



The Asia Foundation

TAF-Survey-Fieldwork-Sep-2019-026

The Asia Foundation Afghanistan

Program Office: Survey and Research

Funding Opportunity Title: A Survey of Afghan Returnees, Field Work Monitoring

Announcement Type: Request for Proposal

Funding Opportunity Number: TAF-Survey-Fieldwork-Sep-2019-026

Deadline for Applications: September 22, 2019-04:00 pm Kabul time (Via Email)

CONTACT INFORMATION

For all queries contact the Foundation's Procurement Department (country.afghanistan.procurement@asiafoundation.org). No personal visits or telephone calls shall be entertained.

THE PROCUREMENT UNIT

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House # 861, Street # 1

Shirpour, District-10, (Sub Street of Shirpour Project)

Kabul, Afghanistan.

The Foundation will not be responsible for proposals left at the main gate, reception, guard offices, or handed over to any TAF employee other than the procurement unit staff.

CHECKLIST OF DOCUMENTS INCLUDED IN PROPOSAL

Documents / Content to be included in the RFP	Yes	No	Please explain if "No" has been checked.
Technical proposal	<input type="checkbox"/>	<input type="checkbox"/>	
CVs of key staff and core personnel	<input type="checkbox"/>	<input type="checkbox"/>	
Summary table of similar projects	<input type="checkbox"/>	<input type="checkbox"/>	
Letters of recommendation	<input type="checkbox"/>	<input type="checkbox"/>	
Implementation plan	<input type="checkbox"/>	<input type="checkbox"/>	



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Risk assessment plan	<input type="checkbox"/>	<input type="checkbox"/>	
Budget and budget narrative	<input type="checkbox"/>	<input type="checkbox"/>	
M&E strategy/manual distinct from M&E Plan in body of technical	<input type="checkbox"/>	<input type="checkbox"/>	
Gender equity policy	<input type="checkbox"/>	<input type="checkbox"/>	
Copies of last two years of annual audit reports	<input type="checkbox"/>	<input type="checkbox"/>	
Bidder's declaration	<input type="checkbox"/>	<input type="checkbox"/>	



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I. BACKGROUND SUMMARY

The Asia Foundation is a nonprofit international development organization committed to improving lives across a dynamic and developing Asia. Informed by six decades of experience and deep local expertise, our work across the region addresses five overarching goals—strengthen governance, empower women, expand economic opportunity, increase environmental resilience, and promote regional cooperation.

The Foundation’s Policy and Research Department, with the support of the United States Agency for International Development (USAID), is implementing a three-year project titled A Survey of Afghan Returnees (SAR). The goal of SAR is to assess the experiences of Afghan returnees and host communities.

Project background

Little data exists on the public opinions, job skills, economic conditions, family welfare, and social inclusion of Afghan returnees from foreign countries to inform national policy and programming. The Afghan Ministry of Refugees and Repatriation (MoRR) estimated that more than one million Afghans returned to their home country in 2016, but MoRR lacks data on the percentage who were forced to return versus the percentage who returned voluntarily. Returnees have generally concentrated in urban centers of Kabul, Jalalabad, Kandahar, Herat, and Mazar-e-Sharif. However, regional variations in terms of the needs and skills of returnee groups within each major city are poorly understood.

Government policies in Pakistan, Iran, and Europe are significant factors that push Afghans back to Afghanistan. Those leaving Pakistan in the past year tend to concentrate around Kandahar and Jalalabad, while those leaving Iran have concentrated in Herat and Western provinces. MoRR has introduced limited financial assistance, and many, if not most, returnees register with the International Organization for Migration (IOM) or the United Nations High Commissioner for Refugees (UNHCR) in order to receive government support.

Based on varied experiences in their host countries, returnees likely arrive with diverse expectations for what the Afghan government should provide them. They also arrive with different levels of education, different dialects, and different financial circumstances that are important to understand when understanding levels of need for basic services, levels of education, job skills, and social discrimination/integration within host communities. A one-size-fits-all approach to returnee programming and policies may not be appropriate. For example, a 2016 survey by Save the Children found that many returnee children in the south and eastern provinces are forced into child labor and face early marriage, for reasons not entirely clear. Child returnees from Iran are less likely to face early marriage. Language and dialect is another challenge with regional variation: returnees who speak with a Pakistani or Iranian accent reportedly face different stereotypes within their host communities. Public opinion polling



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among returnees and host communities is needed to tease apart these regional factors and support policy planning and programs for returnees.

