



Swedish Committee for Afghanistan

Date: 12 March 2019

To: Interested Qualified Bidders
From: Swedish Committee for Afghanistan, Kabul Management Office
No. of Pages: Twelve (12) with three sections (Sections 1-3)
Subject: RFP ref: KMO – RFP- 2019-SCA -010

Inclusive Education: Training and Exposure Visit to India

REQUEST FOR PROPOSAL (RFP) No. KMO – RFP- 2019-SCA -010

Dear Sir/Madam:

The Swedish Committee for Afghanistan, Kabul Management Office (hereinafter called “the SCA” invites you to submit your proposal for the Training of MOE and SCA Staff on Inclusive education and organizing an Inclusive Education Exposure and Learning Visit to India (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 **26 March 2019**:

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

Attn.: Procurement Unit; Procurement Manager

Email for Electronic submissions: bids@sca.org.af

3. Any quotation received by the SCA after the deadline will be rejected.
4. Your quotation and all correspondence shall be made in the 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 USD.
 - 5.4 Your quotation shall be valid for a period of 45 days past deadline for receipt of quotation
 - 5.5 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.
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 thereby 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 address all your queries or questions in writing at the address given below and kindly refrain from any telephone calls or personal visits.

Swedish Committee for Afghanistan, Kabul Management Office
Email: bids@sca.org.af

Requirements of the Company

The firm must provide evidence for the following items while submitting proposal.

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)

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

Note: Local firms are not eligible to apply for this RFP.



Terms of Reference for Consultancy for Inclusive Education Training and Exposure Visit to India

SCA has been operational in Afghanistan for over 37 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, rural development 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 Education programme is being implemented in 74 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 been operating Community Based Education (CBE) 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 Community Based Schools (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, 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.

Inclusive Education for marginalized children:

Inclusive Education in SCA, is a joint venture implemented through collaboration of the Education and Disability programmes. Children with disability receive preparatory education in Preparatory Education and Rehabilitation Centres (PERCs), Village based Preparatory Education Centres (VPECs) and Home-Based Education (HBE), after which they get mainstreamed in government public schools or in Community Based Schools (CBSs). After mainstreaming in public schools or in Community Based Schools (CBS), Inclusive Education Resource Persons (IERPs), and Inclusive Education Training Officers (IETOs) continuously visit Children with disability in the public and CBS to provide teachers and children with disabilities technical support.

The Inclusive Education activities are running in 14 provinces with approximately 2,752 (1,145 girls) children with disabilities mainstreamed in 646 public schools and CBSs.

However, inclusive education is still a new area in Afghanistan and for SCA. While SCA has gained substantial ground in implementing inclusive education there is more to learn regarding the theory and practice of implementing inclusive education. SCA has developed a Position Paper on Inclusive Education¹.

To Strengthen Inclusive Education programming within SCA the Education Programme has planned to organize a training of MOE and SCA Staff on Inclusive education (5 Days) and organizing an Inclusive Education Exposure and Learning Visit (3 Days). Both the training and exposure and learning visit will be conducted in India.

Areas of interest will include but not limited to the scope of Inclusive Education (*MOE management structures, coordination, implementation, policy documents, Inclusive Education curriculum and support material, teacher preparation and conducting a field visit to NGOs/CSOs and institution directly implementing inclusive education, integration and a visit to mainstream primary and secondary schools implementing inclusive education and meeting directly with participants in inclusive education programmes, lessons learnt over time, challenges faced, mitigation measures and the next steps*)

Overall Objective(s) of the Training of MOE and SCA Staff on Inclusive education and organizing an Inclusive Education Exposure and Learning Visit to India

- Build the capacity of SCA and MOE staff in Inclusive Education programming
- To interact, learn and incorporate experiences, lessons learnt and innovative practices to improve Inclusive Education Programming in Afghanistan.

