that the proposals include a detailed monitoring & evaluation plan.

Performance Indicator	Detailed Definition	Unit of Measure	Data Source(s)	Data Collection Method(s)	Data Analysis Method(s)	Frequency
<b>Project Goal</b>	Please use this space to put the impact/long term indicators for the project.					
(Indicator 1)						
(Indicator 2)						
(Indicator 3)						
(Indicator 4)						
(Indicator 5)						
<b>Project Purpose</b>	The applicants should use this space to identify the outcome indicators that will help in the measurement of the project.					
(Indicator 1)						
(Indicator 2)						
(Indicator 3)						
(Indicator 4)						
(Indicator 5)						
<b>Output</b>	Please use this space to put the output indicators to measure the immediate results of the project.					
(Indicator 1)						



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(Indicator 2)						
(Indicator 3)						
(Indicator 4)						
(Indicator 5)						

The applicants' ability to monitor and evaluate the project will be assessed based on their M&E system as well as understanding of measuring the project's long term and short term goals. Please provide your M&E system in the following project indicator table:

Implementing partners must comply with the following requirements in order to be considered eligible for the proposal:

### i. Draft M&E Plan:

Applicant is required to submit a draft M&E plan for the project. The plan should specifically include:

- a) a narrative description explaining the organization's monitoring and evaluation system;
- b) a set of data collection tools that will be used to gather data from the project beneficiaries;

### ii. Evaluation Criteria

Applicants will be evaluated based on their ability to think critically and provide rational answers to the following questions:

- a) How would the applicant go about monitoring and evaluating the progress and results of this activity?
- b) How would the applicant ensure that data collection, analysis and reporting is done effectively?
- c) How would the applicant know that the changes happening are due to this activity?

IPs can be considered by USAID as a local IP that qualifies for direct funding.

**BUDGET GUIDELINES:** Please clearly indicate your staffing plan in accordance to the tasks identified.



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### VI. INSTRUCTIONS FOR SUBMISSION OF PROPOSAL:

#### **Rules of this call for proposals:**

These guidelines set out the rules for the submission, selection and implementation of actions financed under the program.

#### **Eligibility of applicants: Who may apply?**

In order to be eligible for a grant, applicants must be:

- Organizations registered with the Government of Afghanistan.
- Organization/company with proven experience operating and managing similar projects for international organizations or the government of Afghanistan.
- Have strong networking team and strategy to reach project beneficiaries in all targeted areas.
- Have strong management team.
- Have good relationships with related governmental institutions and policy makers.
- Be directly responsible for the preparation and management of the action (not acting as intermediary).

The major requirements for the potential IP are to have a strong background in conducting fieldwork for national surveys.

Applicants are excluded from participation in calls for proposals or the award of grants if, at the time of the call for proposals, they:

- Are subject to a conflict of interest.
- Are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the call for proposals or fail to supply this information.
- Have attempted to obtain confidential information or influence the evaluation committee or the contracting authority during the evaluation process of current or previous calls for proposals.

It is important to mention technical details regarding scope of operation in your proposal.

Depending on the organizational capacity of the successful bidder(s), The Foundation Afghanistan may split the award to two or more organizations, if it is felt that one single organization may not be able to implement the activities in all targeted provinces. In such event, a post-bid negotiation



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will be conducted with the successful bidder(s) to revise the proposal and budget for the reduced level of activities.

### **Number of proposals and grants per applicant:**

Applicants may submit only one proposal for this particular action.

### **How to apply and procedures to follow:**

A separate cover letter including the name, address, and telephone number of the applicant organization, and signed by the person or persons authorized to represent the agency should accompany the proposal submission.

Financial Proposal and Technical Proposal Envelopes **MUST BE COMPLETELY SEPARATE** and each must be clearly marked on the outside as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL” when submitted.

### **Applications must be in English and accompanied by the following documents:**

1. Technical proposal (**not to exceed 20 pages**). Please use 12-point times new roman font, single-spaced, with appropriate margins;
2. CVs of key staff and core personnel. Please limit individual CVs to three pages;
3. A summary table explaining when, where, and how the applicant has implemented similar projects;
4. Letters of recommendation from previous projects from donors and international organizations;
5. Detailed implementation plan with clear milestones and deliverable showing major activities and how they will be implemented. Please include start up activities;
6. Risk assessment plan;
7. Detailed Budget along with budget narrative. Please use the budget format provided. Do not use your own format
8. M&E strategy (preferably M&E manual)
9. Gender equity policy;
10. Copies of the agency’s annual audit reports (Last two years, or if new organization written explanation)



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11. Bidder's Declaration: Potential bidders must disclose any relationships e.g. friends, family, business etc. with Foundation staff

### **Applicants are to submit:**

One (1) hard copy of the technical proposal in a sealed envelope and one (1) hard copy of the Financial Proposal in separate sealed envelope marked in the upper left-hand corner with the name and address of the Applicant and the RFP title.