Altogether 8,000 individuals will be surveyed representing 4,000 returnees and 4,000 host community members. A randomized sample of 2,000 returnees will be determined from IOM, UNHCR, and MoRR's combined lists of registered returnees. This consists of samples from five cities: Kabul (n=800), Jalalabad (n=800), Kandahar (n=800), Balkh (n=800), and Herat (n=800) to capture three points of comparison, two largely returning from Pakistan and a third largely from Iran. A minimum target sample size of 800 is selected to achieve adequate statistical power for analysis that disaggregates by strata and gender. In addition, a sample of (n=800) will be used in each sampling point (Kabul, Jalalabad, Kandahar, Balkh, and Herat) for host community interviews to evaluate the perceptions of those communities about returnees. Half of each city's sample will be female and half male respondents, with a minimum age of 18 and use of the Kish grid for each household. Respondents and interviewers will be gender-matched (males interview males, and females interview females). The total sample size for this study will be 8,000.

II. PURPOSE OF THE RFP

The Foundation is seeking a national Afghan company to serve as the Implementing Partner (IP) for the **“Survey of Afghan Returnees”** project. Using a transparent and merit-based process, the Foundation will select an IP to conduct monitoring activities of the fieldwork and data collection process of this project. The IP will work closely with the Foundation to develop and implement the project related activities. The IP must also agree to provide priority to direct observations over back-checks, as these may improve the ability to respond to field challenges in real-time.

III. PROJECT DESCRIPTION

The aim of this project is to monitor the implementation of the Survey of Afghan Returnees project that collects data on the challenges and experiences of returnees and host communities in 5 provinces, across three years.

Component 1 will consist of monitoring enumerator trainings conducted by a third-party IP in charge of fieldwork; this includes at the third-IP office and in the provincial training locations;

Component 2 will consist of in-depth interviews with third-party IP fieldwork supervisors;

Component 3 will consist of monitoring the survey fieldwork (on 10% of the total number of sampling points); and



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Component 4 will consist of a final report identifying enumerators by their third-party IP handles when documenting all forms of fieldwork challenges so that TAF can remove poor quality data from the final dataset,

IV. STATEMENT OF WORK

The RFP is requesting national organizations to submit their technical and financial proposals for facilitating the project activities. The activities listed below are given as rough outlines so that organizations submitting proposals could further develop them into structured set of activities based on the given methodology in their technical proposal.

Component 1: Monitoring Enumerator Trainings and Report

Activity 1.1 Senior M&E specialist to visit trainings in Kabul and provinces; and

Activity 1.2 Report should contain: verification that training components were/were not covered during each session; the number and gender composition of enumerators, their place of residence (province) and origin (province); and assessment of fieldwork challenges/risks.

Component 2: In-depth interviews with third-party IP fieldwork supervisors

Activity 2.1 Include in report results from interviews with randomly selected enumerators to confirm that (1) enumerators fully understand the objectives of the survey, (2) are familiar with the data collection instrument, and (3) understand how to administer the Kish grid and sampling techniques and use of skip logic on questions.

Component 3: Monitoring Survey Fieldwork

Activity 3.1 Monitoring of 10% of all surveys and fieldwork in the provinces;

Activity 3.2 **Real-Time Phone Calls and Emails** with the TAF Survey and Research Department to document challenges as they occur rather than ex-post facto; and

Activity 3.3 Identifying poor quality data to omit from the final dataset, while also recording the reasons for omission.

Component 4: Final Report

Activity 4.1 Enumerator identification numbers for each enumerator is flagged for quality control reasons, along with the quality control reason, in Excel; and

Activity 4.2 Full Report on quality standards, including detailed challenges and recommendations for 2019 fieldwork.



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V. MONITORING AND EVALUATION

In order to monitor and evaluate projects, the Foundation has a standard monitoring and evaluation system in place, which is designed to assess outcomes of every project from time-to-time and ensure that activities of projects are consistent with the overall project goals and objectives. Despite the fact that TAF doesn't require implementing partners to employ its existing M&E system, it is a requirement that proposals include a detailed monitoring and evaluation plan.

The applicants' ability to monitor and evaluate the project will be assessed based on their M&E system as well as understanding of measuring the project's long term and short term goals.