Specifically, the Training of MOE and SCA Staff on Inclusive Education and organizing an Inclusive Education Exposure and Learning Visit to India is expected to contribute to:

Training of MOE and SCA Staff on Inclusive Education (5 Days):

- Improving Human Rights Approach Programming – Education as a Human Right – the UN Convention on the rights of children
- Relating to conventions and legal frameworks in inclusive education (International and national)
- Linking with Education For All (EFA) to Sustainable Development Goal (SDG) 4 – global commitments
- Assessing and identifying needs of learners from vulnerable groups likely to miss or drop out of school

¹ Position Paper on Inclusive Education (SCA) attached as an Annex

- Planning and implementing inclusive education: Classroom desegregation strategies that include setting clear goals, provision of sufficient resources and child centred and active learning
- Inclusive education in Afghanistan and India / elsewhere – legal frameworks, theory and practice
- Promoting parental participation in the school and inclusive education
- Regulating and monitoring school admissions
- The role of the government, CSOs, communities and children themselves in enhancing inclusive education
- Promoting learning in inclusive education learning environments
- Strengthening implementation of preparatory education of children with disability or other vulnerable children in the process of mainstreaming
- Strengthening Implementation of individualized education plans for children with disability and other children in need
- Development of quality benchmarks for an ideal inclusive educational centre

Inclusive Education Exposure and Learning Visit (3 Days)

- Improved access and inclusive learning environment for all children
- Enhanced capacity of SCA and MOE staff in implementation of Inclusive Education Initiatives
- Enhanced inclusive education activities in all our schools plus government support schools
- Improved preparatory education activities in targets areas and schools
- Reduced drop-out rates for children with disabilities in schools
- Improved teaching/learning methodologies
- Improved test scores among learners participating in inclusive education programmes
- Improved collaboration among teachers, parents, children and education authorities in the implementation of Inclusive Education following their training
- Community-based organizations in target communities and professional associations are more self-organized, representative and fulfil their responsibilities in the promotion and advocacy of accountable and responsive education services
- Education authorities have better capacity to secure sustainable inclusive and effective education services

Participants:

Fifteen (15) participants will be drawn from SCA and MOE with due regard to gender representation. SCA will provide the list of participants (SCA 12 staff members and three officers from MOE)

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 consulting firm to understand these values as stated below;

- Full understanding of the Afghan people's rights to sovereignty, cultural heritage and religious Integrity
- Full neutrality and impartiality vis-à-vis people of different religion, gender and ethnic origin
- 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. Consulting firm will be required to find

out what works well and what does not in specific circumstances and specific regions so that mistakes and misunderstandings are avoided. Some of the ways in which ethical considerations are upheld will require the consulting firm to:

- Seek audience with the relevant staff in matters of data collection, taking photos, interacting with female staff, children, male staff and communities at large
- Maintain absolute confidentiality with all sorts of information gathered
- 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
- Report most professionally, areas of concern that might affect the training and learning and exposure visit. Then make follow-ups to seeking solutions to those concerns.
- Use language that is acceptable with all persons the consulting firm will be working with.
- Maintain understanding and respect of human rights, neutrality, cultural values as well as religious values. It is recommended that the consulting firm avoids discussions on religious matters as they are held very closely to the hearts of Afghans.

Management of Task :

A panel consisting senior management team including Programme Director, Education Programme Manager will review the proposal and assign the job. The Education team will take care of the administrative issues of the consultation. SCA will, upon satisfaction of the consulting firms' qualifications and experience, inception report, successful completion of the consultancy pay the company its dues in accordance with the agreed and signed contractual agreements. SCA will also hold the right to contact the consulting firm to clarify issues that may have not been noticed earlier.

Professional Qualifications :

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

- Application letter and a brief proposal of maximum 15 pages (excluding annexes) indicating the firm's understanding of the terms of reference in the two key distinct areas a) Training of MOE and SCA staff on inclusive education and b) Organizing an inclusive education exposure and learning visit to India
- For the two sections
 - a) Training of MOE and SCA staff on inclusive education (Propose topics and content of training, timetabling and methodologies to be used) and*
 - b) Organizing an inclusive education exposure and learning visit to India (Indicate proposed areas to be visited, rationale and schedule of visit among others)*
- Annexes to proposal will 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 assignment conducted by consulting company and copies of a maximum of three similar assignments conducted by the firm
- Firms with experience in conducting training for adults and organizing field, exposure and learning visits for NGOs, corporate and government staff are preferred

SCA Commitment towards consulting firm:

SCA is contracting agency for the proposed service. SCA through its Education Programme team based at the 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 consulting firm:

- To provide relevant project-related information, reports and documents
- Process payments as per the contract agreement. The payment will be deposited into the bank account of the consulting firm.
- SCA will book flight tickets for all participants and will be responsible for insurance of SCA personnel during entire exposure visit

Deliverables and payment schedule

The consultancy firm will be hired for 23 working days (one week is equal to five working day) preferably in April 2019 to prepare, train of MOE and SCA staff on inclusive education, organizing an inclusive education exposure and learning visit and submit a final report acceptable to SCA.

