

Buyer Name: AECOM/SWIM Telephone: 0728922122 Fax: NA Email: swimcontracts@swimafg.com Location: The Baron, Kabul Afghanistan	Ship To Name: Attention: Contracts Unit Address: AECOM/SWIM office Kabul City/State/Zip: Kabul City Telephone: 07289 22 122	Vendor Name: Attention: Address: City/State/Zip: Telephone: Fax: Email:	Business Size:
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Issue Date:	February 17, 2019
Quote Due Date:	February 28, 2019 at 3:30pm
Quote Valid Until:	June 2019

Required Delivery Date
May to September 2019 (4 months)

Commercial Item:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Payment Terms:	Net 30
FOB:	<input type="checkbox"/> Origin <input type="checkbox"/> Destination

Line Item	QTY	U/M	Part # / NSN # (3)	Description/Condition	EAR/ECCN (2)	ITAR or USML Classification (1)	Lead Time	Unit Price AFN	Extended Amount AFN
1	N/A	Each	N/A	Consulting Services on Training in Participatory Watershed Management (See Annexes A and B below)	N/A	N/A	N/A		
*****For additional line items use page 3*****									
FAR 52.203-11 Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions and FAR 52.203-12 Limitations on Payments to Influence Certain Federal Transactions are incorporated in full in ALL offers expected to exceed \$150,000 and governed by the FAR. Therefore, by signing/submitting an offer greater than \$150,000, you (subcontractor) hereby certify, to the best of your knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on its behalf in connection with the awarding of this contract. If any registrants under the Lobbying Disclosure Act of 1995 have made a lobbying contact on behalf of the offeror with respect to this contract, the offeror shall complete and submit, with its offer, OMB Standard Form LLL, Disclosure of Lobbying Activities, to provide the name of the registrants. The offeror need not report regularly employed officers or employees of the offeror to whom payments of reasonable compensation were made.								Grand Total in AFN	

Offeror's Signature _____

Date _____

Instructions to Offerors:

Complete and send offers via email at swimcontracts@swimafg.com not later than 3:30 p.m. Kabul local time. **Lead Time must be included in proposal.** This request for quote does not constitute an order. Buyer will not pay offer preparation costs. Buyer may accept other than the lowest priced offer based on trade-offs between cost and quality or to further its socioeconomic programs. Buyer reserves the right to reject offers (a) received after the date and time specified, (b) not responsive to the solicitation, (c) with unbalanced line item pricing, or (d) from vendors restricted from doing business with the U.S. Government.

Notwithstanding the terms of this Request for Quote/Proposal, offeror acknowledges that AECOM reserves the right to reject any or all Quotes/Proposals for whatever reason AECOM determines, in its sole discretion, to be in its best interests. Offeror further acknowledges that AECOM may for whatever reason waive any or all formalities and terms of this Request for Quote/Proposal and that nothing in the terms of this Request for Quote/Proposal shall give rise to any claim or cause of action, including without limitation any claim for breach of implied-in-fact contract to treat Quotes/Proposals in accordance with the terms herein.

- Material Safety Data Sheets (MSDS) are required with quote.
- No substitutes or Form Fit and Function alternative part numbers will be accepted.
- Product or Service is in support of a Government Contract.
- Shipping – Package items for shipment in accordance with the International Air Transport Association (IATA) regulations.
- Freight MUST be priced Separately
 - ⁽¹⁾ Please provide the applicable U.S. Department of State International Traffic in Arms Regulations (ITAR) United States Munition List (USML) classification category or the U.S. Dept. of Commerce Export Administration Regulations (EAR).
 - ⁽²⁾ Export Controls Classification (ECCN) for your product.
 - ⁽³⁾ Additionally, please provide the National Stock Number (NSN) of the products requested, if applicable.

The following apply to this Request for Quote:

- ☐ DPAS Rated Order:
- ☐ Buy American Act
- ☐ Buy American—Free Trade Agreements—Israeli Trade Act
- ☐ Trade Agreements Act
- ☐ Preference for Certain Domestic Commodities—Berry Amendment
- ☐ Restriction on Acquisition of Hand or Measuring Tools—Berry Amendment
- ☐ Prime Contract Flow Downs as provided in Mandatory Flow Downs (F09-PR-067)
- ☐ Tax Exempt as provided

Terms and Conditions:

- ☐ Terms and Conditions (F09-PR-006)
- ☒ Terms and Conditions—Commercial (F09-PR-012)

Representations and Certifications:

- ☐ Vendor Business Registration/Representations and Certifications—Non-Commercial (F09-PR-046)
- ☒ Vendor Business Registration/Representations and Certifications—Commercial (F09-PR-013)
- ☐ Indirect and Non-Government Vendor Business Registration (F09-PR-024)
- ☐ Supplemental Certifications (F09-PR-028)

