

The Colombo Plan

Request for Proposal (RFP)

Security Training, Assessments and Evacuation Plans for the Implementing Partners of The Colombo Plan

**Scope:**

Colombo Plan requests that you submit a proposal for Security Training for the Implementing Partners of the AWSF and ACSCF Projects. The training is to be held in Kabul, Afghanistan.

Background information in respect of the services required is provided and this information is intended to facilitate your assessment of the time-effort and related fees. This information shall be kept confidential by your firm and used solely in response to the present Request for Proposal.

Your proposal could form the basis for a contract between your firm and the Colombo Plan.

**Contents of solicitation documents:**

Proposals must offer services for the total requirement. Proposals offering only part of the requirement will be rejected. The Offeror is expected to examine all corresponding instructions, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Offeror’s risk and may affect the evaluation of the Proposal.

**Clarification of solicitation documents:**

Colombo Plan will respond in writing to any request for clarification that it receives prior to the deadline for the submission of Proposals. Written copies of the organisation’s response will be sent to all Offerors.

**Language of the proposal:**

The Proposals prepared by the Offeror and all correspondence and documents relating to the Proposal exchanged by the Offeror and Colombo Plan **shall be written in the English language.**

**The Proposal shall comprise the following components:**

**1. Technical Proposal**, completed in accordance with clause (I),

**2. Price Schedule**, completed in accordance with clause (II) & (III)

**(I) Technical Proposal Format**

The Offeror shall structure the technical part of its Proposal according to the commonly acceptable format. The Technical Proposal will be evaluated against the criteria assisted by the following information:

1. **Proposed Approach and Work Plan**

This section should demonstrate the Offeror’s responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed methodology meets or exceeds the specifications.

1. **Capacity and Experience of Organization/ Firm**

This section should describe the organizational unit(s) that will be responsible for the contract, and the general management approach towards this project. This should fully explain the Offeror’s resources in terms of personnel and other resources necessary for achieving project results. This section should also provide orientation to the organisation / firm including the year and state/country of incorporation and a brief description of the Offeror’s present activities. The Offeror should describe its experience in similar projects. The latest Audited Financial Statement should be enclosed.

1. **Human Resources**

CVs for key personnel should be attached.

(II) **Price Schedule**

The Offeror shall include an appropriate Price Schedule, the prices of services it proposes to supply under the contract.

(III) **Proposal currencies**

All prices shall be quoted in US dollars.

**Period of validity of proposals:**

Proposals shall remain valid for **ninety (90) days** after the date of Proposal submission prescribed by Colombo Plan, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected by Colombo Plan on the grounds that it is non-responsive.

**Payment:**

Payments will be made directly by Colombo Plan to the selected organisation/ firm after acceptance of the invoices submitted by the organisation / firm based on agreed milestones for Phase I and II.

The payments shall be effected by the Colombo Plan Afghanistan Country Office in Kabul following the clearance of the final report and certification of satisfactory completion of service by Colombo Plan.

The Terms of Reference for the consultancy is attached herewith for your reference (Attachment I).

If you request additional information, please send it to email below in writing: [cpgapproposal@colomboplan.org](mailto:cpgapproposal@colomboplan.org)

We will endeavor to provide additional information expeditiously, but any delay in providing such information will not be considered a reason for extending the submission date of your proposal.

**Submission of Offers**

Your offer comprising of technical proposal and financial **proposal, should reach the following e-mail address** [cpgapproposal@colomboplan.org](mailto:cpgapproposal@colomboplan.org) **no later than 15 January 2019 at 17.00 hours (IST).** Marked with: “Security Training, Assessments and Evacuation Plans for the IPs”

**LATE PROPOSALS WILL BE REJECTED:**

Please be aware that bids or proposals emailed to Colombo Plan will be rejected if they are received after the deadline for bid submission. As an email may take some time to arrive after it is sent, especially if it contains a lot of information, we advise all Offerors to send email submissions well before the deadline.

