



Aga Khan Education Service Afghanistan (AKESA)
Request for Quotations (RfQ)

Issuance Date:	April 18, 2019
Deadline for Offers:	April 25, 2019
Description:	Provision of English language tutorial service via phone
Project Name:	English Language Improvement Project
Funded by:	AKESA
Implemented by:	AKESA
Contract duration:	9 months, with the possibility of extension

1. Background information about AKESA :

The Aga Khan Education Service Afghanistan (AKESA), an agency of Aga Khan Development Network (AKDN), is an International non-governmental non-profit organization. We have been offering education services to Afghans since 2003. It operates in several provinces of Afghanistan and offers different programs including the English Language Program.

2. Project background and goal:

The English Language Improvement Project (*ELIP* or *the Project*) is a project to be funded and implemented by AKESA. The goal of ELIP is to upgrade the English language proficiency of the participants so as to enable them to work and develop more effectively and autonomously. A **blended course model** (self-study and tutor-led) has been designed for the Project through which the participants study pre-designed materials online and are contacted by a tutor via phone to take weekly tutorials mainly aimed at improving their speaking and writing skills. The tutor will also be provided the required tutorial materials, which are aligned with the contents of the online course. These tutorials will be delivered via phone.

This RfQ seeks to solicit quotations from eligible service provider (or Offeror), both organizations and individuals, for the provision of continuous phone-tutorials to 25 participants for nine months from May 1st 2019 to January 31st 2020. The participants' proficiency levels are CEF Elementary A2 and Pre-Intermediate B1 and they must all reach and demonstrate a higher level (CEF Pre-Intermediate B1 and Upper-Intermediate B2) by the end of the Project. A

comprehensive standard pretest and posttest of English proficiency will determine the baseline and end-line proficiency of the participants.

3. Qualifications and requirements of the tutors

- A valid IELTS Report with an overall bandscore of 7.0, with no individual skill below 7.0. Alternatively, a valid TOEFL Report with an overall score of approximately 100, with the individual marks of around 25.
- A relevant university degree or certificate of internationally recognized teacher training courses.
- At least three years of teaching English to adults.
- Good competency in MS. Word, Excel, Outlook, Windows, and the Internet.

4. Offeror's scope of work

The offeror will be expected to

1. Introduce a main and a backup tutor for the Project so as to ensure no class is cancelled by the ELTI;
2. Provide an adequately furnished and equipped room (with access to a phone, computer, internet and filing cabinets) for the tutor(s) so as to enable them to facilitate the phone lessons comfortably;
3. Promptly answer calls and emails or attend monthly meetings;
4. Provide accurate monthly reports of the tutors and participants' attendance and progress;
5. Working Hours: Starts from 8:00 AM to 05:00 PM with one-hour lunch break from 12:00 – 1:00.
6. Working Days: (Sun, Mon, Tue, Wed, Thurs)
7. Only the national holidays of Afghanistan will be considered days off for the ELTI. In the event that the primary tutor cannot attend the tutorials for whatsoever reason, a backup tutor with the same experienced and as proficient, must be arranged.
8. The duration of the contract will be for nine (9) months starting May 1st 2019 to 31st January 2020.

5. Instructions to Offerors:

Offerors are responsible for ensuring that their offers are received by AKESA in accordance with the instructions, terms, and conditions described below:

1. *Offer Deadline and Protocol:* Offers must be received no later than **05:00 pm local Afghanistan time on April 25, 2019**. The soft copies of the proposals may be shared via akesafg.hr@akdn.org. If hard copies are preferred, they might be delivered to AKESA Office Central Office located at House # 36/172, Etefaq Street, Borj Barq Bus Stop, Klola Pushta Ansari Watt, Opposite Kabul Municipality Apartments, District 4, Kabul, Afghanistan. In

either case, the quotation must be stamped and signed by the Offeror's authorized representative.

Offers received after the specified time and date will be considered late and will be considered only at the discretion of AKESA.

2. *Questions:* Questions regarding the technical or administrative requirements of this RfQ may be submitted by email to ramazan.khademi@akdn.org no later than **12:00 pm local Afghanistan time on April 24th, 2019**. Phone calls will not be accepted.
3. *Quotations:* Quotations in response to this RfQ must be priced on a fixed-price, all-inclusive basis, including the teachers' salary, telecom and internet costs etc. Pricing must be presented in AFN. Offers must remain valid for not less than ninety (90) calendar days after the offer deadline. Offerors are requested to provide quotations on official letterhead or format.
4. *Evaluation and Award:* The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and meets or exceeds the minimum required technical specifications, and is judged to be the best value based on a lowest-price, technically-acceptable basis.
5. *Terms and Conditions:* This is a Request for Quotations only. Issuance of this RfQ does not in any way obligate AKESA to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

6. Offer Checklist

To assist offerors in preparation of proposals, the following checklist summarizes the documentation to include an offer in response to this RfQ:

1. Cover letter, signed by (an authorized representative of) the offeror (no more than one page);
2. Official quotation (no more than one page). It must include the breakdown of all costs inclusive of taxes;
3. Copies of the official IELTS/TOEFL Reports of at least two teachers with three years of English teaching experience;
4. Copies of the university degrees (BA's/MA's in ELT/TEFL/TESOL) or internationally recognized certificates of English teacher training courses (TESOL/CELTA/DELTA) of at least two teachers with three years of English teaching experience;
5. Copy of offeror's registration or business license.