#	Deliverables	Days	% Payment
1	<p>Inception report: To be submitted within 15 days by the consultant after signing of the contract. The Inception report will cover a summary of consultancy and the following areas</p> <p>a) Topics to be covered and detailed training modules, methodologies to be used by facilitators, material and equipment to be used and timetable (3 Days)</p> <p>b) Areas to be visited and guidance notes to be used during the Inclusive Education Exposure and Learning Visit (1/2 Day)</p> <p>c) Related logistical arrangements plan and costing: Liaison with government and institutions to be visited, venue, security briefings, logistical arrangements while participants are in India, itinerary for the learning and exposure visit and conducting a dry run among others (5 Days)</p> <p>The inception report will be preceded by:</p> <p>d) A briefing from SCA and receipt of key programme documents including the SCA Position Paper on Inclusive Education and desk review of key documents by the consultant (1.5 Days)</p> <p>SCA shall review and approve the inception report before commencement of the training of MOE and SCA Staff on Inclusive education and conducting an inclusive education exposure and learning visit. While the above outline provides the minimum of what SCA expects to be done and covered, the consulting firm will propose additional approaches and strategies for undertaking this consultancy</p>	9 Days	10%
2	<p>Training: Guiding the actual training of MOE and SCA staff on inclusive education Payment to be made after completion of the training (5 days)</p>	5 Days	60%
3	<p>Exposure and learning visit: Conducting the inclusive education exposure and learning visit in India (3 days)</p>	3 Days	
4	<p>Draft Report: The draft training of MOE and SCA Staff on Inclusive education and organizing an inclusive education exposure and learning Visit report (<i>Softcopy, modules, facilitation guides and summary power-point presentations</i>) will be submitted to the Education Programme Unit for discussion and review. The feedback of the draft will be given to the consultant within 5 days after receipt of the draft report. Writing draft report (2 days)</p>	4 Days	
5	<p>Final report: The final training of MOE and SCA Staff on Inclusive education and organizing an inclusive education exposure and learning</p>	2 Days	30%

	Visit report (<i>Softcopy, modules, facilitation guides and summary power-point presentations</i>) 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 (<i>2 days</i>)		
	Total	23	100%

Payments will be done upon submission and approval by SCA of deliverables 1, 2 and 5 as indicated above.

Transportation/Accommodation:

Accommodation (Three star hotel, Single Bedroom) local transportation (round transportation from Airport to hotel and daily local transportation is the responsibility of contractor and they shall consider this in their offer.

VISA & Insurance

The Contractor need to provide and invitation letter from company to the name of Indian Embassy in Kabul to facilitate the visa process of participant.

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:

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

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 esction will be scored 0-3 points. Minimum is 10 points (2 each) to qualify

Maximum points (27)

The minimum overall technical score required to proceed to a financial evaluation is 18 points. 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%

$$\text{Final score} = 0.7 \times T + 0.3 \times F$$

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 - 10; Training and Exposure Visit to India

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 Training and Exposure Visit to India That conforms to your RFP No. KMO –PU- 2019 – SCA -10.

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)



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. Registration or License Number:
12. Number of staff employed:



Swedish Committee for Afghanistan

Section 3

CONSULTANCY COST/PRICE SHEET

Total field visit and training will be for 8 days (5 days training and 3 days field visit)

Items	Unit	Qty	Price per person (USD)	Sub-total (USD)
Consultancy firm's professional fees per Participants	Person	15		
Accommodation and Food	Person	15		
Equipment, material and stationery	Person	15		
Local Transportation including Airport to Hotel	Person	15		
Additional (Please specify)	Person	15		
			Sub Total	
			Total	
Comments				