



Swedish Committee for Afghanistan

Date: 10 February 2019

To: Interested Bidders

From: Swedish Committee for Afghanistan, Kabul Management Office

No. of Pages: Twelve (12) with three sections (Sections 1-3)

Subject: RFP# KMO- PU- 2019-SCA -05
Consultancy for End Evaluation of Menstrual Hygiene Management (MHM) Project

Request for Proposal (RFP) No. KMO-PU- 2019-SCA- 05

Dear Sir/Madam:

The Swedish Committee for Afghanistan, Kabul Management Office (hereinafter called “the SCA” invites you to submit your quotation for the End Evaluation of the Menstrual Hygiene Management (MHM) Project (hereinafter called “the Service”) as specified in the Request for Proposal and attachments hereto (hereinafter called “the RFP Documents”).

Tender Instructions

1. You must submit your technical and financial proposal for all service in respect to this RFP.
2. Your quotation shall be addressed and submitted at the below specified address or email address no later than **24 February 2019**:

Swedish Committee for Afghanistan
Jalalabad Main Road, Paktia Kot PO Box 5017, Kabul Afghanistan

Attn.: Procurement Unit, Administration Department;
Email for online submission: bids@sca.org.af

3. SCA rejects any quotation received after the deadline.
4. Your quotation and all correspondence will be in English language.
5. Your quotation shall be according to these instructions:
 - 5.1 It shall contain the completed forms in Sections 2 and 3. Failure to complete these forms may result to rejection of your quotation
 - 5.2 All prices quoted shall be made on the terms specified in the RFP documents
 - 5.3 All prices shall be quoted in dollars (USD).
 - 5.4 All prices shall be quoted including taxes: Ref: Article 72 of Afghanistan Tax Law. International companies 7%
 - 5.5 Your quotation shall be valid for a period of 45 days past deadline for receipt of quotation
 - 5.6 Your quotation shall bear the RFP Reference Number and Title indicated above.

6. SCA will examine the received quotations to determine its completeness and whether there are computational or arithmetical errors, whether documents are properly signed, and whether the quotations are general in order. Arithmetical errors will be rectified as follows:
 - 6.1 If there is a discrepancy between the unit price and the line item total, the unit price shall prevail and the line item total shall be corrected, unless there is an obvious misplacement of the decimal point in the unit price, in which case, the line item total as quoted shall govern and the unit price shall be corrected.
 - 6.2 If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotal shall prevail and the total shall be corrected.
7. Prior to the price evaluation, SCA will determine the substantial responsiveness of each quotation. A substantially responsive quotation is one, which conforms to all the terms and conditions of the RFP documents without material deviations. Deviations from, or objections or reservations to critical provisions will be deemed to be material deviation. The SCA may waive any minor informality, or irregularity in a quotation, which does not constitute a material deviation, reservation or omission.
8. During evaluation of the quotations, the SCA, at its discretion, may ask you for a clarification of your quotation. The request for clarification and the response shall be in writing, and no change in the prices or substance of the quotation shall be sought, offered, or permitted. Failure to respond timely to a request for clarification may result in the rejection of your quotation.
9. If a quotation is not substantially responsive, it will be rejected by the SCA and may not subsequently be made responsive by correction of the nonconformity.
10. The SCA shall compare all substantially responsive quotations to determine the quotation containing the best Quality and Cost.
11. Award will be made to the company whose quotation is determined substantially responsive to the requirements of the SCA and whose quotation contains the best-evaluated price, based on Quality and Cost Selection described above.
12. The SCA reserves the right to accept or reject any quotation, and to annul, in whole or in part or to suspend the process and reject all quotations at any time prior to the award, without incurring any liability to the affected company or companies or any obligation to inform the affected company or companies of the reasons for the SCA's action.
13. Nothing in or relating to this RFP shall be deemed a waiver, expressed or implied, of any of the privileges and immunities of the SCA.
14. Please note that the SCA will notify unsuccessful companies.
15. Please address all your queries or questions in writing at the address given below and kindly refrain from any telephone calls or personal visits. All questions and answers will be presented to all known bidders.

Procurement department

Email: bids@sca.org.af

Requirements of the Company

1. Valid certificate of business registration (Copy of business license must be attached with offer)
2. Company Bank Account (Proof of this must be attached with offer)
3. Local firms must have Tax Identification Number (TIN)

Proof of the above must be provided along with quotation otherwise the offer will be disqualified.



