Swedish Committee for Afghanistan

Terms of Reference for Consultancy for Development of a website for the National Teachers Elected Council (NTEC)

BACKGROUND OF SCA
SCA has been operational in Afghanistan for over 30 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, 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 programme is being implemented in 81 districts across 14 provinces. Through the Education Programme SCA aims to provide equal access to quality educational opportunities. Based on the 2019 SCA workplan and budget document the education programme aspires to: Improve students access to education and provide an inclusive learning environment for all children; Enhance effective teaching and quality in education; Support community-based organisations in target communities and professional associations to be more self-organised, representative and to fulfil their responsibilities in the promotion of, and advocacy for accountable and responsive education services and; Provide support to Education authorities to enable them have the required capacity to ensure sustainable, inclusive and effective education services in Afghanistan

Background information and rationale for the Institutional capacity development to National Teacher Elected Council (NTEC)
Swedish Committee for Afghanistan (SCA) strongly believes that for any successful community development, the involvement and ownership of the civil society organizations is necessary. The National Teacher Elected Council (NTEC) is an integral part of civil society organizations

that SCA is supporting through capacity building and development of an official website. The rationale for developing the website is to showcase NTEC's statutes, vision, mission, objectives, documents, downloads, coverage and major activities it implements to its members, other organizations and the public. The website is meant to increase the visibility of NTEC and their activities in Afghanistan and the world over.
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Objectives of developing the NTEC website
Overall objective:
The overall objective of developing the website is to showcase NTEC's statutes, vision, mission, objectives, downloads, coverage and major activities to its members, other organizations and the public

Specifically, the consultancy seeks to:
Phase One
a) Design and development of a high quality NTEC website of unlimited pages in accordance with NTEC needs based on common and widely used platforms such as PHP. The website must be responsive, dynamic and must be editable.
b) Develop an attractive and unique page layout that is easy to use and flexible to navigate through
c) The website should be optimized for all search engines. These include google, yahoo, explorer and others search engines.

Professional qualifications required
a) Proven experience in development of websites to government officers, NGOs and private firms by the lead consultant and all key staff who will work on developing the website
b) Reputable firm with ability and experience to provide user friendly training and corresponding guides on use of the website in English, Dari and Pashto
c) Demonstrated practical knowledgeable on website security and website hosting services

Approach and Methodology
This consultant will undertake a desk review of NTECs key documents such as their laws and also hold discussions with key informants that include SCA staff and NTEC board members. The consultant will propose additional approaches and strategies for undertaking this consultancy.

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 contractor to understand these values as stated below;
a) Full respect of the Afghan people's rights to sovereignty, cultural heritage and religious Integrity
b) Full neutrality and impartiality vis-à-vis people of different religion, gender and ethnic origin
c) 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. The contractor is therefore required to

find out what works and what does not work in specific circumstances and specific regions so that mistakes and misunderstandings are avoided. Some of the ways in which ethical considerations are upheld are for the contractor to:

d) Seek audience with the relevant staff in matters of data collection, taking photos, interacting with female staff, children, male staff and communities at large.
e) Maintain absolute confidentiality with all sorts of information gathered
f) 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.
g) Report most professionally, areas of concern that might affect the contractual work at hand. Then make follow-ups to seeking solutions to those concerns.
h) Use language that is acceptable with all persons the contractor is working with. Maintain high respect of human rights, neutrality, cultural values as well as religious values.
i) It is recommended that the contractor avoids discussions on religious matters as they are held very closely to the hearts of Afghans.

Management of Task

A panel consisting of the Education Programme Unit staff at the Kabul Management Office led by the Education Programme Manager or his/her designate will review the proposal and assign the job. The Education team will take care of the administrative issues of the consultation. The Education team will coordinate with the National Teachers Elected Council.

SCA will offer information on security issues, housing or accommodation issues, travel within the project sites, accompaniment to project sites and assisting in helping get staff who will be engaged throughout the lifecycle of the website development. SCA will, upon satisfaction of the contractor's qualifications, inception report, successful completion of the development of the website pay the evaluator his/her dues in accordance with the agreed and signed contractual agreements. SCA will also hold the right to contact the contractor to clarify issues that may have not been noticed earlier.

Swedish Committee for Afghanistan's (SCA) Commitment towards consultant

SCA is contracting agency for the proposed evaluation. SCA through its Education Programme team based at 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 consultant:
a) To provide relevant project-related information, reports and documents
b) Provide any other liaison and costs associated with the contract (e.g. Linkage with NTEC)
c) Process consultancy fees as per the agreement. The payment will be deposited into the bank account of the consulting firm
d) SCA will provide the necessary security updates, accommodation and transportation within Afghanistan during the duration of the consultancy if required

Deliverables and Timelines

The consultancy firm will be hired for 10 days as shown below:

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	Expected outputs and payment schedule		
	Deliverables	**Days**	**Payment**
1	**Inception report:** To be submitted within 3 days by the consultant after signing of the contract. The inception report will cover a summary of consultancy, the methodology to be used, the outlook design of the website and a draft work plan to gide implementation. The inception report will be preceded by: A briefing from SCA and receipt of key programme documents from NTEC *(1/2 day)* Desk review of key documents by the consultant *(1.5 days)*	2	10%
2	**Actual website development** Based on actual days the consultant will work cdeveloping the website (10 days)	10	-
3	**Presentation of findings:** The consultant will conduct a demonstration and debriefing session at the NTEC Offices in Kabul highlighting how the website works and will be managed *(1/2 day)*	0.5	-
4	**Draft report:** The draft evaluation report (Soft, hardcopies and summary power-point presentation) will be submitted to the Education Programme Unit for discussion. The feedback of the draft will be given to the consultant within 3 days after receipt of the draft report for review: a) Writing draft report *(4 days)*	4	
5	Training of SCA, NTEC staff and board members on how to manage and update content on the website *(1/2 day)*	0.5	
6	**Final report:** The final report (Soft, hardcopies and summary power-point presentation) 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 a) Review of draft report and submission of final report *(3 days)*	3	90%
	Total	20	100%

Payments will be done upon submission and approval by SCA of deliverables 1 and 6 as indicated above.

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.

Quality Evaluation (technical)

Technical and Quality Evaluation

1. **Institutional capacity/credentials** *(Maximum 20 points)*
   a) Technical capacity of the consultant (CVs to be attached)
   b) previous experience in conducting similar related / evaluations
   c) Financial Proposal
2. **Technical proposal** *(Maximum 50 points)*
   a) Completeness and comprehensiveness of the proposal
   b) Demonstration of understanding of the TOR
   c) Methodology/approach to the consultancy
   d) Detailed Implementation Plan indicating the start and end dates
   e) Previous experience in conducting similar consultancies

(Each sub theme will earn between 0-10 points)

Only consultants that score a minimum of 50/70 in the Technical and Quality Evaluation qualify for a financial evaluation.

Proposal Submissions

Please put forward following documents and email to:

evaluations@sca.org.af

Please subject your email as follow: (Your Name) plus National Teachers Elected Council (NTEC)

Following documents are required to be submitted:

- *A technical proposal.*
- *A financial proposal for the assignment.*
- *A CV of consultant (detailing the qualifications and experience relevant to the assignment)*