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1. Introduction

Swedish Committee for Afghanistan (SCA) has been present in Afghanistan since the beginning of the 1980s. Currently, SCA operates in 14 out of 34 provinces in Afghanistan. SCA's 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 over 6 000 Afghan employees it is one of the largest organizations in the country.

SCA utilizes the Rights Based Approach in its programming. SCA supports education, health, and disability programming and contributes to development in rural areas. As an organisation, 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.

1.1. SCA's Disability Programme

Disability is a cross cutting issue within SCA programming, and the organization has strategically included persons with disabilities as right holders in first three strategic objectives of strategic plan. The organization implements both community and institutional based rehabilitation programmes along with inclusion of disability in health, rural development and education programmes. The Disability Programme of SCA operates from a Community-Based Rehabilitation (CBR) perspective of the World Health Organization for rehabilitation, equalization of opportunities, poverty reduction and social inclusion of people with disabilities' (ILO, UNESCO & WHO, 2004). The comprehensive CBR programmes of the organisation include five sub-components namely social integration, employment support, special and inclusive education, physical rehabilitation services and capacity & institutional development. The programme is planned and coordinated by the disability programme unit based in Kabul and implemented from four regional offices in Mazar-e-Sharif, Ghazni, Taloqan and Jalalabad in 12 provinces covering 60 districts. The activities under the programme include awareness raising and mobilising community, home and institutional based therapy, provision of assistive and mobility devices, home based education, centre based preparatory education, mainstream children with disabilities in regular schools, vocational training, loan and employment support, sports and recreation activities, organising and sensitizing people with disabilities at community level, and supporting Disabled Peoples' organisations to advocate for their rights. In addition to



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that disability programme provides technical support for inclusion of disability in health, education and rural development programmes

2. Background Information and Rationale

Building Active Citizenship and Equality for persons with Disabilities in Afghanistan (BACEDA) project is designed to address the transformation of Afghanistan's disability rights situation. The action supported by the European Commission will be implemented for 36 months starting from January 2020 in a consortium led by Swedish Committee for Afghanistan (SCA) in partnership with Save the Children International-SCI (Afghanistan) and Accessibility Organisation for Afghan Disables (AOAD). SCA will implement the action in Ghazni, Paktika, Wardak, Balkh, Samangan and Jawzjan; AOAD in Paktia and Khost, while SCI in Faryab and Saripul.

The overall objective of the action aims to Strengthening Civil society organization working in disability to defend and fulfil the rights of people with mental and physical disabilities in Afghanistan.

The specific objectives of the project are:

- 1) To raise awareness about the rights and entitlement of Persons with mental and physical disabilities among key community members (CDCs, local Government, religious leaders, media children, media) in 10 provinces of Afghanistan”
- 2) To build the capacity of Disability focused CSOs including Men DPOs to promote and protect rights of persons with mental and physical disabilities in the targeted project areas and
- 3) To build the capacity of Disability focused women led CSOs including women DPOs to promote and protect rights of persons with mental and physical disabilities in the targeted project areas.

Guided by the above objectives, the action will build capacities of Persons with disabilities, Disabled Peoples Organisations, Self Help Groups of men and women with disabilities, and local government authorities to promote and protect the rights of persons with mental and physical disabilities with a focus on rights of women and girls.

In the beginning of the project a baseline study will be conducted to understand beliefs, knowledge and attitude of community towards persons with disabilities. It will also establish the organizational capacity of DPOs and functional capacity of SHGs at the beginning of the project, and the same time explore knowledge and access of men, women, boys and girls with disabilities on their rights and entitlements. Similar assessment will be done with the appropriate government authorities to understand their knowledge on disability, rights and attitude towards

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persons with disabilities. At the end of three years another end line study will be conducted to assess change in knowledge, attitude and practices of community, persons with disabilities and government authorities and at the same time to analyse increased access to rights and entitlements by men, women, boys and girls with disabilities.

Context

The programme is planned to be implemented in 10 provinces of Afghanistan (Ghazni, Paktika, Wardak, Balkh, Samangan and Jawzjan, Paktia, Khost, Faryab and Saripul).

3. Objectives of the Baseline Study

Overall objective:

The overall objective of the base line study is “to assess current or existing level of knowledge, attitude and practices of the community, government officials and DPOs towards persons with disabilities and their understanding on potentialities, rights and entitlements of persons with physical and mental disabilities including men, women, boys and girls in 10 provinces of Afghanistan”.

Another study will be conducted at the end of three years to assess increase in knowledge, attitude and practices of all these stakeholders.