Wage Determination:

- ☐ Service Contract Act as provided
- ☐ Davis Bacon Act as provided

Annex A**SCOPE OF WORK**
For consulting services on
Training in Participatory Watershed Management

Location: North Region, Afghanistan
Type of Contract: Purchase Order
Languages Required: Pashto and Dari
Expected Starting Date: May 01, 2019
Duration of Initial Contract: 4 Months

**Background/
Rational**

Strengthening Watershed and Irrigation Management (SWIM) is a five-year, USAID-funded program for Afghanistan implemented by AECOM, with a main office in Kabul, Afghanistan, and implementing program office in Mazar-e-Sharif. USAID's Strengthening Watershed and Irrigation management (SWIM) aims to support sustainable, agriculture-led economic growth by increasing the sustainable and productive use of water livelihoods and strengthening water resource management. The project focuses on three components: increase productive and sustainable use of water in agriculture; strengthen the water regulatory framework; and strengthen capacity of local entities to manage water resources. Activities will provide capacity building, technical services, and related resources to support farmers and farm communities as they manage their water and on-farm resources. Also, provide support to USAID's Regional Agriculture Development Programs (RADPN) to increase agricultural water productivity. The SWIM Program's three technical components are:

1. Increased Productive and Sustainable Use of Water in Agriculture;
2. Strengthen the Water Regulatory Framework; and
3. Strengthen Capacity of Local Entities to Manage Water Resources.

Overall Objective:

The consulting company will provide training to 6,156 community members and NRM MAIL staff on participatory watershed management of three SWIM targeted provinces (Balkh, Samangan and Jawzjan) in north region of Afghanistan.

**Detailed scope of
Work:**

In collaboration with SWIM component (3) Team Lead the primary responsibility of the consulting company is to efficiently deliver the following tasks and deliverables at a high level of quality and competence within the agreed schedule.

- Develop training curriculum, training materials, training manual in three languages (English, Pashto and Dari) to train 6,156 community members, Forest associations members and NRM staff in each targeted province.
- Develop comprehensive Implementation Plan including implementation methodology of the proposed training (Practical & Theoretical sessions) for 6,156 community, forest associations members and NRM staff in participatory watershed management in targeted provinces.
- Share the first draft of training package for technical review and approval of SWIM technical team, Component three Team Leader.
- The training material should be specifically comprised of (1) forest management (2) reforestation (3) soil erosion (4) operation & maintenance of watersheds (5) conflict resolution issues on NRM and protection of watersheds & on forbidden activities inside watershed.

- Vendor is responsible to develop and design the comprehensive toolkits for practical training sessions based on technical requirement in each selected watershed area.
- Develop pre-& post-tests, training evaluation forms as well as conduct pre-& posttests and training evaluation accordingly.
- Vendor is responsible for printing, collecting and entry of all pre and posttest forms; plus providing scan copy to SWIM.
- Conduct theoretical and practical training sessions to 6,156 community members, forest association members and NRM staff on all aspects of participatory watershed management in three provinces, Samangan, Balkh and Jawzjan.
- After the training vendor should enter all trainee's information into standard format provided by SWIM and provide in Excel to SWIM. Also, Vendor is responsible for providing the clear scan copies of all training attendance sheets.
- Work closely with component (3) team lead in developing required documents and share monthly progress report for review and approval.
- Develop brochures/leaflets in Pashto and Dari languages on Participatory Watershed Management concept under the close oversight and coordination of Component (3) Team Lead. The draft of the brochure/leaflet should be finalized with SWIM Component (3) Team Lead.
- Cash disbursement of transportation for all the training participants will be vendor's responsibility. The rates for each item will be shared with vendor and should proceed according to that rating sheet and approved SWIM procedures.
- Refreshment and lunch for all the training participants will be vendor's responsibility.
- No advance will be provided to the vendor for cash disbursement except if agreed and approved by Chief of Party.
- The vendor will be responsible to complete, print, sign, scan and entry all the training forms including attendance sheets, cash disbursement sheets, photo release forms and M&E data collection forms.
- All Forms shall be verified and signed by SWIM Field representative.
- Vendor shall deliver all original documents to SWIM Regional Office on weekly basis.
- All documents/forms shall be attested/certified by Regional Director and then scan copies sent to Kabul office for payment and further process plus scan copy of all supporting documents (attendance sheets, pre-post-test, cash distribute forms etc.
- Vendor should be responsible for entry of all attendance sheets soft into standard SWIM excel format and submit with clear scan copy of attendance sheets by end of each week, along with cash distributed sheets.
- Vendor should be responsible for printing, signing, scanning an entry of the standard attendance sheets.
- Vendor should make sure all the columns of the forms are completed correctly.
- Vendor is responsible for printing, collecting and entry of all pre and posttests forms.
- The vendor is responsible for printing, entry, scanning and providing soft and hard copy of photo release form to SWIM.
- Every training session should have 50 participants and should not be exceeded from this number of trainees. Each training session must be managed by one master trainer and one co-trainer.
- Vendor should be responsible for calling the trainees to the training sessions as per SWIM provided trainees list.
- Vendor is responsible to hire a proper, clean, well equipped and acceptable training hall. It should have all required facilities including a suitable place for prayers.