Section 1

Terms of Reference for Consultancy for Final Evaluation of MHM Project

BACKGROUND OF SCA

SCA has been operational in Afghanistan for over 30 years. Currently, SCA operates in 14 out of 34 provinces in Afghanistan. The SCA presence in Afghanistan consists of the Kabul Management Office (KMO), five Regional Management Offices and three Liaison Offices. SCA receives funds from various international and private donors, mainly from the Swedish International Development Agency (Sida). With more than 6,000 Afghan employees, it is one of the largest organizations in Afghanistan. In recent years, SCA has shifted from being a mainly humanitarian organization by incorporating development programming. SCA utilizes the Rights Based Approach in its programming. SCA supports education, health, and disability programming and contributes to development in rural areas. SCA puts more emphasis on capacity development of individuals and organizations, including civil society organizations, with the aim of enhancing their capacity to advocate for their rights. SCA also supports empowerment and rights of women throughout its programmes.

Vision:

The vision of SCA is ‘An Afghanistan free from poverty, violence and discrimination, where human rights are respected and all live in dignity, enjoy equal opportunity and social justice’

Mission:

The mission of SCA is ‘To empower individuals, communities and local organizations, primarily in rural areas and with particular focus on women, girls, boys and vulnerable groups such as people with disabilities, so that they may participate fully in society and influence their own development’.

SCA’s Education Programme

SCA has been involved in implementation of education projects that include capacity development, advocacy and service delivery since 1984. Currently the programme is being implemented in 81 districts across 14 provinces. Through the Education Programme SCA aims to provide equal access to quality educational opportunities. As part of its service delivery SCA has operated Community Based Schools (CBS) since 2006 and inclusive education since 2015. Approximately 75,000 (60% girl) students are currently benefitting from implementation of the education programme. Out of these, 2,752 (1,145 girls) are children with disabilities mainstreamed in formal schools. The Ministry of Education (MoE) partners with NGOs to establish and run CBSs aimed at increasing access of children to educational services in remote and rural areas where adequate school coverage is lacking. SCA supported schools exist in some of the most remote and underserved areas of the country, providing education to marginalized children, including the most vulnerable such as girls, children with disabilities, and children from the nomadic (*Kuchi*) communities. Other excluded children living in the target areas of SCA operations also receive educational services. To improve children’s access to education

SCA also works with local community structures such as local leaders, religious leaders, School Management Committee (SMCs) members and parents as well as education authorities at national and sub national levels to ensure children in target areas have equal access to quality educational opportunities.

Based on the 2019 SCA workplan and budget document the education programme expects to achieve and contribute directly to the following outcomes:

Outcome 1.2: Target groups show improved behaviour on how to prevent disease and improve their health

Outcome 2.1: Improved access to education and inclusive learning environment by all children

Outcome 2.2: Enhanced effective teaching and quality in education

Outcome 2.3: Community-based organisations in target communities and professional associations are more self-organised, representative and fulfil their responsibilities in the promotion of, and advocate for accountable and responsive education services

Outcome 2.4: Education authorities have the required capacity to ensure sustainable, inclusive and effective education services

Menstrual Hygiene Management (MHM) project:

SCA has been implementing the Menstrual Hygiene Management project under the supervision of the Education Programme Unit (EPU) in 50 government/public schools in Mazar and Jalalabad in Afghanistan. The project is funded by Postcode Lottery. The duration of the project is June 2016 - July 2019.

The project target includes 13,000 students (girls), 500 teachers, 1,500 mothers in and around 50 schools in the rural areas of Afghanistan, where access to education services, especially for girls who are restricted to move away from their homes is limited.

1. Background Information and Rationale

In order to know the extent of implementation, achievements, challenges, lessons learnt and impact since June 2016, the Education Programme Unit intends to commission an end line evaluation of the Menstrual Hygiene Management (MHM) project. The evaluation is aimed at providing recommendations to improve, suggest better ways of implementation and scaling up the scope of programming in target SCA Community Based Education schools in the future.

