



Swedish Committee for Afghanistan

Date: 02 March 2020

To: Interested Bidders

From: Swedish Committee for Afghanistan, Kabul Management Office

No. of Pages: **Thirteen (13) with Three section (section 1-3)**

Subject: **Evaluation of Teacher Training**

REQUEST FOR Proposal No. **KMO-PU- 2020-SC- 07**

Dear Sir/Madam:

The Swedish Committee for Afghanistan, Kabul Management Office (hereinafter called “the SCA” invites you to submit your quotation for **Evaluation of Teacher Training** hereinafter called “the Service”) 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 separate 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 **31st March 2020:**

Swedish Committee for Afghanistan
Jalalabad Main Road, Paktia Kot,
Kabul Afghanistan

Email for online submission: **bids@sca.org.af**

3. SCA rejects any quotation received after the deadline.
4. Your quotation and all correspondence shall be made 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 **AFN or US 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 90 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 generally 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 RFQ 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 described above.
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 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 RFQ 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. All questions and answers will be presented to all known bidders.

Procurement Unit

Email: bids@sca.org.af

Requirements of the Company

1. Valid certificate of business registration (Copy of business license must be attached with offer)
2. Company Bank Account (Proof of this must be attached with offer)
3. Local firms must have a Tax Identification Number (TIN)

Proof of the above must be provided along with quotation otherwise the offer will be disqualified.



Terms of Reference

Evaluation of Teacher Training

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 70 districts across 14 provinces. Through the Education Programme SCA aims to provide equal access to quality educational opportunities. SCA's 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: Enhanced effective teaching and quality in education

SCA recognizes that the quality of a teacher and quality of teaching are some of the most critical contributors to achievement of students' learning outcomes. Current data on the number of teachers demonstrating improved pedagogy in classrooms. The grade passing rates of students is a clear pointer to provision of quality education in SCA supported schools.

Part of SCA's inservice teacher training initiatives includes training teachers in Special Education Needs and Inclusive Education; Project Based Learning; Mentorship; Subject matter and pedagogy among other areas.

Overall objective:

The overall objective of the evaluation is to assess the extent to which SCA's teacher training contributes to improved learning outcomes among students

The specific objectives of the evaluation are to:

- a) Determine the extent to which recommendations of the *Evaluation of Teacher Training Programmes operated by the Swedish Committee for Afghanistan* conducted in 2012 have been implemented
- b) Determine the extent to which the current SCA teacher training relates to the National Education Strategic Plan (2017-2021)
- c) Determine the extent to which SCA incorporates equity, gender and inclusion in its teacher training
- d) Determine the Quality, Relevance, Efficiency, Effectiveness, Impact, Sustainability and Coherence of SCA's teacher training *with focus on*
 - a. Preparation of teacher training (*Quality, relevance and appropriateness of modules used, capacity and qualifications of facilitators and trainees, timing and duration*)
 - b. Actual training (*Modus operandi, methodologies*)
 - c. After the training (*Follow up support to the trained teachers, standardized tools used etc.*)
- e) Identify and document successes, challenges and lessons learnt from the implementation of the teacher training for the period 2014-2019
- f) Review tools for pre and post assessment of training participants and recommend changes for improvement.
- g) Review current teachers training manuals (include gender and inclusion) and recommend changes for improvement.
- h) Make recommendations to improve SCA's implementation of its in-service teacher training

Scope of the evaluation

The evaluation will focus on sample teacher training programmes that have been implemented by SCA between 2014-2019 in provinces and areas covered by SCA. These include Kabul, and the following Regional Management Offices: Jalalabad Regional Management Office (JRMO), Mazar Regional Management Office (MRMO), Wardak Regional Management Office (WRMO), Ghazni Regional Management Office (GRMO) and the Kunduz Liaison Office (KLO) subject. The areas to be visited will be guided by security considerations.

Approach and methodology

This consulting firm will undertake a desk review of key MoE and SCA strategic documents, modules, reports and past evaluations relevant to the current evaluation. The consulting firm will also hold discussions with key informants from MoE, SCA and other development organizations. The consulting firm will propose additional approaches and strategies (in the Inception report) for undertaking this consultancy including attending some teacher training sessions in at least two regions drawn from East, South, North and North East regions of the country.