Attachment I

Terms of Reference (ToR)

Security Training, Assessments and Evacuation Plans

for the Implementing Partners of the Colombo Plan

AWSF and ACSCF Projects – Kabul, Afghanistan

1. **Background**

The Colombo Plan for Cooperative Economic and Social Development in Asia and Pacific, which has its headquarters in Colombo, Sri Lanka, is an inter-governmental organization with a membership of 27 countries in the Asia-Pacific region. The Colombo Plan commenced its gender programming in 2007 by supporting shelters for women and children in Afghanistan through its Drug Advisory Programme and later it’s Programme for Public Administration. To further expand this initiative, particularly to other countries in Asia and the Pacific region, the Colombo Plan Council approved the establishment of the Gender Affairs Programme (CPGAP) during the 282nd Council meeting in May 2014. The CPGAP focuses on women and children’s rights, issues, and development in Colombo Plan member countries. The Project Director will oversee all GAP project activities, particularly CPGAP’s flagship Afghan Women’s Shelter Fund (AWSF) and Afghan Children’s Support Center Fund (ACSCF).

The AWSF aims to increase access to justice for Afghans who have survived or are at risk of experiencing gender-based violence and/ or trafficking in persons. The AWSF provides grants to Afghan-run Women Protection Centers (WPC), Family Guidance Centers (FGC), and Legal Advice Centers (LAC) that provide protection, legal assistance, and social services to survivors and their families. The AWSF currently funds 12 Shelters, 13 FGCs, and 2 LACs in Afghanistan.

The ACSCF provides children with safe shelter, adequate food and clean water, services for physical and mental fitness and free education. The ACSCF currently funds three Children Support Centers.

**2. Context**

In addition, the AWSF and ACSCF build the institutional capacity of the implementing partner organizations that operate these facilities. In consultation with the implementing partners the CPGAP has identified Security as a priority training area for staff at headquarters and the shelter facilities. The first training of the partner capacity building series was conducted in October 2017 on Human Resource Management and Administration in Kabul and the second training was conducted in March 2018 on Monitoring and Evaluation.

**3. Justification**

Within this context, the CPAGP will recruit a well-qualified consultant firm/ service provider with extensive experience in security training and with a track record of providing quality coaching to carry out security training, assessments and evacuation plans for development professionals. The service provider will conduct a training in Kabul for AWSF and ACSCF partners. Since the situation can be volatile in Afghanistan and is likely to fluctuate the planned implementation period of the training.

**4. Purpose and objectives**

The expected outcomes of this security training by the CPGAP for the implementing partners will be evidence of greater capacity in implementing partners to carry out projects adhering to utmost security standards. Specific objectives will be as follows:

1. Provide five day Security training on security assessments, evacuation and development of evacuation plans
2. Conduct pre-test and post-test on training.
3. Write a report on the training.
4. Mentor Shelters to conduct Security Assessments.
5. Develop Security Assessment Reports and Evacuation Plans for

* AWSF Project - 14 shelters, 13 Family Guidance Centers, 2 Legal Advice Centres.
* ACSCF Project - 3 Children Support Centers

**5. Scope of Work**

The scope of work is to:

**Phase I**

* Conduct security training for the staff of implementing partners using the training content and materials developed including security assessments, evacuation and development of evacuation plans.
* Design and deliver session evaluations, pre and post-tests of all those to be trained to determine the success or further training needs on security.
* Prepare, conduct, record and analyze findings of training evaluations on each participant to assess all aspects of the training.
* Prepare a report on the Pre and Post test results, training evaluations as well as the actual training conducted.

**Phase II**

* Mentor Shelters to conduct Security Assessments
* Develop Security Assessment Reports and Evacuation Plans for
  + - * 1. AWSF Project - 14 shelters, 13 Family Guidance Centers, 2 Legal Advice Centres.
        2. ACSCF Project - 3 Children Support Centers
* Finalize the Security Assessment Reports and Evacuation Plans (7 meetings)

The formal training will be provided to the following groups:

1. 25 – 35 staff of the implementing staff from AWSF and ACSCF (CPGAP to provide list)

