



Swedish Committee for Afghanistan

Date: 06 November 2019

To: Interested Bidders

From: Swedish Committee for Afghanistan, Kabul Management Office

No. of Pages: Ten (10) with three sections (Sections 1-3)

Subject: RFP ref: KMO- PU- 2019- SC- 032
Study Program on Human Right and Gender Capacity
Development for SCA Staff

Dear Sir/Madam:

The Swedish Committee for Afghanistan, Kabul Management Office (hereinafter called “the SCA” invites you to submit your quotation for study program (hereinafter called “the Service”) for SCA staff on Human Right and Gender Capacity Development as specified in the Request for Proposal and attachments hereto (hereinafter called “the RFP Documents”).

Tender Instructions

1. You must submit your technical and financial proposal for all service in respect to this RFP.
2. Your quotation shall be addressed and submitted at the below specified address or email address no later than 12 November, 2019 :

Swedish Committee for Afghanistan
Jalalabad Main Road, Paktia Kot
PO Box 5017
Kabul Afghanistan

Email: bids@sca.org.af

3. SCA rejects any quotation received after the deadline.
4. Your quotation and all correspondence will be in English language.
5. Your quotation shall be according to these instructions:
 - 5.1 It shall contain the completed forms in Sections 2 and 3. Failure to complete these forms may result to rejection of your quotation
 - 5.2 All prices quoted shall be made on the terms specified in the RFP documents
 - 5.3 All prices shall be quoted in dollars
 - 5.4 All prices shall be quoted including taxes: Ref: Article 72 of Afghanistan Tax Law. International companies 7%
 - 5.5 Your quotation shall be valid for a period of 30 days past deadline for receipt of quotation
 - 5.6 Your quotation shall bear the RFP Reference Number and Title indicated above.

6. SCA will examine the received quotations to determine its completeness and whether there are computational or arithmetical errors, whether documents are properly signed, and whether the quotations are general in order. Arithmetical errors will be rectified as follows:
 - 6.1 If there is a discrepancy between the unit price and the line item total, the unit price shall prevail and the line item total shall be corrected, unless there is an obvious misplacement of the decimal point in the unit price, in which case, the line item total as quoted shall govern and the unit price shall be corrected.
 - 6.2 If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotal shall prevail and the total shall be corrected.
7. Prior to the price evaluation, SCA will determine the substantial responsiveness of each quotation. A substantially responsive quotation is one, which conforms to all the terms and conditions of the RFP documents without material deviations. Deviations from, or objections or reservations to critical provisions will be deemed to be material deviation. The SCA may waive any minor informality, or irregularity in a quotation, which does not constitute a material deviation, reservation or omission.
8. During evaluation of the quotations, the SCA, at its discretion, may ask you for a clarification of your quotation. The request for clarification and the response shall be in writing, and no change in the prices or substance of the quotation shall be sought, offered, or permitted. Failure to respond timely to a request for clarification may result in the rejection of your quotation.
9. If a quotation is not substantially responsive, it will be rejected by the SCA and may not subsequently be made responsive by correction of the nonconformity.
10. The SCA shall compare all substantially responsive quotations to determine the quotation containing the best Quality and Cost.
11. Award will be made to the company whose quotation is determined substantially responsive to the requirements of the SCA and whose quotation contains the best-evaluated price, based on Quality and Cost Selection.
12. The SCA reserves the right to accept or reject any quotation, and to annul, in whole or in part or to suspend the process and reject all quotations at any time prior to the award, without thereby incurring any liability to the affected company or companies or any obligation to inform the affected company or companies of the reasons for the SCA's action.
13. Nothing in or relating to this RFP shall be deemed a waiver, expressed or implied, of any of the privileges and immunities of the SCA.
14. Please note that the SCA will notify unsuccessful companies.
15. Please address all your queries or questions in writing at the address given below and kindly refrain from any telephone calls or personal visits.

Swedish Committee for Afghanistan, Kabul Management Office
Email: bids@sca.org.af

Requirements of the Company

The firm must provide evidence for the following criteria and submit it with the technical proposal.