Implementation of the MHM project includes awareness to adolescent girl students, provision of women dignity kits to girls in the target schools; training of women teachers on MHM, construction of special washrooms with adequate and appropriate sanitary facilities and disposal material and bins and advocacy for inclusion of MHM in the national curriculum

2. Objectives of the Evaluation

Overall objective:

The overall objective of the evaluation is to document the impact of implementing the Menstrual Hygiene Management (MHM) project since June 2016 in target schools

Specifically, the evaluation seeks to:

- a) Determine the status and extent of MHM project implementation and service delivery in target schools (*e.g., how they are able access to MHM information, special washroom and materials at the school*)

- b) Determine attendance, absenteeism, retention, and dropout rates among girl students enrolled in the target MHM schools along with the main reasons thereof
- c) Determine the level of mothers' involvement in their children's education.
- d) Assess the level of awareness and practice among students, parents and teachers in target schools (*% of students who use sanitary solutions, % increase in awareness/knowledge among girls on MHM, % of girls who get support from their mothers and teachers on how to take care of their menstrual hygiene.*)
- e) To assess the suitability and functionality of washrooms constructed under the project to the needs of girls in target schools and the agreed standards in design in terms of size, contents and quality of work
- f) Identify strategies and effect of advocacy conducted among government and civil society organizations for mainstreaming MHM in school curricula in Afghanistan
- g) Suggest innovative approaches and recommendations for scale up of the MHM project in SCA supported schools and Community Based Education Schools.

3. Scope of the end line evaluation

The end line evaluation will cover two SCA target regions (Jalalabad Regional Management Office (JRMO) and Mazar Regional Management Office (MRMO)). The main targets of the study are girls (pupils), mothers and teachers in schools where the MHM project is being implemented in three provinces: Laghman, Samangan and Balkh based on accessibility and security considerations. The evaluation study will also evaluate construction works and the information, education and communication (IEC) components under the MHM project.

4. Approach and Methodology

This consultant will adopt various strategies and approaches to collect both a qualitative and quantitative data. In preparation for this consultancy the consultant will undertake a desk review of key documents including programme documents that will be documents relevant to the project which will be provided by SCA. SCA will share with the consultant its' definition on a special washroom in order to avoid dwelling on how special washroom look like and how they function in other countries. The methodologies, sample sizes and data collection tools to be used during this evaluation will have to be agreed by both SCA and the evaluator prior to beginning fieldwork. As applicable, SCA may assist the evaluator get a qualified interpreter to enhance communication between the evaluator and the interviewees.

Key informants

- i. School children and girls benefitting from the MHM project
- ii. Programme staff including (programme, gender and education unit staff in Kabul and SCA Regional offices where the project is being implemented)
- iii. Local Education Authorities including school supervisors
- iv. School Management Committee members
- v. Teachers
- vi. Parents

The consultant will be expected to submit an inception report to SCA outlining the details about proposed sampling design, data collection tools in addition to what is already proposed by SCA. The evaluator will describe the methodology to be used and provide a work plan/schedule for field visits indicating major deadlines. SCA shall review the inception report and will approve the survey/study design prior to the launch of the evaluation. The inception report together with

the draft data collection tools will be reviewed and approved by SCA before the arrival of the consultant to Afghanistan (for consultants outside Afghanistan).

While the above outline provides the minimum of what SCA expects to be done and covered by this evaluation, the consultant will propose additional approaches and strategies for undertaking this evaluation.

5. Guiding Principles and Values

SCA core values underpin all contractual activities given to professionals working with or for SCA. It is therefore paramount at this juncture for the external evaluator to understand these values as stated below;

- a) Full respect of the Afghan people's rights to sovereignty, cultural heritage and religious Integrity
- b) Full neutrality and impartiality vis-à-vis people of different religion, gender and ethnic origin
- c) Equal access to all services for the Afghan people, including women's rights to survival, protection and development

These values should be well guarded by all professional working with and for SCA in order to maintain acceptability in all areas of our operations. The evaluator is therefore required to find out what works and what does not work in specific circumstances and specific regions so that mistakes and misunderstandings are avoided. Some of the ways in which ethical considerations are upheld are for the evaluator to:

- d) Seek audience with the relevant staff in matters of data collection, taking photos, interacting with female staff, children, male staff and communities at large.
- e) Maintain absolute confidentiality with all sorts of information gathered
- f) Seek and maintain SCA's levels of good relationship with partners e.g., local education authorities, local NGOs, INGOs, UN Agencies, security personnel, and SCA staff in general.
- g) Report most professionally, areas of concern that might affect the evaluation work at hand. Then make follow-ups to seeking solutions to those concerns.
- h) Use language that is acceptable with all persons the evaluator is working with.
- i) Maintain high respect of human rights, neutrality, cultural values as well as religious values. It is recommended that the evaluator avoids discussions on religious matters as they are held very closely to the hearts of Afghans.

