

Date: 25 March 2020

To: Interested Disable Peoples' Organizations (DPOs)

From: Swedish Committee for Afghanistan, Kabul Management Office

No. of Pages: eighteen (18) with three sections (Sections 1-3)

Subject: CFP ref: KMO – CFP- 2020-02
Open announcement for advocacy projects proposals for the Building Active Citizenship and Equality for Persons with Disabilities

The Swedish Committee for Afghanistan, along with its partners Access Organization for Afghan Disables and Save the Children International, (hereinafter called “the SCA, AOAD and SCI” respectively), hereby, call for technical and financial proposal for advocacy projects (hereinafter called “the project”) for 2020 as specified in the Call for Proposal and attachments hereto (hereinafter called “the CFP Documents”).

A. Instructions

1. You must submit your project proposal with the corresponding budget together in response to this Call for Proposal (CFP).
2. The signed and stamped proposal and the budget should be submitted to the specified addresses below in a sealed and stamped envelope or email address no later than April 12, 2020:
 - a. Proposal for Ghazni, Paktika, Logar, Mazar, Samangan and Juwzjan province must submit to Swedish Committee for Afghanistan
Jalalabad Main Road, Paktia Kot
PO Box 27027
Kabul Afghanistan
Swedish Committee Regional offices in Mazar and Ghazni
Attn.: Procurement Unit, Administration Department
Email: bids@sca.org.af

- b. Proposal for Faryab and Saripul must submit to Save the Children International: For Faryab Province: Abdul Wadod Amini Senior Provincial Manager; For Saripul Province: Parvaiz Ahmad, Provincial Manager OR
Country office in Kabul, Hazrat Usman Miakhail
Email: usman.miakhail@savethechildren.org
Phone #: 0728972185
- c. Proposal for Paktia and Khost province must submit to Accessibility Organization for Afghan Disabled (AOAD) Regional Offices in Khost and Paktia (Sayeed Mohammad Atif and Eng. Shamsudin Faizi)
Emails: Sa.atif333@gmail.com/ shamsudenzazai@gmail.com
3. Any proposal received by the SCA after the deadline will be rejected.
4. Your proposal and all correspondence shall be made in the English language.
5. Your submission shall be according to these instructions:
 - a. It shall contain the completed forms in Sections 2 and 3. Failure to complete these forms may result to rejection of your proposal.
 - b. The budget shall be made on the terms specified in the CFP documents and will be in AFN
 - c. SCA will examine the proposal to determine its completeness and whether there are arithmetical errors in the budget and whether documents are properly signed.
 - d. During the evaluation of the proposal the SCA or its partners, at its discretion, may ask you for clarifications. The request for clarification and the response shall be in writing, and any change in the substance of the budget shall be discussed accordingly after the final selection of the granted projects. Failure to respond timely to a request for clarification may result in the rejection of the proposal.
 - e. Nothing in or relating to this CFP shall be deemed a waiver, expressed or implied, of any of the privileges and immunities of the SCA.
 - f. SCA will notify both successful and unsuccessful applicants.
 - g. Please address all your queries or questions in writing at the address given below and kindly refrain from any telephone calls or personal visits.
- Procurement Manager
Swedish Committee for Afghanistan, Kabul Management Office
Email: bids@sca.org.af

B. Eligibility

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

1. Be legally registered with clearly defined Bylaws, rules and regulations
2. Valid Certificate of Registration. The partner organization should have updated and valid license before submitting application to SCA. The application will not be considered in any means without valid license
3. Bank Account in the name of the company. Individual/personal bank accounts will not be accepted.
4. Organization must have Tax Identification Number (TIN) as well as Tax Clearance Certificate
5. Brief description of past and current projects in the locality for at least the last two years.
6. Brief description of experience of implementing advocacy project for persons with mental and physical disability.
7. At least one-year presence and experience in the targeted areas
8. At least 1-year experience in implementing advocacy projects for persons with physical and mental disabilities
9. A functioning financial management system, meeting medium to low-risk SCA financial management assessment
10. DPOs should apply only for the province where they exist and cannot apply for more than one province

Organization/association who do not submit evidence for the above-mentioned requirements, it leads to disqualification of applicant

Section 1

1. Advocacy project for persons with Disabilities

SCA together with its partners AOAD and SCI announces a call for advocacy project proposals to support the building of active citizenship and equality for persons with disabilities supported by the European Instrument for Democracy and Human Rights (EIDHR).