Please provide your M&E system in the following project indicator table:

Performance Indicator	Detailed Definition	Unit of Measure	Data Source(s)	Data Collection Method(s)	Data Analysis Method(s)	Frequency
Project Goal	Please use this space to put the impact/long term indicators for the project.					
(Indicator 1)						
(Indicator 2)						
(Indicator 3)						
(Indicator 4)						
(Indicator 5)						
Project Purpose	The applicants should use this space to identify the outcome indicators that will help in the measurement of the project.					
(Indicator 1)						
(Indicator 2)						
(Indicator 3)						
(Indicator 4)						
(Indicator 5)						
Output	Please use this space to put the output indicators to measure the immediate results of the project.					
(Indicator 1)						
(Indicator 2)						
(Indicator 3)						
(Indicator 4)						
(Indicator 5)						

Implementing partners must comply with the following requirements in order to be considered eligible for the proposal:



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i. Draft M&E Plan:

Applicant is required to submit a draft M&E plan for the project. The plan should specifically include:

- a) a narrative description explaining the organization's monitoring and evaluation system;
- b) a set of data collection tools that will be used to gather data from the project beneficiaries;

ii. Evaluation Criteria

Applicants will be evaluated based on their ability to think critically and provide rational answers to the following questions:

- a) How would the applicant go about monitoring and evaluating the progress and results of this activity?
- b) How would the applicant ensure that data collection, analysis and reporting is done effectively?
- c) How would the applicant know that the changes happening are due to this activity?

IPs can be considered by USAID as a local IP that qualifies for direct funding.

BUDGET GUIDELINES: Please clearly indicate your staffing plan in accordance to the task identified in component five.

VI. INSTRUCTIONS FOR SUBMISSION OF PROPOSAL:

Rules of this call for proposals:

These guidelines set out the rules for the submission, selection and implementation of actions financed under the program.

Eligibility of applicants: Who may apply?

In order to be eligible for a grant, applicants must be:

- Organization registered with the government of Afghanistan.
- Organization/company with proven experience operating and managing similar projects for international organizations or the government of Afghanistan.
- Have strong networking team and strategy to reach project beneficiaries in all targeted areas.
- Have strong management and operation team.
- Have good relationships with related governmental institutions and policy makers.
- Be directly responsible for the preparation and management of the action (not acting as intermediary).



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The major requirements for the potential IPs are to have a strong background in conducting fieldwork for national surveys.

Applicants are excluded from participation in calls for proposals or the award of grants if, at the time of the call for proposals, they:

- Are subject to a conflict of interest.
- Are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the call for proposals or fail to supply this information.
- Have attempted to obtain confidential information or influence the evaluation committee or the contracting authority during the evaluation process of current or previous calls for proposals.

It is important to mention technical details regarding scope of operation in your proposal.

The Foundation Afghanistan encourages proposals from both new implementing partners (IPs) and those with existing projects, but partners currently implementing two projects with the Foundation will be considered only if their current project completion date precedes the starting date specified in the current RFP.

Depending on the organizational capacity of the successful bidder(s), The Foundation Afghanistan may split the award to two or more organizations, if it is felt that one single organization may not be able to implement the activities in all targeted provinces. In such event, a post-bid negotiation will be conducted with the successful bidder(s) to revise the proposal and budget for the reduced level of activities.

Number of proposals and grants per applicant:

Applicants may submit only one proposal for this particular action.

How to apply and procedures to follow:

A separate cover letter including the name, address, and telephone number of the applicant organization, and signed by the person or persons authorized to represent the agency should accompany the proposal submission.

Financial Proposal and Technical Proposal Envelopes **MUST BE COMPLETELY SEPARATED**, and each must be clearly marked on the outside as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL” when submitted.



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Applications must be in English and accompanied by the following documents:

1. Technical proposal (**not to exceed 20 pages**). Please use 12-point times new roman font, single-spaced, with appropriate margins;
2. CVs of key staff and core personnel. Please limit individual CVs to three pages;
3. A summary table explaining when, where, and how the applicant has implemented similar projects;
4. Letters of recommendation from previous projects from donors and international organizations;
5. Detailed implementation plan with clear milestones and deliverable showing major activities and how they will be implemented. Please include start up activities;
6. Risk assessment plan;
7. Detailed Budget along with budget narrative. Please use the budget format provided. Do not use your own format
8. M&E strategy (preferably M&E manual)
9. Gender equity policy;
10. Copies of the agency's annual audit reports (Last two years, or if new organization written explanation)
11. Bidder's Declaration: Potential bidders must disclose any relationships e.g. friends, family, business etc. with Foundation staff

Applicants are to submit:

One (1) hard copy of the technical proposal in a sealed envelope and one (1) hard copy of the Financial Proposal in separate sealed envelope marked in the upper left-hand corner with the name and address of the Applicant and the RFP title.