6. Management of Task

A panel consisting senior management team including Programme Director, PMER Unit, Education Programme Manager will review the proposal and assign the job. The Education team will take care of the administrative issues of the consultation. The Education team with the help of Education Project Managers/designates in two RMOs are responsible for all practical arrangements required and any other assistance for conducting field visits and for producing essential documentations.

SCA will offer information on security issues, housing or accommodation issues, travel within the project sites, accompaniment to project sites and assisting in helping get staff who will be engaged throughout the lifecycle of the programme evaluation under discussion. SCA will, upon satisfaction of the evaluator's qualifications, inception report, successful completion of the evaluation pay the evaluator his/her dues in accordance with the agreed and signed contractual

agreements. SCA will also hold the right to contact the evaluator to clarify issues that may have not been noticed earlier.

7. Professional Qualifications

A qualified and duly registered company/firm meeting the following specifications:

- a) Application letter and a brief proposal of maximum 10 pages (excluding annexes) indicating the firms understanding of the terms of reference, proposed methodology, sampling, data quality control and analysis plan
 - and timelines among others.
- b) Annexes to include: Company profile and registration; CVs of the lead consultant and key team members qualifications and experience relevant to the assignment; and copies of any previous relevant evaluations conducted by consulting company
 - copies a maximum of three evaluations relevant to this assignment conducted by the firm
 - Firms with experience in gender and menstrual hygiene management interventions and evaluation of projects implemented by NGO/CSOs or government involving teachers, girls, parents and community members in Afghanistan or internationally are preferred
 - Proficiency in written and spoken English and good knowledge of spoken Pashto and Dari for local/Afghanistan companies is ideal

Swedish Committee for Afghanistan's (SCA) Commitment towards consultant

SCA is contracting agency for the proposed evaluation. SCA through its Education Programme team based at Kabul Management Office (KMO) and Regional Management Offices are implementing actors and main stakeholders in the programme.

SCA through the Education Programme Manager will provide the following support and undertake the following roles and responsibilities to the consultant:

- a) To provide relevant project-related information, reports and documents
- b) Provide any other costs associated with the evaluation (flight tickets, travel on land, visas, per diems etc.)
- c) Process consultancy fees as per the agreement. The payment will be deposited into the bank account of the consulting firm
- d) For consultancy firms outside Afghanistan or those whose consulting team members reside outside the target project evaluation areas SCA will provide the necessary security updates, accommodation and transportation within Afghanistan during the duration of the consultancy

8. Deliverables and Timelines

The consultancy firm will be hired for 24 working days (one week is equal to Five working day) including travelling within Afghanistan to visit the project areas as shown below:

Expected outputs and payment schedule			
	Deliverables	Days	Payment
1	Inception report: To be submitted within 6 days by the consultant after signing of the contract and arrival in Kabul Management Office. Inception report will cover a summary of consultancy, primary information needs, sampling frame, the methodology, tools to be used, draft work plan/schedule for field visits and timelines. The inception report will be preceded by: <ol style="list-style-type: none"> 1. A briefing from SCA and receipt of key programme documents (1/2 day) 2. Desk review of key documents by the consultant (2 days) 3. Development of data collection tools and schedules (3 days) 	5.5	30%
2	Field visit and data collection Based on agreed sample size and regional management offices (10 days)	10	-
3	Presentation of findings: The consultant will conduct a debriefing session at Kabul Management Office (KMO) by highlighting the main findings at the end of the evaluation period (1/2 day)	0.5	-
4	Draft report: The draft evaluation report (Soft, hardcopies and summary power-point presentation) will be submitted to the Education Programme Unit for discussion. The feedback of the draft will be given to the consultant within 5 days after receipt of the draft report for review: <ol style="list-style-type: none"> a) Writing draft report (5 days) 	5	40%
5	Final report: The final report (Soft, hardcopies and summary power-point presentation) should be submitted by the consultant no later than two weeks one week after getting SCA's feedback on first draft based on an agreed format <ol style="list-style-type: none"> a) Review of draft report and submission of final report (3 days) 	3	30%
Total		24	100%

Payments will be done upon submission and approval by SCA of deliverables 1, 4 and 5 as indicated above.