1.1 The specific goal of this call

This call will enhance the capacities of persons with disabilities and DPOs to advocate for the promotion and protection of rights and entitlements of persons with mental and physical disabilities.

It supports the obligation of the Government of Afghanistan in fulfilling its commitment and mandate through policies, strategies and plans that would address the constraints faced by persons with disabilities in accessing their rights and entitlements and raising the voice of persons with intellectual and mental disabilities.

1.2 Background of the project

The Building Active Citizenship and Equality for Persons with Disabilities in Afghanistan project aims to empower women, men and those living with persons with disabilities to build a coalition of actors to tackle the barriers that prevent persons with disabilities from accessing their rights and entitlements. The project will be implemented in 36 months in 10 provinces (Ghazni, Paktika, Paktia, Khost, Wardak, Balkh, Samangan, Jawzjan, Faryab and Sare Pul).

Specifically, at the end 3 years, the project will:

- 1.2.1 Raise awareness on the rights and entitlements of persons with mental and physical disabilities among key community members (CDCs, local government authorities, religious leaders, media, children)
- 1.2.2 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
- 1.2.3 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.

The project contributes to the over-all objective of strengthening civil society organizations working in disability to defend and fulfill the rights of people with mental and physical disabilities

1.3 Duration of the project

- 1.3.1 May to December, 2020

1.4 Grant Amount

Maximum AFN. 250,000.00 per DPO of which 90% will be allocated towards programme cost and Maximum 10% towards admin cost of the project and each DPO can be granted maximum one contract. The funding allocation will be in direct relation to the activities proposed. Please note that this grant will not support purchase of equipment, scholarships and related expenses of those DPOs who have already received support from SCA or any other organization in terms of equipment.

1.5 Project Implementation Area

1.5.1 SCA covered provinces including Ghazni, Paktika, Logar, Mazar, Samangan and Juwzjan

1.5.2 AOAD covered provinces including Paktia and Khost

1.5.3 SCI covered provinces including Faryab and Sar-e-Pul

1.6 Scope of proposal

The advocacy project proposals should build on Disable People's Organization's existing work or upcoming campaign strategies. It should choose the strategic approach/es most suitable for the issue they have selected in the context of the geographic areas of the project.

Examples of advocacy tactics that would qualify for this call:

- Media and citizen engagement around rights of persons with physical and mental disabilities
- Engagement of education sector in making education services accessible to persons with physical and mental disabilities
- Engagement of health sector in making health services accessible to persons with physical and mental disabilities
- Engagement of rural development sector in making livelihoods opportunities accessible to livelihoods for persons with physical and mental disabilities
- Engagement of multi-stakeholders/actors at provincial level on awareness raising and advocacy for rights of persons with physical and mental disabilities

1.7 The Proposal

The proposal shall consist of three (3) sections, each with a corresponding form to fill up. *i.) the Qualification Information ii.), the Budget; and iii.) Project Application Form.*

1.8 The budget

Use the section 3 format in preparing the budget. The budget will present the cost in AFN for undertaking the activities identified in the project proposal.

1.9 The application forms

There are three parts to the application form: (1) the cover page, (2) the project information and (3) the project proposal. The cover page summarizes information about the identity of the organization and contact details. The project information is a summary information on the project. The project proposal provides full details of the rationale, results, target groups, stakeholders of the project and required attachments.

1.10 Award of project

Once the organisation is selected for the grant, a contract will be signed between each organization and selected Disable Peoples' Organizations (DPOs) . The Contract will specify details of responsibilities of organization and the grantee organisation including reporting procedure, release of funds, technical and administrative monitoring to be conducted by organization during the implementation of project.

Contract will award and sign as below:

Between SCA and Disable Peoples' Organizations (DPOs) for Ghazni, Paktika, Logar, Mazar, Samangan and Juwzjan province.

