

The Colombo Plan

Request for Proposal (RFP)

Training on Project Management for the Implementing Partners of the Colombo Plan Gender Affairs Programme

Colombo Plan requests that you submit a proposal to conduct a training on Project Management for the Implementing Partners of the Afghan Women Shelter Fund (AWSF) Project implemented by the Colombo Plan Gender Affairs Programme 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 5 days 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. Financial Proposal** 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 the Organizational Profile including the orientation to the organisation / firm, the year established, state/country of incorporation with details of registration 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 (if the applicant is an organization)

1. **Human Resources**

CVs of key personnel should be attached.

(II) **Financial Proposal**

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 the email below in writing: [cpgapproposal@colomboplan.org](mailto: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](mailto:cpgapproposal@colomboplan.org) **no later than 30 August 2019 at 17.00 hours (IST).** Marked with: “Training on Project Management 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)

Training on Project Management

for the Implementing Partners of the Colombo Plan Gender Affairs Programme

(Afghan Women Shelter Fund Project)

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. CPGAP’s flagship projects are 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.

**2. Context**

CPGAP is working with AWSF implementing partners to streamline their operations, reduce costs and diversify their own funding sources. CPGAP is working on facilitating each Implementing Partner to develop Sustainability Plans for their respective project (s) based on their learnings from fundraising and sustainability Training. The training should focus on conducting a cause and effect analysis through problem tree and objective tree analysis, results oriented programming, Log frames and monitoring tools, results statements, indicators and project management principles (such as fund, time and scope management and quality assurance and controls)

**3. Justification**

Within this context, the CPAGP will recruit a well-qualified consultant firm/ service provider with extensive experience to conduct training on project management for the organizations.

**4. Purpose and objectives**

The purpose of this assignment is to conduct training on project management for the implementing partners to enhance their capacity to improve their organizations management systems with planned project management approaches for their respective organization.

**5. Scope of Work**

The scope of work is to:

* Conduct a Training Need Assessment to identify the fund raising and sustainability needs of the staff of selected implementation partners
* Tailor-make the Training Manual, Methods and Materials based on the assessment findings.
* **Conduct 5-day Trainings on Project Management for the staff of implementing partners**, using the training content and materials developed including.
  + A cause and effect analysis through problem tree and objective tree analysis,
  + Results oriented programming,
  + Log frames and monitoring tools,
  + Results statements,
  + Indicators and
* Project management principles (such as fund, time and scope management and quality assurance and controls) Design and deliver session evaluations, pre and post-tests of all those to be trained to determine the success or further training needs on fundraising and sustainability.
* Prepare, conduct, record and analyze findings of training evaluations on each participant to assess all aspects of the training.
* Prepare a report on the Pre and Post test results, training evaluations as well as the actual training conducted.

The formal training will be provided to the following groups:

1. 20 staff of the implementing partners from AWSF
2. 5 CPGAP staff

The breakdown of activities by person days is as follows:

| **Activity** | **Number of person days** |
| --- | --- |
| Conduct a brief training need assessment | 2 |
| Develop training manual, methods and materials | 5 |
| Preparation for the training (incl. finalize possible gaps and questions in relation to manual, methods and materials, trainer allocation etc.) | 2 |
| Prepare session evaluations, pre and post tests and training evaluation of all participants. | 1 |
| Carry out session evaluations, pre-testing, 5-day training, post-testing and training evaluation on 10 - 14 November 2019 | 5 |
| Write report with training data such as attendance list with name, sex and position of each participant and including pre and post testing and training evaluation | 3 |
| **Total Number of Days** | **18** |

**6. Deliverables**

* A brief inception report detailing how the consultant understands this assignment and providing a time bound action plan for the consultancy.
* Conducting the Training Workshop
* A comprehensive draft and final Workshop report which responds to the specific objectives and activities as detailed and includes the results from the pre and post tests and training evaluation and analysis and recommendations.
* Participant data from the training disaggregated by: partner organization, province, job title, sex, and pre and post test result by participant.

**7. Period of consultancy**

The consultancy period is for this assignment will be 18 person days from 1st November to 30th November 2019. 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 Deputy Director and 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 Deputy Director.

**9. Required qualifications**

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

* Demonstrated experience in conducting similar training activities in a difficult environment in fragile/ conflict states.
* 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.

Specifically, the consultant firm/ service provider will provide a team of experts working together for the duration of the task, the team should comprise at least:

1. A Project Management Training Team Leader and this person will:

* Hold at least a master degree in relevant field and with a strong Project management and training background.
* Have at least 10 years experience on Project management and organizational capacity building in development settings and preferably on women shelters.
* At least some experience as a trainer of adults in fragile/ conflict settings.
* Have excellent writing, computer and analytical skills.
* Experience in fragile/ conflict settings.

The overall responsibility of the Training Team Leader is to provide oversight and quality control on the training methodology and provide guidance on the technical content and be the main channel of communication between the consultant firm and CPGAP.

1. A trainer with Project Management training experience and experience of working in Afghanistan or other fragile states as well as working with local government institutions who can provide training of high quality to development professionals.

The trainer will:

* Have at least a bachelor degree in relevant field.
* Be able to operate in both Dari/ Pashto and English languages.
* Have at least 5 years experience as a trainer
* At least 5 years of experience in providing advisory services across a range of services in the area of design, development and implementation of Project maangement strategies and capacity building for 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.

**10. General Terms and Conditions**

All reports and documents prepared during the assignment shall be treated as CPGAP property. The reports/documents or any part, therefore, cannot be sold, used, and reproduced in any manner without prior written approval of CPGAP.

* The consultant agrees that during the period of this agreement and for a further period of twelve months, s/he shall not issue any written materials or express publicly any personal opinion concerning the services under this agreement, except with the prior written approval of CPGAP
* In the event of the consultant requiring additional time to complete the contract, over and above the time previously agreed to, but without CPGAP changing the scope of work, CPGAP’s written approval for the same shall be necessary.
* CPGAP may make general changes within the scope of the content affecting the services to be performed or time of performance. If any such changes cause an increase or decrease in the cost or time required for performance of any part of the work under the contract, CPGAP shall make equitable adjustment in the contact price, delivery schedule, or both and shall modify the contract in writing accordingly.
* In the event of failure on the consultant's part to meet the agreed deadline CPGAP reserves the right to penalize the Consultant or his/her firm at the rate of 5% of the total remuneration for every week from the deadline unless the deadlines is rescheduled based on an acceptable reason like unpredictable political unrest or natural calamities etc that could make a pause to the work.
* After completion of the assignment and submission of the final output/deliverables, evaluation shall be done by CPGAP on the basis of which final payment shall be made.
* Notwithstanding anything contained in the agreement or these conditions, CPGAP may terminate this agreement (the notice period for terminating an agreement will depend on the duration of the consultancy work) in whole or in part by requiring the Consultant to stop performing the work or any part thereof. In this event, the Consultant shall have no claim against CPGAP by reason of such termination, other than payment in proportion to the work performed under the agreement less any sums previously paid on account thereof.
* The consultant may terminate this agreement by giving a reasonable period of notice to CPGAP. In this event, the Consultant shall have no claim against CPGAP by reason of such termination, other than payment in proportion to the work performed under the agreement less any sums previously paid on account thereof.
* The Consultant shall be solely responsible for his/her/team own insurance (e.g. health/travel), CPGAP will not bear any cost in this regard.
* The consultant will submit a final document in standard international format (line spacing 1.5, 11-point font Ariel).