All interested applicants bidding for a project through this RFP are required to mention their DUNS # (in bold) on first page of the proposal.

The supporting documents requested must be supplied in the form of originals or photocopies. Where such documents are in a language other than English, a faithful translation into English must be attached and will be used to evaluate the proposal. All proposals should be signed only by an authorized representative of the applicant. The deadline for the receipt of applications is **September 22, 2019.**



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All proposals should be directed to the attention of:

THE PROCUREMENT UNIT

The Asia Foundation

House # 861, Street # 1

Shirpour, District-10, (Sub Street of Shirpour Project)

Kabul, Afghanistan.

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(country.afghanistan.procurement@asiafoundation.org).

No personal visits or telephone calls shall be entertained.

VII. TIME FRAME

The potential organizations shall submit a detailed implementation plan for the activities to be conducted considering the below timeframe:

- Monitoring of supervisors and enumerators trainings to be completed by: October 27, 2019
- Monitoring of the fieldwork to be conducted between October 28 to November 11, 2019
- Final monitoring report to be submitted to TAF by/before: December 31, 2019

Announcement of RFP	Sept 12, 2019
Last date for submission of Proposal	Sept 22, 2019 -04:00 pm Kabul time
Evaluation of proposals and identification of agency	September 23, 2019
Agreement with selected agency	September 30, 2019

VIII. EVALUATION CRITERIA

All Applications/proposals will be examined and evaluated by a committee constituted by the contracting authority comprising of members from the program team, PMO (Program Management Office) and Grants, who will evaluate proposals from both a technical and financial standpoint. Applications/proposals submitted by applicants will be assessed according to the following criteria:



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Area	Comments	Score
Technical Approach	Clarity and appropriateness of scope in the proposed technical approach with demonstrated understanding of project goals and component tasks. Simple and clear approach to project implementation and delivery of services. Project serves beneficiaries and engages relevant stakeholders.	25
Monitoring and Evaluation	Detailed and logical PMP showing defined performance indicators etc.	10
Organizational Capacity	Institutional profile, background, expertise, clientage, experience with similar projects, and operational and financial capacity.	15
Personnel/ Key Staff	Relevant experience and technical knowledge of team leader and proposed staff, including CVs and professional references.	10
Interview	Top candidates will be given the opportunity to provide additional information through interviews at The Foundation. An overall assessment of strengths and weaknesses and institutional suitability will be made at this time.	15
Cost/Budget	Reasonableness and appropriateness of cost. Clear budget alignment between level of effort, technical approach, and deliverables.	25

IX. TYPE OF AWARD INSTRUMENT

The Foundation-Afghanistan will issue a Service Agreement to the selected agency, which will be as per the Foundation's internal policies and will be governed by the Foundation's Rules, Regulations and Guidelines. Payments to the NGO will be made as per the payment schedule, which will be negotiable and finalized while signing the agreement.

X. OTHER TERMS AND CONDITIONS

The Foundation project-specific Marking and Branding regulations may apply to all deliverables produced from this assignment. The Foundation-AG is not bound to select any of the agencies submitting proposals. As quality is the principal selection criterion, the Foundation-AG also does not bind itself in any way to select the agency offering the lowest price. The cost for preparing a proposal and of negotiating an award including visits to the Foundation-AG office, if any is not



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reimbursable as a direct cost of the assignment. Both for-profit and not-for-profit agencies may apply for this RFP, interested not-for-profit agencies should provide a copy of their registration certificate as a not-for-profit agency. **Foundation reserves the right to visit organizations for due diligence purposes.**

Finally, this RFP does not obligate The Foundation to award a contract nor does it commit TAF to pay any cost incurred in the preparation and submission of a proposal. Award of a Contract under this RFP is subject to availability of funds and other internal Foundation approvals.

ANNEXES:

ANNEX I -Proposal Budget Template with sample budget worksheet.

ANNEX II -CV template - for Proposed Staff

ANNEX III - Office Address Direction