Between AOAD and DPOs for Paktia and Khost province.

Between SCI and DPOs for Faryab and Sar-e-Pul province.

1.11 Last Date of Submission of Application

The soft copy of proposal along with scanned copies of last three years audit reports, if a company, registration certificate, Bylaw of the organization and details of executive committee has to be submitted by **April 12, 2020**. Applications received after April 12 , 2020; will not be accepted.

1.12 Contact Details

Email Wafa the Deputy Head of Disability Programme, from SCA; Hazrat Usman Miakhail from SCI and Abdul Khaliq Zazai from AOAD will be the contact person once the contract is made.

1.13 Confidentiality

All information in the contract between the two parties (SCA and selected DPO) shall be considered as confidential and not be shared with anyone unless legally obliged to do so.

Evaluation

Received proposal will evaluate by each organisation as below:

1. Received proposal for Ghazni, Paktika, Logar, Mazar, Samangan and Juwzjan province will evaluate by SCA.
2. Received proposal for Paktia and Khost province will evaluate by AOAD.
3. Received proposal for Faryab and Sar-e-Pul province will evaluate by SCI.

1.14 Selection methods and evaluation criteria

1.14.1 Evaluation Team of SCA

- 1.14.1.1 Head and Senior Disability Programme Specialist
- 1.14.1.2 Head of Civil Society and Capacity Development Unit
- 1.14.1.3 Head of Advocacy Unit

1.14.2 Project Quality Evaluation

The technical evaluation of the proposal will follow the criteria below:

- 1.14.2.1 Legal eligibility of civil society Organisation
- 1.14.2.2 Technical feasibility of the proposal
- 1.14.2.3 Advocacy approach and methodology
- 1.14.2.4 Completeness of the proposal
- 1.14.2.5 Monitoring and Evaluation plan
- 1.14.2.6 Specific experience in Child Protection and Child Safeguarding

The following specifics of the above criteria will be applied:

- 1.14.2.1 Legal eligibility – maximum 16 points
 - 1.14.2.1.1 DPOs legal identity: registration, Bylaws and Governing Board
 - 1.14.2.1.2 DPO identity and profile, relevant to the CFP
 - 1.14.2.1.3 DPO overall experience in implementing advocacy projects
 - 1.14.2.1.4 DPO experience in the target area where the project will be implemented
- 1.14.2.2 Technical feasibility of the proposal – maximum 16 points
 - 1.14.2.2.1 Well defined target groups and stakeholders
 - 1.14.2.2.2 Understanding of problems and needs of persons with physical and mental disability
 - 1.14.2.2.3 Proposed course of actions linked to the problem analysis
 - 1.14.2.2.4 Proposed course of action articulated clearly in the objectives
- 1.14.2.3 Advocacy approach and methodology –maximum 20 points

- 1.14.2.3.1 Articulated in full clarity one or two advocacy issues that persons with physical and mental disability face
- 1.14.2.3.2 Formulation of SMART advocacy goal/objective
- 1.14.2.3.3 Proposed advocacy approaches/tactics benefited from stakeholder analysis
- 1.14.2.3.4 Clarity of advocacy messages
- 1.14.2.3.5 Considers working with other DPOs/LGAs and others

1.14.2.4 Completeness of the proposal – maximum 16 points

- 1.14.2.4.1 Actions towards sustainability of the advocacy efforts
- 1.14.2.4.2 Clarity in identifying and managing associated risks
- 1.14.2.4.3 Articulated how the project could enhance DPO capacity
- 1.14.2.4.4 Required attachments

1.14.2.5 Monitoring and evaluation – maximum 12 points

- 1.14.2.5.1 Appropriateness of results to objectives and activities
- 1.14.2.5.2 Clarity on how the results will be achieved
- 1.14.2.5.3 Expected results are observable and measurable

Maximum points: 80 (16+16+20+16+12) points

To qualify, each applicant must receive a minimum total score of 53 points.