Specific objectives of baseline study are:

- a. To assess knowledge, attitude and practices of key community members (CDCs , local Government, religious leaders, media, local journalist and children about persons with disabilities including person with mental disability and their overall understanding of potentialities, rights and entitlements of persons with disabilities.
- b. To assess the existing capacity of Disability focused CSOs including Men DPOs in promotion and protection of the rights of persons with mental and physical disabilities in the targeted project areas
- c. To assess the existing capacity of Disability focused women led CSOs including women DPOs in promotion and protection of rights of persons with mental and physical disabilities in the targeted project areas



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- d. To document needs, problems, and barriers of persons with disabilities in accessing their rights and entitlements to help disability focused CSO including DPO to do advocacy to the duty bearers.

4. Scope of the base line evaluation

The Baseline study will cover 10 provinces in Afghanistan including Ghazni, Paktika, Wardak, Balkh, Samangan and Jawzjan; Paktia and Khost, Faryab and Saripul. The main targets of the study are men, women, boys and girls with physical and mental disabilities, community members, disabled people's organisation, self-help groups of persons with disabilities, community development committee (CDC) members, health and physical rehabilitation staff, schools teachers, journalists and media people and staff and authorities of provincial Directorate Martyrs and Disability (PDMMD) and other relevant government authorities.

5. Approach and Methodology

Sampling

The consultant will develop evaluation plans and methods based on TOR and in consultation with the Disability Programme and the Planning, Monitoring, Evaluation and reporting (PMER) Unit of SCA based in Kabul. The study will collect data on a representative sample of the population in the 10 provinces. The sample baseline KAP study should be a combination of quantitative qualitative study and the data from different sources should be triangulated to conclude findings of the study. The consultant will present a detailed description of sampling strategy, data collection instruments and procedures, sources of information and procedure of data analysis. The respondents in the study will include men, women and children (boys and girls) with physical and mental disabilities, family members, community and religious leaders, CDC members, Disabled Peoples' Organizations, self-help groups of persons with disabilities, representatives of PDMMD and media people.

Study design:

In preparation for this consultancy and familiarize with the work of the project titled "Building Active Citizenship and Equality for persons with Disabilities in Afghanistan, the consultant will undertake a desk review of key documents such as project proposal, documents laws, rules, regulations and entitlements for persons with disabilities, United Nations Convention on Rights of Persons with Disabilities, Strategic plan of SCA and other related documents of Save the



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Children and AOAD. S/he will prepare an inception report and share it with the SCA before leaving the home country to carry out the baseline study in Afghanistan. The inception report detailing the survey/study design together with the draft data collection tools will be reviewed and approved by SCA before carrying out the evaluation in the field.

While the above outline provides the minimum of what SCA expects to be done and covered by this study, the consultant will propose additional approaches and strategies for undertaking this study which will be approved by SCA. Overall the evaluator should propose methods to ensure that the findings of the study and further recommendations are based on strong and reliable evidence. The methods of the study should be consistent with answering baseline study questions and the recommendations should be appropriate to Afghanistan context and in line with international standards and guidelines.

6. Guiding Principles and Values

The evaluators will have to abide by SCA / Save the Children international and AOAD code of conduct, core value during this exercise. During fieldwork, the enumerators will be expected to seek direct consent either in writing or verbally from the respondents before proceeding with conducting interviews or administering questions. Utmost confidentiality will need to be guaranteed for the respondents throughout this exercise. It is therefore paramount at this juncture for the external evaluator 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

7. Management of Task

SCA is the contracting agency of the proposed study. A panel consisting senior management team including representatives of SCA Programme Director, PMER Unit, Head of Disability Programme, Senior Disability Programme Specialists and representatives of Save the Children/AOAD will implement the evaluation.

Specific duties of SCA

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The major roles and responsibilities of SCA includes:

- To provide relevant project-related information and documents,
- SCA will not provide transportation within Afghanistan for field visit and will not provide accommodation
- Will provide the office space if needed,
- SCA will provide consultancy fee, flight ticket and other transportation as per the agreement which may be deposited in the bank account of the consultant (will cover in the financial proposal)
- SCA will not cover the necessary visa and insurance costs as per agreement (this should be included in the financial proposal)
- SCA will provide necessary security updates and guidance during the stay of consultant in Afghanistan/regions if need

Specific Duties of the Consultant

The Consultant will possess wide knowledge on and experience in qualitative and quantitative survey design and execution, data analysis and report writing. Specifically, the consultant will:

1. Develop design of baseline study
2. Design data collection tools
3. Collect data from the field
4. Conduct data analysis
5. Present the findings to SCA, SAC and AOAD and incorporate feedbacks
6. Compile a baseline report in line with the terms of reference

8. Professional Qualifications and experience

Successful bidders must meet the following criteria:

1. At least a master's degree in Social Studies, Development Studies, disability studies or related graduate qualification from a recognized university for the lead consultant/team members.
2. Have demonstrated experience conducting qualitative and quantitative surveys
3. At multi years practical experience in conducting baseline and end line KAP study
4. Experience of study disability and human rights will be considered as an added advantage
5. A good understanding of the aspirations and challenges of rural communities in Afghanistan is desirable.
6. Results-oriented and committed to respect deadlines
7. Highly proficient in written and spoken English.