1. Valid Certificate of Registration
2. Bank Account in the name of the company. Individual/personal bank accounts will not be accepted.

Firms who do not submit evidence for the above-mentioned requirements may be disqualified.



Swedish Committee for Afghanistan

Section 1

Terms of Reference for a Training Programme on Human Right and Gender Capacity development for SCA staff

BACKGROUND OF SWEDISH COMMITTEE FOR AFGHANISTAN (SCA)

Swedish Committee for Afghanistan (SCA) is a membership-based, non-governmental organisation working in Afghanistan since 1980. SCA's vision is an independent Afghanistan in peace, where human rights are respected, rural communities are empowered and all Afghans have the right and opportunity to democratic participation in the governance of their country.

The work encompasses programmes for education, health, support to persons with disabilities and rural development. There are also support units for all programme activities relating to civil society, human rights & gender, communication and advocacy. SCA's main target group is the rural population, specifically women and girls. SCA's operations include capacity development, advocacy and service delivery. The work is always conducted in close cooperation with the local population. The management office is situated in Kabul, while operations are carried out in 14 provinces from five Regional Management Offices (RMOs) and four Liaison Offices (LOs).

In line with the strategy for human rights and equality, SCA has for the last few years worked with creating awareness and capacity internally as well as among rights holders groups on human rights and gender. Working in traditional society it is important to show that promoting and improving women's situation and rights is beneficial for all of the community. An experience gained is that, in a country like Afghanistan where conservative traditions and religious values are intrinsic parts of national identity, opportunities must be taken to highlight and explore points of intersection between Islamic and human rights discourse. SCA has been fairly successful in achieving awareness and commitment towards human rights and gender when the concepts have been contextualized and adopted to local conditions.

BACKGROUND OF HUMAN RIGHTS AND GENDR UNIT (HRGU)

Human Rights and Gender Unit (HRGU) is a methodology unit which provides strategic support to SCA programmes by giving tools and methods for the implementation of gender mainstreaming and rights based approach (RBA). The HRGU is entrusted with the task of developing systems, tools and methods that incorporate gender focus at the programmatic level as well as perform functions related to oversight, backstopping and increased depth of understanding, throughout the organisation, on gender and rights issues. HRGU also contributes to a continuous strengthening of conceptual understanding of RBA by providing guidance, backstopping and follow-up of RBA's practical and qualitative aspects through the planning-, activity- and reporting-cycles.

HRGU role is to develop internal mechanisms and tools for integrating RBA and gender mainstreaming within SCA Programmes, build staff and partner capacity, and provide

strategic support and guidance to each programme within the project cycle. Externally, the Unit promotes an enabling environment toward the achievement of basic Human Rights particularly for Women and Children's Rights, through networking, research and advocacy. The HRGU have the following functions in the implementation RBA and Gender mainstreaming within SCA's programmes

Policy and strategy development

- HRGU is responsible for supporting the development of strategies and plans to strengthen SCA integration of gender mainstreaming and RBA throughout the project cycles.
- HRGU facilitates Kubal Management office (KMO)/Regional Management offices (RMO) strategic learning processes on gender mainstreaming and rights based activity planning.
- HRGU facilitates cross-learning in Programme Department and RMOs and the replication of best practices and a continued strengthening of gender mainstreaming.
- HRGU supports the development of gender and rights related concept notes and proposals to donors as well as position papers, with specific responsibility to ensure a consistent gendered lens and focus of such material.
- HRGU informs and keeps SCA management abreast and focused on gender and rights issues

Systems, procedures, guidance and methods for gender mainstreaming and RBA

- HRGU is responsible for developing guidelines, manuals and tools for mainstreaming gender in the programme planning, daily programme operations, objectives, result indicators and reporting.
- HRGU is responsible for supporting programmes/projects in developing, testing and reviewing methods and strategies for establishing linkages among rights holders and duty bearers that adequately addresses gender and other rights perspectives

Studies, reviews, assessments, and research:

- HRGU supports the Monitoring and Evaluation (M&E) unit and programme units, when deemed relevant to develop ToRs, participate in recruitment panel, review reports, facilitate management response, and develop and follow-up action plans for internal and external evaluations of to ensure gender and rights are adequately addressed.
- HRGU is responsible to initiate or carry out regular gender and rights audits.
- HRGU is responsible for the gender contextual analysis and research of the Afghanistan society at different levels, examining gender roles and relations from inter-personal, household, community, provincial and national levels.