The breakdown of activities by person days is as follows:

| **Activity** | **Number of person days** |
| --- | --- |
| **Phase I** | |
| Develop training manual, methods and materials | 3 |
| Preparation for the training (incl. finalize possible gaps and questions in relation to manual, methods and materials, trainer allocation etc.) | 5 |
| Prepare session evaluations, pre and post tests and training evaluation of all participants. | 2 |
| Carry out session evaluations, pre-testing, training, development of evacuation plans, post-testing and training evaluation in Kabul Province in end of January 2019 (to be confirmed) The number of dates of the training to be determined by trainer | 7 |
| Write report with training data such as attendance list with name, sex and position of each participant and including pre and post testing and training evaluation | 4 |
| **Total Number of Days for Phase I** | **20** |
| **Phase II** | |
| Mentor Shelters to Conduct Security Assessments | 20 |
| Develop Security Assessment Reports and Evacuation Plans | 20 |
| Finalize Security Assessment Reports and Evacuation Plans | 10 |
| **Total Number of Days for Phase II** | **50** |
| **Total Number of Days for Phase I and II** | **70** |

**6. Deliverables**

**Phase I**

* A brief inception report detailing how the consultant understands this assignment and providing a time bound action plan for the consultancy.
* Training Workshop
  1. A comprehensive draft and final Training report which responds to the specific objectives and activities as detailed and includes the results from the pre and post tests and training evaluation and analysis and recommendations.
  2. Participant data from the training disaggregated by: partner organization, province, job title, sex, and pre and post test result by participant.
* Security Assessment Templates
* Evacuation Plan Templates

**Phase II**

* Security Assessment and Evacuation Plans for
  1. AWSF Project - 14 shelters, 13 Family Guidance Centers, 2 Legal Advice Centres.
  2. ACSCF Project - 3 Children Support Centers

**7. Feedback and documentation**

* Provide weekly updates to the CPGAP Director and CPGAP Senior Programme Officer.
* Develop an action plan for the CPGAP which addresses the recommendations in the report.
* Present a final report taking into account feedback from the draft report.

**8. Period of consultancy**

The consultancy period is between 25 January 2019 – 25 March 2019. It is expected the assignment will be conducted by a team of consultants working together at all times for a maximum of about 70 person days.

**9. Reporting and administrative support**

* The consultancy firm will be contracted by Colombo Plan Country Office Afghanistan in consultation with the CP GAP Director.
* The consultant(s) will work under the overall guidance of the CPGAP Director in close consultation with the Senior Programme Officer
* The consultant(s) will be expected to provide their own computers and work from their own office.
* All consultant deliverables will be sent to the CPGAP Director through the CPGAP Senior Programme Officer.

**10. Required qualifications**

It is envisaged generally that the consultant firm/ service provider will have the following competencies:

* Demonstrated experience in conducting similar training activities in a difficult environment in fragile/ conflict states.
* Demonstrated experience in coaching of individual participants and adult learning techniques.
* The consultant firm is not to outsource implementation of activities to other companies but expected to have such qualified staff in house.

Specifically, the consultant firm/ service provider will provide a team of experts working together for the duration of the task, the team should comprise at least:

1. A Security Training Team Leader and this person will:

* Hold at least a master degree in relevant field and with a strong security training background.
* Have at least 10 years’ experience on security training in development settings and preferably women/ children shelters.
* At least some experience as a trainer of adults in fragile/ conflict settings.
* Have excellent writing, computer and analytical skills.
* Experience in fragile/ conflict settings.

The overall responsibility of the Security Training Team Leader is to provide oversight and quality control on the training methodology and provide guidance on the technical content and be the main channel of communication between the consultant firm and CPGAP.

1. Trainers with security and evacuation plans training experience and experience of working in Afghanistan or other fragile states as well as working with local government institutions who can provide training of high quality to development professionals.

The trainer will possess:

* Higher university degree in relevant field
* Proven experience in conducting quality third part monitoring, baseline studies and evaluation
* Thorough knowledge on the relevant thematic area of focus and Afghanistan context
* Strong child sensitivity, child rights and child protection programming skills (child participation skills an asset)
* Significant experience of conducting conflict analysis and/or research on conflict and its causes or approaches to conflict transformation
* Sound theoretical knowledge of development theory and/or experience of project management for an NGO or UN agency in delivering development projects
* Previous experiences of practicing participatory methods for conducting research and planning
* Considerable professional experience of working in Afghanistan at the community, village and district levels, with a clear understanding of traditional forms of social organization and systems of local governance, as well as official systems of local administration
* High level of competence in the English language, particularly in writing and be fluent in both Dari and Pashto
* Strong communication skills, with the ability to communicate detailed concepts clearly and concisely
* Written and verbal English is essential; local language skills would be helpful