- Vendor is responsible to hire qualified master and co-trainers. The master and co-trainers should more focus on approved training curriculum.
- Vendor is responsible to report any possible issues and challenges related to the administration of vendor's contract to SWIM contract team on time.
- As per the Directorate of Legal Services and Revenue Department of MoF, whenever a legal or natural person receives an amount as a deposit and acts as an agent to distribute cash to the third party while not having possession on the amount and does not have profit so, there will be no charges of taxes such as in our case for pass-through activity there will be no tax to be paid to government of Afghanistan from vendor side.
- The vendor is required to complete this activity according to the given timeline for the entire assignment.
- The vendor will submit regular reports upon completion of each deliverable to SWIM contract team.

Deliverables:**Designing and provision of training package (First Deliverable)**

- Realistic and SMART Implementation training Plan for 6,156 Participants in participatory watershed management.
- Develop training comprehensive methodology for both practical and theoretical sessions of the training.
- Comprehensive Training Material in three languages (Pashto, Dari, and English) such as Training Manual, Curriculum, Presentation, Video clips, Images, Agenda, and Pre and Post Test Forms.
- The complete Training Package should be submitted to SWIM by first week after awarding contract.
- The full Training Package will be reviewed and approved by Component 3 Team Lead (C-3TL).

Training Implementation and Reporting (Next Monthly deliverables)

- Conduct two days training sessions (one day-theoretical & one day practical) to 6,156 community members, associations members and NRM staff according to the approved implementation plan.
- Progress report confirming that first, second and/or any other deliverable (as agreed and put in the Means of Verification part of the PO especially the number of the trainees to be trained during each deliverable time as per BoQ) is completed and confirmed by Regional Team and reviewed and certified by C-3TL and M&E Team.
- Submission of all SWIM required forms which will be discussed in the kick off meeting from relevant SWIM departments heads.
- Submission of hard copy of invoice, Bank Account Details and TIN.

Project Close-Out (Final Deliverable)

- Final report confirming that the entire activities for this training in all provinces is completed and confirmed by Regional Team, reviewed and certified by C-3TL and M&E team and finally endorsed by SWIM COP.
- The final report should be clear, professional and comprehensive and should be submitted in the template shared by SWIM.
- Submission of all original photos taken from start till end of the project in USB.

**Minimum
Qualification and
Eligibility:**

- Demonstrated (3) years' experience in training and capacity building in watershed management.
- Proofed experience in Participatory Watershed Management Training- at least 3 projects completed in this area.
- Shall provide qualified experts like Master and Co-Trainers with a minimum of 3 years professional experience, required for the implementation of the services described in this SoW.
- The vendor should proof both practical and theoretical training experience in Participatory Watershed Management Training.
- The Master and Co-Trainers going to be hired by vendor should have bachelor's degree in agricultural or NRM.
- The Master and Co-Trainers should know local languages.
- Experience with USAID or other international organization will be preferred.

Selection Criteria:

The selection of appropriate and competitive training company among the eligible companies with shall take place with respect to following consecutive processes:

Area of Evaluation	Maximum Marks
Past performance and Similar Experience in Participatory watershed management training at least three projects completed in this area Final Completion Reports including photos are required.	25
Work Methodology and Work Implementation Plan for 6,156 participants.	20
Key Experts, qualifications and CVs with at least 3 years working experience in the field of PWMT. Having bachelor's in agriculture or NRM.	25
Cost proposal	30
Total Marks	100

Reporting:

The monthly progress reports will be confirmed by SWIM Regional Team, reviewed and approved by C3TL and M&E team. The Final Completion Report will be confirmed by Regional Team, reviewed by SWIM Communication Team and reviewed and certified by C3TL and M&E team and finally approved/endorsed by SWIM Chief of Party. The SWIM team will ensure the proper briefing to contracted company on the assignment, provide guidance, advice, supervision and quality of deliverables and timely delivery of the expected outputs/results. Upon completion of contract assignments, the SWIM senior team will certify relevant documents; evaluate the contracting company works and follow-up on the payments.

Duration of Contract

The company is expected to take a maximum of 4 months to complete this assignment. This includes 6,156 community members, forest association members and NRM staff training in participatory watershed management in three mentioned provinces.