Networking and Advocacy on Gender and Equality Issues

- HRGU is responsible for establishing communication channels concerning gender mainstreaming and RBA in Afghanistan to authorities and civil society in Afghanistan and Sweden, through regular participation in networks and working group meetings.
- HRGU supports RMOs to carry out gender-focused local forums and establish platforms for networking.

Involvement in major cross-organisational processes

- HRGU is responsible for national advocacy processes related to gender mainstreaming and RBA.

- HRGU is contributes to the dialogue with donors on subjects related to gender mainstreaming and RBA (context, activities and results).

DESCRIPTION OF PARTICIPANTS

Seven (7) SCA staff from HRGU will attend this training programme. These staff occupy the positions of (1) HRGU manager, (6) Senior Human Right and Gender Officer. These staff have been with SCA for more than 2 years and have been dealing with Human Right and Gender Issues. They have an average of 5 years' experience in their respective roles and responsibilities.

PURPOSE OF THE TRAINING PROGRAMME

The training programme will focus on Gender Men and Boys Engagement and RBA. The programme contain two key part i.e. indoor training sessions and field visit to see best practices in regards to gender mainstreaming men and boys engagement and RBA integration in development programmes. The training programme will be organized in Philippines, Malaysia Indonesia, Singapore or any of the countries in the South Asian region. The cost of getting visas for the participants will be cover by organization.

The programme is structured such that there are training sessions and discussions in the host organization and the visits to the various organizations that will provide them the experience to:

- Learn best practices and lessons in Right Based approach, masculinity and gender integration
- Learn from civil society organizations about their projects related to promoting and advancing human right and gender equality;
- Learn from civil society organizations and local government agencies on the need for working together in order to advance human right and gender quality;
- Exchange views on how to improve the RBA and gender mainstreaming in the development of projects, programmes, polices and plans

EXPECTED OUTPUTS

Participants are responsible to integrate their learning into SCA programmes through replication of training within their scope of programme for other staff and making plan of action to replicate the best practices and potential interventions into SCA programmes.

At the end of the training programme, the participants will prepare a report and action plan. The report shall include the following:

- Lessons and experiences learned from the training programme especially from each of the stakeholders that were visited
- Action plan on how the participants can implement and share their learnings from the training programme
- Recommendation on strategies and approaches for RBA and Gender integration in SCA.

TIMETABLE

The training programme is expected to be completed no later than following the timetable below:

No	Activity	Date
1	Announcement of the request for audit quotation	November
2	Evaluation of received quotations	13 th November

3	Award of contract	20 th November
4	Finalization of the training programme	24 th November
5	Training programme	1 st – 6 th December
6.	Report by participant	20 th December

Contractual Conditions

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.

Payment terms

The contracting party shall invoice SCA for the fee in accordance with the deliverables of the work mutually agreed by SCA and the consultant based on the following terms of payment:

Terms	Payment %	Time of Payment
First	30 %	will be paid after the approved training programme design
Second	30 %	Will be paid before the participants arrive for the programme
Third	40%	will be paid at the end of the programme

Currency:

Invoice and payment will be in United States Dollar (USD).

Company responsibility :

1. Company is responsible to provide local transportation, accommodation and food during the period of the study program.
2. The Study Programme should content two days indoor training session focusing on Gender Mainstreaming in Health, Education, Disability and rural development along with three days outdoor visit focusing on Women Rights advocate organization.
3. To provide document for visa process.
4. To provide certificate for participant.