1.14.3 Budget evaluation efficiency and cost effectiveness of the project proposal

The budget evaluation scores are not assigned for cost. The budget evaluation follows the following criteria:

- 1.14.3.1 Cost considered prevailing acceptable market prices and standard practices
- 1.14.3.2 Completeness of cost proposal and supporting documentation.
- 1.14.3.3 Cost proposal aligned with the proposed activities and results
- 1.14.3.4 Overall cost control evidenced by (avoidance of excessive salaries, management oversight and other costs in excess of reasonable requirements).
- 1.14.3.5 Resource allocation showed priority on programmatic interventions.

Maximum points: 20 points

The total maximum score for both the technical and budget evaluation is 100 points where each element under each criterion is given a score of 0-4. Scoring explained as follows:

- 0 – none at all or no evidence that the applicant has clearly indicated so in the proposal
- 1– applicant’s response is up to 30% satisfactory
- 2– applicant’s response is more than 30 up to 60% satisfactory
- 3- Applicant’s response is more than 60 up to 80% satisfactory
- 4 – Applicant’s response is more than 80% satisfactory

Total maximum score = 80 +20 or 100 points

1.15 Award of contract

Award will be made to the 18 DPOs who achieved the highest combined technical and budget evaluation scores. Where two or more received the same scores, they will be counted separately. In cases where more than one DPOs occupy the last ranking, the one with the highest technical evaluation scores will be given priority.

1.16 Timetable

This call for proposal follows the following timeline

No	Activity	Date
1	Announcement of the call for proposals	25/03/2020
2	Deadline for submission	12/04/2020
3	Evaluating the submission	12/04/2020
4	Finalizing the list of grantees	13/4/2020 to 16/4/2020
5	Informing the applicants of the successful grantees	19/4/2020 to 21/4/2020
6	Agreement	22/4/2020 to 28/4/2020
7	Start of project implementation	01/5/2020 to 30/12/2020

Section 2 – Submission form

(Complete and sign the Proposal Form and Section 2 Additional Requirements)

PROPOSAL SUBMISSION FORM

Date: (DPO to insert the date)

RFP No. KMO- CFP- 2020 – 02; Call for Advocacy Project Proposals

To: Swedish Committee for Afghanistan
Kabul Management Office

Dear Sir/Madam:

We acknowledge receiving your CFP Documents and its accompanying attachments. We, the undersigned, have studied the same and submit the attached proposal that conforms with your CFP instructions.

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

Section 3: BUDGET SHEET

Name of
organization:
Project Ref #:
name of the
Project:
Project Period:

اسم ارگان :

شماره پروژه:

اسم پروژه:

تاریخ :

Activity code	Name of Activity	Details of activity	Account Code	Account Name	Amount of Account	Unit Type	#of unit	Unit rate	Quantity	Total Budget	Donor
Programme Cost / Direct cost											
01										0	
										0	
										0	
										0	
										0	
										0	
02										0	
										0	

										0	
										0	
										0	
										0	
Total Programme Cost										-	
Administrative Cost / Indirect cost											
	Administrative Cost									0	
										0	
										0	
										0	
04	Total Administrative cost										0 AFN
Total Administrative cost										-	AFN

Prepare by:

Name:

Title:

Stamp:

Approve By:

Name:

Title:

Section 4
SCA APPLICATION FORM

For SCA only

Project reference number:

Date of remittance:

Cover page

General Details:

1) Name of organisation

Name of the applying organisation, including acronym

2) Registration details of organisation

Name of the Ministry organisation is holding registration with. Registration number and valid date.

3) Project contact person

Name and title of the person in your organisation who is responsible for the application and communication with SCA

4) Executive committee members

Names, phone numbers and email addresses of the executive committee members who were consulted when the application was developed.