Confidentiality:

All information in the contract between the two parties shall be considered as confidential and not be shared with anyone unless legally obliged to do so.

Evaluation

The evaluation is quality and cost-based selection, 70% for quality and 30% for the cost. SCA will provide the contract to only one service provider.

Technical and Quality Evaluation

1. Institutional capacity/credentials (*Maximum 12 points*)
 - Company profile, relevant to the TOR
 - Organization's previous experience in conducting similar related / evaluations
 - Technical capacity of the organization's technical team (CVs of the technical team lead and members to be attached)
 - Demonstrated likelihood to complete the evaluation within the stipulated period

Each is scored 0-3 points. Minimum is 8 points (2 each) to qualify

2. Technical proposal (*Maximum 15 points*)

- Completeness and comprehensiveness of the proposal
- Demonstration of understanding of the TOR
- Methodology/approach to the evaluation
- Detailed Implementation Plan and schedule of the evaluation including arrival and departure dates
- Previous experience in conducting similar evaluations

Each is scored 0-3 points. Minimum is 10 points (2 each) to qualify

Maximum points: 27

The minimum overall technical score to pass is **18**. Each quotation will be given a technical score and rejected at this point if it fails to achieve the minimum technical score. Quotations that passed the minimum technical score is qualified for financial evaluation

Financial evaluation

The lowest priced quotation will be given the maximum financial score of 27 points. The financial scores of other qualified quotations will be computed as follows: Financial score = 27 x Lowest price/price of relevant quotation.

Final evaluation score

The quotations will be ranked according to the combined Quality Evaluation and Financial Evaluation scores using the following weights: T = Quality evaluation weight, 70%; F = Financial evaluation weight, 30%

Final score = 0.7 x T + 0.3 x F

Award of contract

Award will be made to the company whose quotation achieved the highest combined technical and financial score. If the final score is equal between two bidders, the score of quality will prevail.



Swedish Committee for Afghanistan

Section 2 – Quotation Forms

(Complete and sign the Quotation Forms and Section 2 Additional Requirements)

Section 2 – A

QUOTATION SUBMISSION FORM

Date: (Bidder to insert the date)

RFP No. KMO- PU- 2019- SCA-05; Consultancy for Final Evaluation of MHM Project

To: Swedish Committee for Afghanistan
Kabul Management Office

Dear Sir/Madam:

We acknowledge receiving your RFP Documents and its accompanying attachments. We, the undersigned, have examined the same and offer to provide the Consultancy for final evaluation of MHM Project that conforms with your RFP No. KMO-PU-2019- SCA-05.

We agree to abide by this quotation for a period of 45 calendar days past the deadline for the receipt of quotation as specified in RFP. Our quotation shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept the lowest or any quotation that you may receive.

(Bidder to insert name and signature of duly authorized representative)



Swedish Committee for Afghanistan

Section 2 – B

QUALIFICATION INFORMATION FORM

General Information

1. Name of Bidder:
2. Street Address: Postal Code:
3. P.O. Box and Mailing Address:
4. Telephone Number:
5. Fax Number:
6. E-mail address:
7. www Address:
- 8a. Contact Name:
- 8b. Contact Title:
9. Type of Business:
10. Year Established:
11. Number of staff employed:
12. Brief on experience in organizing similar study program:



Swedish Committee for Afghanistan

Section 3

CONSULTANCY COST/PRICE SHEET

Items	Unit	Qty	Price per unit (USD)	Sub-total (USD)
Consultant Fee	Days	24		
Travel costs to Afghanistan (if travelling from another country)	Person	1		
Translator cost if needed	Days	24		
Accommodation charges if needed	Days	24		
Others (indicate details here), you may add more rows as needed	Days			
Total				
Comments				

Note: In accordance with Article 72 of Afghanistan Tax Law, please consider 2% taxes in your unit prices. SCA will deduct all applicable taxes while making payments. International Firms are required to consider 7% taxes.