Main respondents and key informants

The main respondents of the evaluation will include:

- i. Ministry of Education staff including Local Education Authorities and school supervisors
- ii. SCA staff in Kabul and the field in the above Regional Management Offices (RMOs),
- iii. Headteachers and schoolteachers and
- iv. Students

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 consulting firm 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 professionals working with and for SCA in order to maintain acceptability in all areas of our operations. The consulting firm 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 consulting firm 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. This includes seeking formal consent or assent as applicable among all respondents.
- 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 consulting firm works with. Maintain high respect of human rights, neutrality, cultural values as well as religious values.
- i) It is recommended that the consulting firm avoid discussions on religious matters as they are held very closely to the hearts of Afghans.

Management of Task

A panel consisting of staff from the Planning, Monitoring, Evaluation and Reporting Unit (PMERU) and 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.

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 evaluation. SCA will, upon satisfaction of the consulting firm's experience, inception report, field work and data collection, data analysis, development and successful submission of the final report from the field pay the consulting firm its dues in accordance with the agreed and signed contractual agreements. SCA will also hold the right to contact the consulting firm to clarify issues that may have not been noticed earlier.

Swedish Committee for Afghanistan's (SCA) Commitment towards the Consulting firm

SCA is the contracting agency for the proposed evaluation. SCA through its PMERU and Education team based at the Kabul Management Office (KMO) and Regional Management Offices are the main stakeholders in this evaluation.

SCA through the Education Programme Manager will provide the following support and undertake the following roles and responsibilities to the consulting firm:

- a) Provide relevant project-related information, reports and documents
- b) Provide any other liaison and costs associated with the contract
- c) SCA will provide the necessary security updates, accommodation and transportation within Afghanistan during the duration of the consultancy if required
- d) Process consultancy fees as per the agreement. The payment will be deposited into the bank account of the consulting firm

Duties and responsibilities of the consulting firm

The role of the consulting firm will include:

- a) Review of key programme documents necessary for the evaluation
- b) Development of workplan and conformity to scheduled timeframes
- c) Determine samples and sample sizes
- d) Conduct field visits, data collection and analysis
- e) Attend at least two on-going trainings in at least two Regional Management Offices
- f) Conduct a debriefing session at Kabul Management Office (KMO) by highlighting the main findings prior to further review, incorporation of feedback from SCA and submission of the 1st draft of the final report
- g) Submission of inception, draft, final report and any other required reports or documents as reflected in the deliverables

While the above outline provides the minimum of what SCA expects to be done and covered by this evaluation, the consulting firm will propose additional approaches and strategies for undertaking this evaluation.

Professional qualifications required

- a) At least a post graduate degree in education, teacher training, curriculum designing and implementation, pedagogy or social sciences from a recognized university for the lead consultant (*Curriculum Vita of team members to be attached*).
- b) At least 5 years practical experience in teacher education for the lead consultant
- c) Proven experience in evaluation of general education programmes, teacher education/training and professional teacher development by government ministries, NGOs and private firms by the lead consultant and other consultants who will be evaluating the teacher training (*Attach any two consultancies conducted*)
- d) Have a good understanding of the aspirations and challenges of rural communities in Afghanistan is desirable.
- e) Results-oriented and committed to complete assignments within an agreed timeframe

Language Required for the Consultancy:

- f) Demonstrated proficiency in oral and written English. Good knowledge of spoken Pashto and Dari for lead local/Afghanistan applicants is desired

Deliverables and Timelines

The consulting firm will be hired for 20 days as shown below:

Expected outputs and payment schedule			
	Deliverables	Days	Payment
1	<p>Inception report: <i>To be submitted within 3 days by the consulting firm after signing of the contract. The inception report will cover a summary of consultancy, the methodology to be used, sample and sampling and a draft work plan to guide implementation. The inception report will be preceded by: A briefing from SCA and receipt of key programme documents; Desk review of key documents by the consulting firm and development of data collection tools and schedules.</i></p>	3.5	20%
2	<p>Field visit, data collection and analysis <i>Based on agreed sample size and regional management offices. The consulting firm must have visited the Regional Management Offices, met teachers, SCA Master Trainers and evaluated the training contents, methodology and attended at least two on-going trainings in at least two Regional Management Offices - one training in each RMO.</i></p>	10	-
3	<p>Presentation of findings: <i>The consulting firm will conduct a debriefing session at the Kabul Management Office (KMO) by highlighting the key findings at the end of the evaluation period prior to submission of the 1st draft of the final report.</i></p>	0.5	-
4	<p>Draft report: <i>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 consulting firm within seven days after receipt of the draft report for review.</i></p>	5	50%
5	<p>Final report: <i>The final report (soft, hardcopies and summary power-point presentation) shall be submitted by the consulting firm to SCA not later than two weeks</i></p>	1	30%

	<i>after getting SCA's feedback on first draft based on an agreed format.</i>		
Total		20	100%

Payments will be done upon submission and approval by SCA of deliverables 1, 4 and 5 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/consulting firm.

Quality Evaluation (technical)

Technical and Quality Evaluation plus Oral interview (70%)

1. Institutional capacity/credentials (Maximum 12 points)

- a) Company profile, relevant to the TOR
- b) Organization's previous experience in conducting similar related / evaluations
- c) Technical capacity of the organization's technical team (CVs of the technical team lead and members to be attached)
- d) Demonstrated likelihood to complete the evaluation within the stipulated period

(Each sub theme will be rated between 0-3 points minimum score to pass is 2 if supplier get less than 2 will be disqualified)

2. Technical proposal (Maximum 18 points)

- a) Completeness and comprehensiveness of the proposal
- b) Demonstration of understanding of the TOR
- c) Methodology/approach to the evaluation
- d) Detailed Implementation Plan indicating the start and end dates
- e) Previous experience in conducting similar evaluations

(Each sub theme will be rated between 0-3 points minimum score to pass is 2 if supplier get less than 2 will be disqualified)

3. Oral Interview (Maximum 9 points)

Companies which pas above evaluation there introduce evaluator will call for interview our interview criteria is as below:

- f) Evaluator past experience.
- g) Evaluator relevant and overall knowledge.
- h) Presentation and communication skill.

(Each sub theme will be rated between 0-3 points minimum score to pass is 2 if supplier get less than 2 will be disqualified)

Maximum points: 39 (12+18+9)

Each quotation will be given a technical score, and rejected at this point if it fails to achieve the minimum technical score 2 point in each above sections. 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%

$$\text{Final score} = 0.7 \times T + 0.3 \times F$$

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)

RFQ No. KMO- PU- 2020- SC-07; Evaluation of Teacher Training

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 Consultancy for Evaluation of Teacher Training that conforms with your RFP No. KMO-PU-2020 - SC-07.

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.

Proposal Submissions

Interested firms duly registered in Afghanistan should send out their application to bids@sca.org.af by latest **31st March 2020**. The application and submission should include:

- a) An application letter and CV of the lead consultant and two work related referees. Also attach the CVs of key team members' qualifications and experience relevant to the assignment
- b) A brief proposal of maximum 10 pages (excluding annexes) indicating the firms understanding of the terms of reference, proposed methodology and workplan to guide implementation
- c) Annexes to include: Company profile and registration certificate; and a maximum of any two previous relevant assignments conducted by consulting firm.
- d) Financial Proposal detailing the consultant(s) daily professional fees, travel costs and any other costs related to this evaluation and consultancy (Afghanistan tax, which is 2% for registered and 7% for non-registered consulting firms)

(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 evaluation:



Swedish Committee for Afghanistan

Section 3

CONSULTANCY FIRM'S COST/PRICE SHEET

Items	Unit	Qty	Price per unit (AFS/USD)	Sub-total (AFS/USD)
Consulting firm's daily fees	Days	20		
Others (indicate details here), you may add more rows as needed				
Total				
Comments				

Note: In accordance with Article 72 of Afghanistan Tax Law, please consider 2% taxes in your unit prices. SCA will deduct all applicable taxes while making payments. International Firms are required to consider 7% taxes.