Duration : The total Duration of the sutdy programme will be for 7 days include arrival and departures.

Documentation

SCA will provide relevant information as requested by the host organisation.

Evaluation

The evaluation is quality and cost-based selection, 70% for quality and 30% for the cost. The contract will be provided to one service provider only.

Quality Evaluation (technical)

The following criteria will be applied.

1. Institutional capacity/credentials – maximum 12 points
 - Individual/company profile, relevant to the TOR
 - Individual/organizational capacity to conduct the scope of work, experience with similar organization
 - Previous experience in organizing similar study programs
 - Profile of the organizing and facilitating teamEach is scored 0-3 points, minimum is 8 points (2 each) to qualify.

2. Technical proposal – maximum 15 points
 - Learning objectives (specific)
 - Schedule of the 7-day training programme including arrival and departure
 - Methodology/approach to the training programme
 - Relevance of the organizations to be visited (a paragraph description of each organization)
 - Topics/themes covered during the programEach is scored 0-3 points, minimum is 10 points (2 each) to qualify

3. Technical proposal comprehensiveness – demonstrates understanding of all aspects of the technical design, maximum 6 points
 - Understanding of the TOR, relevant and good proposal
 - Completeness of the proposalEach is scored 0-3 points, minimum score is 4 (2 each) to qualify.

Maximum points: 33

The Consultant needs to reach a minimum of 8/10/4 in each category (1-3) above and minimum 2 points in each sub-category. Each quotation will be given a technical score and rejected at this point if it does not respond to important aspects of the TOR or it fails to achieve the minimum technical score. Quotations that passed the minimum technical score is qualified for financial evaluation.

Financial evaluation

The lowest priced quotation will be given the maximum financial score of 100 points. The financial scores of other qualified quotations will be computed as follows: Financial score = 100 x Lowest price/price of relevant quotation.

Final evaluation score

The quotations will be ranked according to the combined Quality Evaluation and Financial Evaluation scores using the following weights: T = Quality evaluation weight, 70%; F = Financial evaluation weight, 30%

Final score = 0.7 x T + 0.3 x F

Award of contract

Award will be made to the company whose quotation achieved the highest combined technical and financial score. If the final score is equal between two bidders, the score of quality will prevail.



Swedish Committee for Afghanistan

Section 2 – Quotation Forms

(Complete and sign the Quotation Forms and Section 2 Additional Requirements)

Section 2 – A

QUOTATION SUBMISSION FORM

Date: (Bidder to insert the date)

RFP ref: KMO- PU- 2019- SC- 032: Study Program on Human Right and Gender Capacity Development for SCA Staff

To: Swedish Committee for Afghanistan
Kabul Management Office

Dear Sir/Madam:

We acknowledge receiving your RFP Documents and its accompanying attachments. We, the undersigned, have examined the same and offer to provide the Study Program on Human Right and Gender Capacity Development for SCA Staff as per ToR.

We agree to abide by this quotation for a period of 90 calendar days past the deadline for the receipt of quotation as specified in RFP. Our quotation shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept the lowest or any quotation that you may receive.

(Bidder to insert name and signature of duly authorized representative)



Swedish Committee for Afghanistan

Section 2 – B

QUALIFICATION INFORMATION FORM

General Information

1. Name of Bidder:
2. Street Address: Postal Code:
3. P.O. Box and Mailing Address:
4. Telephone Number:
5. Fax Number:
6. E-mail address:
7. www Address:
- 8a. Contact Name:
- 8b. Contact Title:
9. Type of Business:
10. Year Established:
11. Number of staff employed:
12. Brief on experience in organizing similar study program:



Swedish Committee for Afghanistan

Section 3

CONSULTANCY COST/PRICE SHEET

Items	Unit	Qty	Price per unit (USD)	Sub-total (USD)
Fees (briefing/debriefing, inputs)	Lump sum	1		
Transportation (local)	Lump sum	1		
Accommodation	Days	6		
Food	Days	6		
Others (indicate details here), you may add more rows as needed				
Total				
Comments				