

The Colombo Plan

Request for Proposal (RFP)

Develop Standard Operating Procedures (SOP) on Finance, Human Resources, Procurement, Administration and Logistics for the Implementing Partners of the Colombo Plan Gender Affairs Programme

Colombo Plan requests that you submit a proposal to develop Standard Operating Procedures (SOP)on Finance, Human Resources, Procurement, Administration and Logistics for the Implementing Partners of the Afghan Women Shelter Fund (AWSF) and Afghan Child Support Centre Fund (ACSCF) Projects in Kabul, Afghanistan.

**Contents of solicitation documents:**

Proposals must offer services for the total requirement. Proposals offering only part of the requirements 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

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 **no later than 25 July 2019 at 17.00 hours (IST).** Marked with: “Develop Standard Operating Procedures 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)

Develop Standard Operating Procedures (SOP) on Finance, Human Resources, Procurement, Administration and Logistics

 for the Implementing Partners of the Colombo Plan

Gender Affairs Programme – 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 ACSCF provides children with safe shelter, adequate food and clean water, services for physical and mental fitness and free education.

**2. Context**

The AWSF and ACSCF is counting to build the institutional capacity of the implementing partner organizations that operate these facilities. In consultation with the implementing partners the CPGAP has identified that well-defined and applicable policies and procedure manuals, being an integral part of the organization, constitute the legal framework and facilitate smooth running of organizational operations. In addition, clear policies and procedures could serve as a guide for the manpower of the organization and meanwhile manage the overall flow of work and level of efforts of individuals and teams. Organization is normally consisting of different functional units. These functional areas, particularly Finance, Human Resources, Procurement and Administration units require well-defined clear and applicable written policies and procedures.

**3. Justification**

Within this context, the CPAGP will recruit a well-qualified consultant firm/ service provider with extensive experience in developing Standard Operating Procedures and with a track record of providing quality coaching to carry out orientation to staff of implementing partners on such policies. The service provider will conduct an orientation workshop in Kabul for AWSF and ACSCF partners.

**4. Purpose and objectives**

The purpose of this assignment is to develop effective Standard Operating Procedures in Finance, Human Resources, Administration and Procurement Management for the implementing partners to enhance their capacity to carry out projects adhering to high standards.

**5. Scope of Work**

The scope of work is to:

* In-depth review of existing organizational policies, manuals, existing practices and procedures of Finance, Human Resources, Procurement and Administration and Logistics units of the IPs and prepare concise assessment report thereof.
* Develop - Standard Organizational Procedures (SOPs) on -
	+ Human Resources
	+ Finance
	+ Procurement
	+ Administration and Logistics

These manuals would serve as guidelines and road map when dealing with business matters and/or running business operations of the IPs.

* Deliver orientation training on the developed SOPs and adoption of SOPs by respective IP to target staff members with an aim to ensure smooth operations of the IPs in core business functional areas and to bring transparency and high level of accuracy in overall Financial, Human Resource, Procurement, Logistics and Administration procedures.

**6. Deliverables**

* A brief inception report detailing how the consultant understands this assignment and providing a technical approach and time bound action plan for the consultancy.
* Comprehensive Standard Operating Procedure manuals for Finance, Human Resources, Procurement, Logistics and Administration.
* Training workshop for staff on the new SOPs.

**7. Period of consultancy**

The consultancy period is for this assignment will be 2 months from the date of signing the agreement. Since the situation can be volatile in Afghanistan and is likely to fluctuate the planned implementation period of the consultancy. .

**8. Reporting and administrative support**

* The consultant will be contracted by Colombo Plan in consultation with the CP GAP Director.
* The consultant will work under the overall guidance of the CPGAP Director in close consultation with the Chief Programme Officer based in Kabul, Afghanistan.
* The consultant 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 Kabul based Chief Programme Officer.

**10. Required qualifications**

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

* At least 5 years of experience in providing advisory services across a range of services in the area of design, development and implementation of SOPs and manuals for international donor agencies and local partners.
* Demonstrated experience in conducting similar activities in a difficult environment in fragile/ conflict states.
* Experience in provision of similar assignments in Afghanistan.
* Demonstrated knowledge of government regulations in countries of work, donor requirements and regulations would be an added advantage.
* 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.