**All interested applicants bidding for a project through this RFP are required to mention their DUNS # (in bold) on first page of the proposal.**

The supporting documents requested must be supplied in the form of originals or photocopies. Where such documents are in a language other than English, a faithful translation into English must be attached and will be used to evaluate the proposal. All proposals should be signed only by an authorized representative of the applicant. The deadline for the receipt of applications is **April 22, 2018**

### **All proposals should be directed to the attention of:**

#### ***THE PROCUREMENT UNIT***

***The Asia Foundation***

***House # 861, Street # 1***

***Shirpour, District-10, (Sub Street of Shirpour Project)***

***Kabul, Afghanistan.***

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## **VII.TIME FRAME**

The potential organizations shall submit a detailed implementation plan for the activities to be completed considering the below timeframe:

- Trainings for provincial supervisors and enumerators to be conducted by: June 2018
- Fieldwork to start and be completed by: July 2018
- Final datasets to be submitted to TAF by/before: August 31, 2018



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The project work plan shall be designed in a way to allow the local partner organization one to two months to adequately prepare and perform all necessary preparatory activities.

Announcement of RFP	April 1, 2018
Pre-Bid Conference (Date and time/Two weeks prior sub.)	April 10, 2018 – 9:00am in TAF main office
Responses to pre-bid questions published	April 11, 2018
Last date for submission of Proposal	April 22, 2018
Evaluation of proposals and identification of agency	April 29, 2018
Agreement with selected agency	May 25, 2018

### VIII.EVALUATION CRITERIA

All Applications/proposals will be examined and evaluated by a committee constituted by the contracting authority, members from other concerned programs and Grants, who will evaluate proposals from both a technical and financial standpoint. Applications/proposals submitted by applicants will be assessed according to the following criteria

Area	Comments	Score
Technical Approach	Clarity and appropriateness of scope in the proposed technical approach with demonstrated understanding of project goals and component tasks. Simple and clear approach to project implementation and delivery of services. Project serves beneficiaries and engages relevant stakeholders.	25
Monitoring and Evaluation	Detailed and logical PMP showing defined performance indicators etc.	10
Organizational Capacity	Institutional profile, background, expertise, clientage, experience with similar projects, and operational and financial capacity.	15
Personnel/ Key Staff	Relevant experience and technical knowledge of team leader and proposed staff, including CVs and professional references.	10
Interview	Top candidates will be given the opportunity to provide additional information through interviews at The Foundation. An overall assessment of strengths and weaknesses and institutional suitability will be made at this time.	15



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Cost/Budget	Reasonableness and appropriateness of cost. Clear budget alignment between level of effort, technical approach, and deliverables.	25
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### IX. TYPE OF AWARD INSTRUMENT

The Foundation-AG will issue a Service Agreement to the selected agency, which will be as per the Foundation's internal policies and will be governed by the Foundation's Rules, Regulations and Guidelines. Payments to the NGO will be made as per the payment schedule, which will be negotiable and finalized while signing the agreement.

### X. OTHER TERMS AND CONDITIONS

The Foundation project-specific Marking and Branding regulations may apply to all deliverables produced from this assignment. The Foundation-AG is not bound to select any of the agencies submitting proposals. As quality is the principal selection criterion, the Foundation-AG also does not bind itself in any way to select the agency offering the lowest price. The cost for preparing a proposal and of negotiating an award including visits to the Foundation-AG office, if any is not reimbursable as a direct cost of the assignment. Both for-profit and not-for-profit agencies may apply for this RFP, interested not-for-profit agencies should provide a copy of their registration certificate as a not-for-profit agency. **Foundation reserves the right to visit organizations for due diligence purposes.**

Finally, this RFP does not obligate The Foundation to award a contract nor does it commit TAF to pay any cost incurred in the preparation and submission of a proposal. Award of a Contract under this RFP is subject to availability of funds and other internal Foundation approvals.

#### ANNEXES:

ANNEX I -Proposal Budget Template with sample budget worksheet.

ANNEX II -CV template - for Proposed Staff

ANNEX III - Office Address Direction