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9. Good knowledge of spoken Pashto and Dari for local/Afghanistan applicants is desired.
10. The assessor may choose to work alone or as a firm. If he/she chooses to work with a firm, the qualification criteria should be the same or close to the same.
11. Present a team of qualified professionals with experience in conducting baseline surveys

Eligibility Criteria:

- i. Proposal submitted by or before the deadline;
- ii. Proposal meets all bidding specifications;
- iii. Bidder is able to conduct the exercise during specified period of performance (March 2020).

12. Proposal Submissions

1. Application letter and CV indicating your qualifications, experience relevant to the assignment and three work related referees. Firms to attach CVs of all people who will be involved in the evaluation including team leader and other team members.
2. Interested individuals/firms are required to Submit a technical proposal clearly outlining:
 - a) Their understanding of the terms of reference
 - b) Individual/Company profile
 - c) Methodology for conducting the evaluation with details on which methods will be used for which kind of target population
 - d) Data Quality Control and Analysis Plan, technical team for the assignment
3. Financial Proposal detailing the consultant(s) professional fees, travel costs and any other costs related to this consultancy within the country and or travelling to the country
4. Any other costs associated with the evaluation (flight tickets, visas, per diems etc.)
5. Afghanistan tax, which is 2% for registered with the AISA and 7% for non-registered consultants and firms
6. Two sample of the previous evaluations conducted by the consultant or consulting company in Afghanistan or in similar fragile country

13. Deliverables and Timelines

The consultant will be hired for 31 working days including travelling within Afghanistan to visit the project areas as shown below:

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Task/ Deliverables	Estimated Duration	Payment
Inception report including details workplan a) Desk review of key documents by the consultant (<i>2 days</i>) b) Development of data collection tools, schedules and inception report (<i>3 days</i>)	5	
Field visit and data collection Finalisation of data collection tools in consultation with SCA Based on agreed sample size visit to 10 target provinces under the project	15	30%
Presentation of findings: The consultant will conduct a debriefing session at Kabul Management Office (KMO) by highlighting the main findings at the end of the study period (<i>1 day</i>)	1	-
Draft report: The draft evaluation report (Soft, hardcopies and summary power-point presentation) will be submitted to the PMER Unit of SCA which will be shared with the Disability Programme Unit and concerned project heads of Save the Children and AOAD for discussion. The feedback of the draft will be given to the consultant within 5 days after receipt of the draft report for review: a) Writing draft report (5 days)	5	40%
Final report: The final report (Soft, hardcopies and summary power-point presentation) should be submitted by the consultant no later than 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 (5days)	5	30%
Total	31	100%

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

Please submit your bid to: Evaluations@sca.org.af

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The subject of your email should appear as follows: Company Name_ Disability and Human Rights baseline study 2020. For example: XYZ_ Disability and Human Rights baseline study 2020 **in the Subject line**

Questions or clarifications can be sent to Mohammad Amin Qanet; Disability unit Head at: amin.qanet@sca.org.af. Do not send your bid applications to this email address, as they will not be considered

14. Bid Evaluations

SCA will, after checking eligibility of proposals, evaluate proposals based on the following general criteria. The elements are:

- Institutional Capacity/Institutional Credentials (30%),
- Technical team (10%)
- Technical Proposal Comprehensiveness – demonstrates a complete understanding of the SOW and all aspects of the technical design (30%)
- Cost estimate– assessment of cost estimate against implementation plan (30%)

Valuation of general conditions or other legal demands from the suppliers' side is included in the tender. SCA do not to collaborate with suppliers that violates human rights.

15. Deliverables and Timelines

The deliverables for this evaluation will be in a report format provided by SCA. The deliverables shall be in English. The inception report will be expected within five days of the signing of the contract, while the final report will be submitted as per the timeline agreed on with SCA as per the approved work plan included in the inception report. The specific deliverables of this assignment will be

- Data collection tools
- Inception report
- Draft baseline report
- Finding/ presentation
- Final baseline report



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- Baseline data for SCA indicators (attached result framework of the project)



Annex C - Logical
framework- Building