

Request for Proposal (RFP)

Updating Community Based Monitoring (CBM) HANDBOOK & TOOLKIT

About Integrity Watch Afghanistan

Integrity Watch is an Afghan civil society organization committed to increase transparency, accountability, and integrity in Afghanistan. Integrity Watch was created in October 2005 and established itself as an independent civil society organization in 2006. It has approximately 95 staff members. The head office of Integrity Watch is in Kabul with provincial programmatic outreach in Balkh, Herat, Kabul, Kapisa and Nangarhar provinces of Afghanistan.

Over the last one decade, Integrity Watch's work has focused on three major components: (1) Community Monitoring, (2) Research, and (3) Advocacy.

Ever since its establishment, Integrity Watch has tried to encourage active citizenship and community mobilization through its programs. Our community monitoring work has included development of community monitoring tools, mobilizing and training communities to monitor infrastructure projects, public services, courts, and extractives industries. So far, more than 1260 construction projects, more than 3000 open trials, 500 schools, Health care center 50 and around 9 different mines have been monitored by more than 450 Local monitors.

Our research work has focused on policy-oriented research measuring trends, perceptions and experiences of corruption and covering wide range of corruption related issues including security and justice sectors, extractive industries, budget and public finance management, and aid effectiveness. The objective is to develop new, ground-breaking empirical research in order to set the agenda, influence decision-makers, and bring to the public attention non-documented and non-explored issues. So far, we have published 42 research reports and 10 policy briefs on the mentioned topics reaching out to millions of people through media and thousands of People directly receiving our reports.

The aim of our advocacy work has been to enhance Integrity Watch's pioneering role in advocating for knowledge-based decision-making and informed public debate on corruption and integrity issues. Our advocacy work includes facilitation of policy dialogue on issues related to integrity, transparency, and accountability. We have engaged in policy advocacy for issues that communities experience on day-to-day basis while trying to hold the government and service providers accountable. Such issues have included access to information, budget transparency and accountability, aid transparency and effectiveness, effective public services, and other issues related to anti-corruption. For more information, please visit: <https://integritywatch.org/>

CBM toolkit and CBM Practitioners' Guide

Given the endemic nature of corruption in Afghan society, building a culture of integrity and social accountability among citizens, state actors, and non-state actors has to be necessarily a gradual and incremental process. Integrity Watch believes that such social transformation requires fundamental

changes in the behavior of citizens and duty-bearers, and in the relationships between them through promoting Community-Based Monitoring (CBM).

The aims of the CBM model are to 1) make public officials more responsive to fixing identified problems. These problems while they exist increase the likelihood of the occurrence of corruption or of the lowering of education services quality. 2) encourage communities through established social structures to engage in public services sector reform 3) mobilize civil society to regularly advocate for policy change.

The CBM toolkit (<http://toolkit.communitymonitoring.org/>) produced in 2013 by Integrity Watch is the only guide for implementing CBM program. The toolkit explains the monitoring process, the challenges for conducting a program, the types of training materials, the production of monitoring data and how to plan advocacy campaigns. In 2019, a CBM practitioner's guide was produced by Integrity Watch for 4 CBM programs namely infrastructure, schools, healthcare and trials. The guide was structured based on the CBM Toolkit and the knowledge gathered and processes established over the years in each CBM program.

Scope of Work:

Integrity Watch is looking for a company to a) update the existing CBM toolkit and CBM Practitioners' Guide to b) capture the institutional knowledge around all 5 CBM programs between 2013 and 2019 namely infrastructure, schools, healthcare, trials and extractives. The company shall utilize the existing program implementation and capacity building materials as well as incorporate the best practices from across the globe.

Minimum qualification of bidders

The service provider shall:

- Be legally registered in Afghanistan as a private company or NGO
- Hold at least 5 years of experiences knowledge production and/or development of training materials

Deliverables:

- Updated CBM toolkit reflecting experience of Integrity Watch from 2013 to 2019
- Update and complete CBM Practitioners' Guide using Integrity Watch experience and global best practices

The vendor is required to:

- Submit an inception report, explaining how the handbook and toolkit would be updated
- Review and upgrade the methodology, processes, guidelines and procedures of CBM programs in general and in-particular to each sector;
- Integrate additional useful learning material into the CBM practitioners' guide and upgrade the existing toolkit;

- Meet with program staff to collect information about Community Based Monitoring
- Robustly review the existing CBM toolkit, practitioner's guide and other relevant learning materials;
Incorporate comments from Integrity Watch management on the draft CBM Toolkit and CBM Practitioners' Guide
- CVs of key staff
- Technical proposal that outlines the methodology, work plan, risk management plan; (maximum 4 pages);
- Financial proposal;

Submitting Requirements:

The service provider shall:

- Sign, stamp the RFP and clearly mention the date.
- Write total amount.
- Attach company profile (Past experience, license, value of previous contract).
- Write IWA RFP number (IWA/RFP-01-20) on your offer.
- Late and incomplete quotations will not be considered;

How to apply:

Your sealed RFP envelope shall be sent to Kabul, Afghanistan, Qala-e-Fatullah, Street #8, House #3, for RFP submitting procedure contact 93 (0) 729 673 151 and for technical and specifications call 93 (0) 0798 495 350 / 0766 137 426.

When submitting it must include the followings:

- Envelope is sealed and duly stamped.
- Write company name and RFP number on sealed envelope.
- Register your RFP in IWA RFP registration book available at IWA office.
- Place your RFP in IWA RFP box at IWA office.
- The deadline for submission of RFP is **February 26, 2020 at 4:00 PM**. Late and incomplete quotations will not be considered.