**Participatory Watershed Management Training for 3078 Community Members in Balkh Province:
Duration: 4 months**

Detailed Bill of Quantity						
Item Description	Unit	Quantity	Unit AFN	Rate	Total Cost AFN	Remarks
Mobilization and demobilization of Technical staff to the region include transportation, accommodation and food	LS	1				
Key experts Salary package including Master and Co-Trainers.	No	2				
2 Training Halls with power and electricity facilities and with a capacity of 50 persons per day	Hall	2				
Training Facilities such as Projector, Flip Charts, white board, stands, and stationaries only for trainers.	LS	1				
Design, draft, print and provide Participatory Watershed Management brochures/leaflets in both languages Pashto and Dari	Each	3200				
Cost for distribution of cash for transportation of 3078 participants based on SWIM prepared mechanism	LS	1				
Cost for two times refreshment to be provided for each participant.	person	3078				
Cost for one-time lunch to be provided for each participant.	person	3078				
Comprehensive toolkits for practical training session	LS	4				
Admin cost	LS	1				
Total Cost AFN						

Participatory Watershed Management Training for 1539 Community Members in Samangan Province:
Duration: 4 months

Detailed Bill of Quantity						
Item Description	Unit	Quantity	Unit AFN	Rate	Total Cost AFN	Remarks
Mobilization and demobilization of Technical staff to the region include transportation, accommodation and food	LS	1				
Key experts Salary package including Master and Co-Trainers.	No	2				
One Training Hall with power and electricity facilities and with a capacity of 50 persons per day	Hall	1				
Training Facilities such as Projector, Flip Charts, white board, stands, and stationaries only for trainers.	LS	1				
Design, draft, print and provide Participatory Watershed Management brochures/leaflets in both languages Pashto and Dari	Each	1650				
Cost for distribution of cash for transportation of 1539 participants based on SWIM prepared mechanism	LS	1				
Cost for two times refreshment to be provided for each participant.	person	1539				
Cost for one-time lunch to be provided for each participant.	person	1539				
Comprehensive toolkits for practical training session	LS	2				
Admin cost	LS	1				
Total Cost AFN						

**Participatory Watershed Management Training for 1539 Community Members in Jawzjan Province:
Duration: 4 months**

Detailed Bill of Quantity						
Item Description	Unit	Quantity	Unit AFN	Rate	Total Cost AFN	Remarks
Mobilization and demobilization of Technical staff to the region include transportation, accommodation and foods	LS	1				
Key experts Salary package including Master and Co-Trainers.	No	2				
One Training Hall with power and electricity facilities and with a capacity of 50 persons per day	Hall	1				
Training Facilities such as Projector, Flip Charts, white board, stands, and stationaries only for trainers.	LS	1				
Design, draft, print and provide Participatory Watershed Management brochures/leaflets in both languages Pashto and Dari	Each	1650				
Cost for distribution of cash for transportation of 1539 participants based on SWIM prepared mechanism	LS	1				
Cost for two times refreshment to be provided for each participant.	person	1539				
Cost for one-time lunch to be provided for each participant.	person	1539				
Comprehensive toolkits for practical training session	LS	2				
Admin cost	LS	1				
Total Cost AFN						

Important Notes: *The passthrough plus fee cost for transportation will be reimbursed on weekly basis to the vendor and will be tracked on a separate sheet/tracker by SWIM finance department. The cost for transportation will be distributed to each participant based on the SWIM cash disbursement mechanism and procedure.*

As far as Refreshment and Lunch are concerned, SWIM will make the payment to vendor for lunch and refreshments to the vendor and the vendor will be responsible for all the required steps and procedures such as providing, facilitating and management of the fair lunch and refreshment memo.

Based on instructions from the Revenue department of Afghanistan, transportation costs distributed to the training participants by the vendor are tax-free. As a result, the vendor should not apply any tax on these amounts.

Annex B: Other Requirements**DUNS NUMBER AND SAM REGISTRATION REQUIREMENTS:**

All Offerors are obligated to obtain a DUNS number from <https://fedgov.dnb.com/webform> and register in the Sam website at www.sam.gov. Offerors must be registered in order to receive an award, which takes up to 8 weeks for completion. Offerors are encouraged to begin the process while they are in the submission of their proposal, so it will be complete at the time this procurement is finalized.

SPECIAL NOTES TO OFFERORS:

- *The detailed list of locations for the trainings will be provided to the winning vendor prior to the award stage.*
- *The cost of this activity must be priced in AFN (Afghanis) and it is the offeror's responsibility to review all quantities and verify with the Scope of Work in order to submit a complete and accurate proposal.*
- *Awards resulting from this RFQ will be Firm Fixed Price Purchase Order (PO), except for the payment of pass-through (transportation to the training participants), which will be based on actual payments made.*

END OF RFQ