5) Contact details

Phone numbers and e-mail addresses of the organisation and the project contact person

6) Office address of the organization

7) Year the organization was established

8) Current number of staff

Number of permanent and non-permanent staff

9) Bank account details of organisation

Name of bank:

Account number:

Account name:

Address of the bank:

10) TIN number of the applying organisation:

TIN number:

TAX EXEMPTION letter:

Project information

1. Project title

The title of the project

2. Project period

Project period is 1 April – 31 December, 2020

3. Proposed budget for the project (attach the detail budget sheet as Annex 1)

The sum you apply for

Project proposal

*Keep in mind that your project should increase the rights of the target group.
Since this is an advocacy project the advocacy template below must help you respond to the questions that follow.*

Advocacy project analysis template

Issue/Problem (describe the problem which needs advocacy by answering the following questions:) 1. What is the problem? 2. Why is it a problem? 3. Why does the issue exist? 4. What are the potential impacts?	Advocacy Goal	Tools and tactics (to solve the issue/problem)	Stakeholder analysis (identify opponents, influencers, allies)	Advocacy messages	Timeline	Resources (human, financial, information, etc)

1. Problem analysis - why is the project needed (max ½ page)?

Tell us about the problems or needs of your target group that your project will address. You should not include historical information, but describe the situation today. (½ page)

2. Relevance

Why is it important to work on these problems or needs to improve the situation for your target group?

3. What do you want to achieve? Project objective

Describe what change you wish to create with this project in the long term perspective. The change should relate to the problems that you have described above.

4. What results do you want to see after this project? Expected results

What results or changes do you want to see after completing this project? The results should contribute to your long term objective described above. The results should be specific and be something that your organisation will be able to achieve within the project period. Add more boxes if you need.

Result 1	
Result 2	
Result 3	

5. How will you achieve your expected results (max ½ page)?

Tell us about the activities that you will carry out as part of this project. Your activities should help you to achieve the results that you have stated above. Add more boxes if you need.

Result	Activities
Result 1: <i>Type in the result from above here</i>	
Result 2: <i>Type in the result from above here</i>	
Result 3: <i>Type in the result from above here</i>	

6. Target group/s

Describe your target groups in the community that will be supported through the project.

Target group	Why is this project important for the target group?
Target group 1:	
Target group 2:	
Target group 3:	

7. Primary and secondary target group

Primary Target Group: persons who directly will benefit from the project

Category (for example: trainees, workshop participants, elders, Mullahs, teachers, people with disabilities, women with disabilities, children with disabilities, shura members)	Number of Women Target Group	Number of Men Target Group	Total

Secondary Target Group: persons who indirectly will benefit from the project

Category (for example: trainees, workshop participants, elders, Mullahs, teachers, people with disabilities, women with disabilities, children with disabilities, shura members)	Number of female Target	Number of male Target	Total



members)	Group	Group	

8. Stakeholders

What other groups, for example media, politicians, schools and others are involved in your project? These can be groups or institutions that you cooperate with or you are dependent on to be able to carry out your project. Add more boxes if you need.

Stakeholder	Your relationship with the stakeholder	Why is this stakeholder important for your project?

9. Geographical area of intervention

In which province and district/s/ will be the project implemented?

10. Lessons learned

Tell us what experiences and knowledge from your previous project/s that you will bring into this new project. Add more boxes if you need.

Lesson learned	How will you use this lesson in your project?
Lesson 1:	
Lesson 2:	
Lesson 3:	

11. Risk analysis

Do you see any risks that can make it more difficult to carry out this project? How can you manage those risks?

Risk: describe the risk	How will this risk affect your project?	How will you manage this risk?
Risk 1:		
Risk 2:		

Risk 3:		
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12. Monitoring

How will you monitor your project?

13. Capacity development (individual and organisational level)

Explain how the project will increase the competence of the members directly involved in the project implementation.	Explain how the project will contribute to developing the organisation's internal systems.	What changes do you want to see in your organisation after the project period?
Example 1:	System 1:	Change 1:
Example 2:	System 2:	Change 2:
Example 3:	System 3:	Change 3:

Annexes

1. Project budget (SCA template)
2. Timeline and job description (SCA template)
3. License of the organisation
4. Copy of organisational bank account card
5. Copy of official authorised signatory letter from bank
6. Copy of TIN and tax clearance certificate
7. Copy of tax exemption letter (If)

The accuracy of this application and the budget shall be attested by the project contact person and the president of the organisation

Project contact person

Date:

Name:

Signature:

President of the organisation

Date:

Name:

Signature: