

HARAKAT - Afghanistan Investment Climate Facility Organization (H-AICFO)

Request for Quotation (RFQ)

RFP/WEI-1/2020

Capacity and Business development of 200 Women Owned Businesses & Renovation and Activation of 6 Women Business Markets in Kabul and five regions

1. RFQ No.	RFP No.: RFP/WEI- 1/2020
2. Issue Date	Issued on: 29 th March 2020
3. Title	Capacity and Business development of 200 Women Owned Businesses & Renovation and Activation of 6 Women Business Markets in Kabul and five regions
4. Issuing office & address for submission of quotes	Submit hard sealed copy with Sign and stamp to Harakat Office at: Street# 3 (right), House #1 (right), Shahr-e- Naw, Charah-e-Ansari toward Klolapushta, Kabul – Afghanistan
5. Deadline for Receipt of Quotes	1 PM, Kabul local time on April 14 th , 2020
6. Point of Contact	HARAKAT Procurement procurement@harakat.af
7. Basis for Award	An award will be made based on the Trade Off Method. The award will be issued to the bidder who provides the best value to Harakat using a combination of technical and cost/price factors.
8. Eligibility Criteria	Registered companies and Individuals with prior relevant experience and capacity.

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Scope of Work (SoW)

Background

Despite of national and international efforts business women still need to be empowered economically. In order to succeed in income generating activities Afghan women continue to require institutional support on the road to gender equity in the private sector. In particular, women will need to gain market demand-driven skills trainings on Financial Management, Packaging, Labeling and Branding, Marketing, Business planning, Quality standards and certifications, Standard Operating Procedures (SOPs), Leadership and other required technical trainings for women businesses/entrepreneurs. Not only because of the cultural and social restriction but also lack of required skills as per market demand has caused women in businesses to remain in small and medium-sized enterprises with insufficient resources and these factors contributed for not playing a significant role in the economy or remain in informal sector.

Under the overall supervision of AWCCI and Harakat head quarter, the selected Training provider under this Request for Proposal is expected to provide the necessary training using the findings of a study done by AWCCI on Internal Growth Factors of women's businesses in 5 major provinces of Afghanistan, women involved in businesses will be supported in five economic zones (Kabul, Balkh, Herat, Nangarhar, and Kandahar) with skills training to increase their chances of success. The focus for design and delivery of skills trainings will be placed on resource mobilization, capacity building training, market linkages, transfer of knowledge and mentoring. Harakat follows a demand-driven approach to skills development to support entrepreneurs based on market demand.

In Afghanistan, unlikely women owned and run businesses don't have a permanent place for business networking, promotion and branding their products. This need had realized when the women's markets were established by the Afghan government entities in deferent provinces in Afghanistan, but; the model couldn't sustain and became dysfunctional after the passage of time. AWCCI's rapid assessments concludes that these markets need reform and rebrand the markets in order to improve their physical infrastructure, introduce innovative approaches for the women business continuity, development and sustainability.

Harakat brought up AWCCI formal request to ensure the sustainability and effective use of women's markets for marketing, exhibiting, designing and packaging women's products, linking women to physical and online selling opportunities, and networking with rural and urban women owned enterprises and homemade products.

Objective

The specific objective under the WEI programme pillar of the Afghanistan Investment Climate Programme AICP is unlock women entry into markets to help improve their businesses, profitability through innovation and ease of doing business and to remove regulatory barriers. H – AICFO is led by an overall objective to make Afghanistan a better place to do business for both men and women and has a standalone programme

pillar for Women Economic Inclusion (WEI). Women's economic empowerment measures women's roles and engagement in the economy in the following five areas:

- Decision making authority over the business activity;
- Access to and decision-making power over productive resources;
- Control over use of income;
- Leadership roles within the community; and
- Time use

1. Specific Service Required

The selected 200 women Owned Businesses to acquire the professional business skills expected in the identified trades and businesses.

- To develop the capacity of women businesses to better manage their finances, projections and to be able to get accesses to financial resources through skills and hands-on training programs.
- To enhance their ability to produce quality standard products with proper packaging, labelling and branding as well using Made by Afghan Women (MBAW) Trade Mark
- To increase their knowledge and understanding of quality standards demanded in the market place.
- To enhance their marketing and business planning skills to ensure their growth in the market.

Component 1) Design demand-driven skills trainings for women business owners:

- Based on a study done by AWCCI on Internal Growth Factors of women's businesses in 5 major provinces of Afghanistan, three main areas are identified and evaluated; 200 women business owners trained in business management disaggregated by province/region. 200 employees of women-owned businesses are trained in skills required for them to continue their jobs and help businesses succeed and expand. Also developing Standard Operating Procedures (SOPs) developed for the 200 women owned businesses.
- Women Business Owner's skills and qualifications,
- Employees/Labors Skills and qualifications and
- Internal Systems of women businesses.

Component 2) Provide demand-driven skills training to meet market needs: Capacity building training informed by the following:

- Training needs assessment of the participants and their capacity, including entrepreneurial competencies;
- Analysis and basic study of the value chain or sector/sub-sector;
- Technical feasibility and economic viability;
- Market situation analysis;
- Levels of both business management and technical skills; and
- Matching enterprise and entrepreneur's needs and requirements.

Component 3) To ensure the sustainability and effective use of women's markets, Young women (Tech and Educated generation) will be trained to help run the markets, manuals will be developed and mechanisms will be set up for carrying out the proposed activities. It will provide an ambience of traditional market for more contemporary needs, it will further provide a synthesis of craft, food and cultural activities. These are the exit and sustainability strategy. The groups of women entrepreneurs will take charge of running and maintaining the hubs. Besides, through the project phase the number of events and footfall will be ensured by women's initiatives so when the project is finished the same continues.

2. Specification:

- Training material including stationary, tools and equipment required for the training to be provided by the selected Training provider
- The trainees must be able to perform the maximum knowledge and expertise required to run their businesses successfully.
- The training program should ensure achievements of the objectives set
- Feedback report from the participants on the training provided and their whole experience to be completed and shared with AWCCI and HARAKAT.
- A certified certificate to be issued after successfully completing the course endorsed and recognized by a credible institution such as AWCCI and HARAKAT
- Submission of documentation report before and at the end of the program comprising the salient features of the training activity under this program, suggestions and recommendations emerging from the participants, compilation and an analytical note of the evaluation sheet (pre evaluation and post evaluation) submitted by the participant
- Qualified and experienced trainers provided for delivery of training in Finance, Projection, Quality Assurance, Business development and Marketing
- Adopted and effective curriculum for the training required based on recognized training modules.
- Trainer's performance evaluation conducted on a monthly basis by the training provider
- Trainees' educational evaluation conducted on a monthly basis by the training provider.
- Monthly and Final training implementation and financial reports presented to AWCCI / HARAKAT Kabul.
- Established efficient coordination of training activities with AWCCI and HARAKAT.
- Provided satisfactory administrative and logistical support through provision of necessary operations services.
- Ensure effective training outputs progress monitoring systems that has been developed and are in use.
- Trainees graduated and obtained sufficient theoretical and practical training and are ready for running their businesses.
- The Contractor's performance will therefore be measured against the indicators outlined.

3. EXPECTATION FROM SELECTED TRAINING PROVIDER:

The following work will be required from the selected Training provider:

- Advise on effective training delivery methods to AWCCI /HARAKAT for each part of the proposed learning topic with specific time frame. The methods used should be relevant, effective, varied, simple and captivating and will end up with an accredited training certification issued upon successfully completing the training requirements for a period not exceeding three months.
- Provide embedded Health, Safety and Environment lectures
- Provide project implementation plan
- Provide tools and raw materials required for the training, in addition to safety equipment and uniforms necessary for the training and any other applicable provisions.
- Provide in-house accommodation for trainees including meals daily and refreshments
- Ensure sufficient technical and administrative staff is available for the trainers to ensure the effectiveness of the learning event.
- Ability to measure and report on the effectiveness of the trainers (as opposed to the substance and methods) and implement additional training or coaching.

Provide trainees upon completion of the course with tool kits relevant to their businesses and training.

Provide description and the list of toolkit instruments for each business women.

GENERAL RESPONSIBILITIES/REQUIREMENTS

The Services shall also include some duties normally performed by AWCCI and HARAKAT staff, which includes the establishment and maintenance of contacts with counterparts and other stakeholders.

These shall include, yet not be limited to, liaising and maintaining strong working relations with all stakeholders and obtain all required letters, approvals, documentation...etc.

4. REPORTING

- The selected Training provider shall provide AWCCI/ HARAKAT with bi-weekly progress reports including:
- Attendance register reflecting the numbers and names of trainees trained for the period for each category
- Progress and evaluation report for the trainees
- List of activities undertaken and training accomplished

AWCCI and HARAKAT hold the right to involve its own media reporting channels at any relevant time. Prior verbal notification will be given to the selected Training provider to coordinate the required media coverage.

5. TRANSLATION OF DOCUMENTS

The selected Training provider shall not convey any Dari and Pashto language correspondences to AWCCI all official correspondences with the counterparts and other relevant material shall be translated to the English language plus two national languages. The contractor shall always submit the Dari/Pashto version together with the translated version.

6. STAFF REQUIREMENTS/TRAINERS

- A degree in relevant field of experience from a recognized training center
- Strong professional background in providing similar training
- Certified Trainer in his field of specialty
- The invited Service provider shall confirm the availability of all Key Experts included in the Proposal
- Trainers and company shall have more than five years of practical solid training experience
- Specific experience of the Service provider (as a firm) relevant to the Assignment

7. Competencies:

- Excellent interpersonal skills
- Political, cultural sensitivity and commitment to diversity
- Communicates effectively with and relates to people of different cultures, demonstrating an ability to see issues from different perspective.
- Approach and Methodology
- Transfer of knowledge
- Work Plan
- Organization and Staffing

{Notes to Service provider: Harakat will assess whether the proposed methodology is clear, responds to the TORs, work plan is realistic and implementable; overall team composition is balanced and has an appropriate skills mix; and the work plan has right input of Expert}

8. Service provider's Organization and Experience

A brief description of the Service provider's organization and an outline of the recent experience of the Service provider that is most relevant to the assignment. In the case of a joint venture, information on similar assignments shall be provided for each partner. For each assignment, the outline should indicate the names of the Service Provider's Key Experts and Sub-contractors who participated, the duration of the assignment, the contract amount (total and, if it was done in a form of a joint venture or a sub-contract, the amount paid to the Service provider), and the Service provider's role/involvement.

9. Service Provider's Organization

- Provide here a brief description of the background and organization of your company, and – in case of a joint venture – of each member for this assignment.
- Include organizational chart, a list of Board of Directors, and beneficial ownership

10. Service Provider's Experience

- List only previous similar assignments successfully completed in the last 5 years.
- List only those assignments for which the Service provider was legally contracted by Client as a company or was one of the joint venture partners. Assignments completed by the Service provider's individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Service provider, or that of the Service provider's partners or sub-contractors, but can be claimed by the Experts themselves in their CVs. The Service provider should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by Harakat.

11. Evaluation Criteria

1	Submission, Sealing, and Marking of Proposals	<p>1.1. The Service provider shall submit a signed and complete Proposal comprising the documents and forms in accordance with Clause 9 (Documents Comprising Proposal). The submission can be done by mail or by hand. If specified in the Data Sheet, the Service provider has the option of submitting its Proposals electronically.</p> <p>1.2. For electronic submission of RFP (if specified in the Data Sheet), all signed documents must be submitted to Harakat (via the RFP email box) as a scanned copy of the original. An electronic/pre-scanned signature inserted into an electronic document will not be accepted by Harakat as part of a compliant RFP response.</p> <p>1.3. An authorized representative of the Service provider shall sign the original submission letters in the required format for both the Technical Proposal and, if applicable, the Financial Proposal and shall initial all pages of both. The authorization shall be in the form of a written power of attorney attached to the Technical Proposal.</p> <p>1.4. A Proposal submitted by a Joint Venture shall be signed by all members so as to be legally binding on all members, or by an authorized representative who has a written power of attorney signed by each member's authorized representative.</p>
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2.	Confidentiality	<p>2.1. From the time the Proposals are opened to the time the Contract is awarded, the Service provider should not contact Harakat on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the</p>

		<p>Service providers who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Contract award information.</p> <p>2.2. Any attempt by shortlisted Service providers or anyone on behalf of the Service provider to influence improperly Harakat in the evaluation of the Proposals or Contract award decisions may result in the rejection of its Proposal.</p> <p>2.3. Notwithstanding the above provisions, from the time of the Proposals' opening to the time of Contract award publication, if a Service provider wishes to contact Harakat on any matter related to the selection process, it should do so only in writing. It should be addressed to procurement@harakat.at</p>
3.	Opening of Technical Proposals	<p>3.1 Harakat's evaluation committee shall conduct the opening of the Technical Proposals in the presence of the shortlisted Service providers' authorized representatives who choose to attend (in person). The opening date, time and the address are stated in the Data Sheet. The envelopes with the Financial Proposal shall remain sealed and shall be securely stored until they are opened in accordance with Clause 22 of the ITC.</p> <p>3.2 At the opening of the Technical Proposals the following shall be read out: (i) the name and the country of the Service provider or, in case of a Joint Venture, the name of the Joint Venture, the name of the lead member and the names and the countries of all members; (ii) the presence or absence of a duly sealed envelope with the Financial Proposal; and (iii) any modifications to the Proposal submitted prior to proposal submission deadline.</p>
4.	Proposals Evaluation	<p>4.1 The evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.</p> <p>4.2 The Service provider is not permitted to alter or modify its Proposal in any way after the proposal submission deadline. While evaluating the Proposals, Harakat will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p>
5.	Evaluation of Technical Proposals	<p>5.1 Harakat's evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and the RFP, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score indicated in the Data Sheet.</p>

6.	Financial Proposals	<p>6.1 Following the ranking of the Technical Proposals, when the selection is based on quality only (QBS), the top-ranked Service provider is invited to negotiate the Contract.</p> <p>6.2 The Financial Proposal of the technically top-ranked Service provider is opened by Harakat's evaluation committee. All other Financial Proposals are returned unopened after the Contract negotiations are successfully concluded and the Contract is signed.</p>
7.	Public Opening of Financial Proposals	<p>7.1 After the technical evaluation is completed, Harakat shall notify those Service providers whose Proposals were considered non-responsive to the RFP and TOR or did not meet the minimum qualifying technical score (and shall provide information relating to the Service provider's overall technical score, as well as scores obtained for each criterion and sub-criterion) that their Financial Proposals will be returned unopened after completing the selection process and Contract signing. Harakat shall simultaneously notify in writing those Service providers that have achieved the minimum overall technical score and inform them of the date, time and location for the opening of the Financial Proposals. The opening date should allow the Service providers sufficient time to make arrangements for attending the opening. The Service provider's attendance at the opening of the Financial Proposals (in person) is optional and is at the Service provider's choice.</p> <p>7.2 The Financial Proposals shall be opened by Harakat's evaluation committee in the presence of the representatives of those Service providers whose proposals have passed the minimum technical score. At the opening, the names of the Service providers, and the overall technical scores, including the breakdown by criterion, shall be read aloud. The Financial Proposals will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded.</p>
8.	Correction of Errors	<p>8.1 Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Financial Proposal.</p>
9.	Taxes	<p>9.1 Harakat's evaluation of the Service provider's Financial Proposal shall exclude taxes and duties in Afghanistan in accordance with the instructions in the Data Sheet.</p>

10.	Conversion to Single Currency	10.1 For the evaluation purposes, prices shall be converted to a single currency using the selling rates of exchange, source and date indicated in the Data Sheet.
11.	Combined Quality and Cost Evaluation	11.1 In the case of QCBS, the total score is calculated by weighting the technical and financial scores and adding them as per the formula and instructions in the Data Sheet. The Service provider achieving the highest combined technical and financial score will be invited for negotiations.
Negotiations and Award		
12.	Negotiations	<p>11.1 The negotiations will be held with the Service provider's representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of the Service provider.</p> <p>11.2 Harakat shall prepare minutes of negotiations that are signed by Harakat and the Service provider's authorized representative.</p>
	a. Availability of Key Experts	<p>11.3 The invited Service provider shall confirm the availability of all Key Experts included in the Proposal as a pre-requisite to the negotiations, or, if applicable, a replacement in accordance with Clause 11 of the ITC. Failure to confirm the Key Experts' availability may result in the rejection of the Service provider's Proposal and Harakat proceeding to negotiate the Contract with the next-ranked Service provider.</p> <p>11.4 Notwithstanding the above, the substitution of Key Experts at the negotiations may be considered if due solely to circumstances outside the reasonable control of and not foreseeable by the Service provider, including but not limited to death or medical incapacity. In such case, the Service provider shall offer a substitute Key Expert within the period of time specified in the letter of invitation to negotiate the Contract, who shall have equivalent or better qualifications and experience than the original candidate.</p>
	b. Technical negotiations	11.5 The negotiations include discussions of the Terms of Reference (TORs), the proposed methodology, Harakat's inputs, the special conditions of the Contract, and finalizing the "Description of Services" part of the Contract. These discussions shall not substantially alter the original scope of services under the TOR or the terms of the contract, lest the quality of the final product, its price, or the relevance of the initial evaluation be affected.
	c. Financial negotiations	11.6 The negotiations include the clarification of the Service provider's tax liability in Afghanistan and how it should be reflected in the Contract.

		<p>11.7 If the selection method included cost as a factor in the evaluation, the total price stated in the Financial Proposal for an Output Based contract shall not be negotiated.</p> <p>11.8 In the case of a Time-Based contract, unit rates negotiations shall not take place, except when the offered Key Experts and Non-Key Experts' remuneration rates are much higher than the typically charged rates by service providers in similar contracts. In such case, Harakat may ask for clarifications and, if the fees are very high, ask to change the rates.</p> <p>11.9 The format for (i) providing information on remuneration rates in the case of Quality Based Selection; and (ii) clarifying remuneration rates' structure under Clause 27.8 above, is provided in Appendix A to the Financial Form FIN-3: Financial Negotiations – Breakdown of Remuneration Rates.</p>
13.	Conclusion of Negotiations	<p>12.1 The negotiations are concluded with a review of the finalized draft Contract, which then shall be initialed by Harakat and the Service provider's authorized representative.</p> <p>12.2 If the negotiations fail, Harakat shall inform the Service provider in writing of all pending issues and disagreements and provide a final opportunity to the Service provider to respond. If disagreement persists, Harakat shall terminate the negotiations informing the Service provider of the reasons for doing so. Harakat will invite the next-ranked Service provider to negotiate a Contract. Once Harakat commences negotiations with the next-ranked Service provider, Harakat shall not reopen the earlier negotiations.</p>
14.	Award of Contract	<p>13.1 After completing the negotiations Harakat shall sign the Contract; publish the award information as per the instructions in the Data Sheet; and promptly notify the other shortlisted Service providers.</p> <p>13.2 The Service provider is expected to commence the assignment on the date and at the location specified in the Data Sheet.</p>

12. Deliverables

- Plan, organize and manage activities assigned for the WBIAHs
- Perform initial assessments for each business before and after starting up
- Develop detailed business plans and operating manuals for the WBIAHs
- Create learning materials such as training documents and presentations
- Provide training to minimum 60 women to run the Innovation and Acceleration hubs.
- Provide training minimum 30 women businesses Innovation and Acceleration Hubs.
- Developing WBIAHs operational Manual, Guides and other institutional documents

- Based on AWCCI clients' requirement, work on projecting and operation manuals
- Collect as much information about Women's businesses as possible
- Understand clients' needs and wants
- Determine the WBIAHs KPIs, track and prepare reports based on KPIs
- Analyze business practices and recommending improvements
- Write reports on data that affect business performance
- Obtain new clients and finding new business opportunities
- Produce written content, proposals, and marketing materials
- Conduct networking with clients, potential business women, and other consultants
- Suggest improvements to systems such as IT infrastructure and workflows
- Travel between different job sites (provinces) and working with various business women and stakeholder
- Establish the importance of regulatory and compliance measures and avoid risk during changes
- Represent the AWCCI at community events, functions, and meetings
- Improve new member involvement and engagement in AWCCI activities
- All other duties as may be required.

A. General	
ITC Clause Reference	
2.1	Method of selection: QCBS
2.2	The name of the assignment is: <i>Public Private Partnership Program for the Central Partnership Authority (CPA)</i>
2.3	A pre-proposal conference will be held: <i>No</i>
2.4	Harakat will provide the following inputs, project data, reports, etc. to facilitate the preparation of the Proposals: <i>N/A</i>
B. Preparation of Proposals	
9.1	<p>This RFP has been issued in the English language.</p> <p>Proposals shall be submitted in English language.</p> <p>All correspondence exchange shall be in English language.</p>
10.1	<p>The Proposal shall comprise the following:</p> <p>1st Inner Envelope with the Technical Proposal:</p> <ol style="list-style-type: none"> (1) Power of Attorney to sign the Proposal (2) TECH-1 (3) TECH-2 (4) TECH-3 (5) TECH-4 (6) TECH-5 (7) TECH-6 (8) <u>CD containing the soft copy of the technical proposal (only)</u>

	<p>AND</p> <p>2d Inner Envelope with the Financial Proposal:</p> <p>(1) FIN-1 (2) FIN-2 (3) FIN-3 (4) FIN-4</p>
12.1	Proposals must remain valid for 90 calendar days after the proposal submission deadline (i.e., until: June 25 2020).
13.1	<p>Clarifications may be requested no later than March 31, 2020</p> <p>The contact information for requesting clarifications is:</p> <p><i>Harakat–Afghanistan Investment Facility Organization House #2, Street 3 of Kolola Pushta, righ lane, Kabul, Afghanistan E-mail: procurement@harakat.af</i></p>
14.3 (do not use for Fixed Budget method)	<p>Estimated total cost of the assignment:</p> <p>TBD</p>
14.5 and 27.2 use for Fixed Budget method	N/A
16.1	<p>(1) <i>a accommodation allowance, for experts for every day of absence from the home office for the purposes of the Services;</i></p> <p>(2) <i>cost of travel by the most appropriate means of transport and the most direct practicable route;</i></p> <p>(3) <i>cost of office accommodation, including overheads and back-stop support;</i></p> <p>(4) <i>communications costs;</i></p> <p>(5) <i>cost of purchase or rent or freight of any equipment required to be provided by the Service providers;</i></p> <p>(6) <i>cost of reports production (including printing) and delivering to Harakat;</i></p> <p>(7) <i>other allowances where applicable and provisional or fixed sums (if any).</i></p>
16.2	A price adjustment provision applies to remuneration rates: <i>No</i>
16.3	Tax law of Afghanistan will be applicable across the tenure of the project.
16.4	The Financial Proposal shall be stated in the following currencies: US Dollars

	The Financial Proposal should state local costs in Harakat's country currency (local currency): No
C. Submission, Opening and Evaluation	
17.1 & 17.2	The Service providers " shall not " have the option of submitting their Proposals electronically.
17.6	<p>The Service provider must submit:</p> <p>(a) Technical Proposal: one (1) original, 2 (Two) hard copies and CD containing the soft copy;</p> <p>(b) Financial Proposal: one (1) original only.</p>
17.7 and 17.9	<p>The Proposals must be submitted no later than:</p> <p>Date: April 5, 2020</p> <p>Time: 12.00 Hrs. Kabul Time</p> <p>The Proposal submission address is:</p> <p><i>Harakat–Afghanistan Investment Climate Program</i> <i>Address: House #2, Street 3 of Kolola Pushta, right lane, Kabul, Afghanistan</i></p>
19.1	<p>The opening shall take place at: "same as the Proposal submission address"</p> <p>Date: TBA</p> <p>Time: TBA</p>
21.1	<p>Criteria, sub-criteria, and point system for the evaluation of the Full Technical Proposals:</p> <p style="text-align: right;"><u>Points</u></p> <p>(i) Specific experience of the Service provider (as a firm) relevant to the Assignment: 10</p> <p>(ii) Adequacy and quality of the proposed methodology, and work plan in responding to the Terms of Reference (TORs): 25</p> <p><i>{Notes to Service provider: Harakat will assess whether the proposed methodology is clear, responds to the TORs, work plan is realistic and implementable; overall team composition is balanced and has an appropriate skills mix; and the work plan has right input of Experts}</i></p> <p>The number of points to be assigned shall be determined considering the following three sub-criteria and relevant percentage weights:</p> <p>a. Approach and Methodology: Provide a clear and relevant design and methodology, evidence of your ability to deliver according to the ToR, a clear outline of approach, of capacity building approaches.</p> <p>b. Work Plan: Provide a clear work-plan for the implementation phase, which reflects a strong understanding and approach to the ToR and outputs, providing indicative timescales and clearly identifiable targets, and resource requirements, for delivering the programme outputs. Clear mobilization and Inception work-plans also demonstrated.</p>

	<p>c. Organisation and Staffing: Demonstrate capabilities of team to deliver the TORs, and appropriate resource allocation across all levels of responsibility. Demonstrated expertise of the senior leadership team to design and conduct project TOR requirements, including technical, management and leadership and coordination skills. Appropriate distribution of staff timing, team/management structure including number and balance of days input. This includes distribution across team members in country; distribution of effort across senior team members and supplementary; and indication of time in country for team members not based in Afghanistan</p> <p>(iii) Key Experts’ qualifications and competence for the Assignment: <i>{Notes to Service provider: each position number corresponds to the same for the Key Experts in Form TECH-6 to be prepared by the Service provider}</i> 20</p> <table> <tr> <td>a) Position K-1: Team Leader/Project Manager</td><td>3</td></tr> <tr> <td>b) Position K-2: Trainer – Skill training women business</td><td>3</td></tr> <tr> <td>c) Position K-3: Trainer – demand driven women business</td><td>3</td></tr> <tr> <td>d) Position K-4: trainer – sustainability of women business</td><td>3</td></tr> <tr> <td>e) Position K-5: Translator</td><td>2</td></tr> <tr> <td>e) Position K-6: Capacity building material</td><td>3</td></tr> <tr> <td>f) Position K-7: Standard Operating Procedures (SOPs)</td><td>3</td></tr> </table> <p>The number of points to be assigned to each of the above positions shall be determined considering the following three sub-criteria and relevant percentage weights:</p> <ul style="list-style-type: none"> ○ General qualifications (general education, training, and experience): ○ Adequacy for the Assignment (relevant education, training, experience in the sector/similar assignments) ○ Relevant experience in the region (working level fluency in local language(s)/knowledge of local culture or administrative system, government organization, etc.) <p>(iv) Transfer of knowledge (training) program (relevance of approach and methodology): Total points for criterion (iv): 25</p> <p>Total Marks for technical evaluation 80 </p> <p>The minimum technical score (St) required to pass is: 60</p>	a) Position K-1: Team Leader/Project Manager	3	b) Position K-2: Trainer – Skill training women business	3	c) Position K-3: Trainer – demand driven women business	3	d) Position K-4: trainer – sustainability of women business	3	e) Position K-5: Translator	2	e) Position K-6: Capacity building material	3	f) Position K-7: Standard Operating Procedures (SOPs)	3
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25.1	<p>For the purpose of the evaluation, Harakat will exclude: (a) all local identifiable indirect taxes such as sales tax, excise tax, VAT, or similar taxes levied on the contract’s invoices; and (b) all additional local indirect tax on the remuneration of services rendered by non-resident experts in Afghanistan. If a Contract is awarded, at Contract negotiations, all such taxes will be discussed, finalized (using the itemized list as a guidance but not limiting to it) and added</p>														

	to the Contract amount as a separate line, also indicating which taxes shall be paid by the Service provider and which taxes are withheld and paid by Harakat on behalf of the Service provider.
26.1	<p>The single currency for the conversion of all prices expressed in various currencies into a single one is: US Dollars</p> <p>The official source of the selling (exchange) rate is: <i>Da Afghanistan Bank</i></p> <p>The date of the exchange rate is: <i>Closing date for the proposal submission</i></p>
27.1 (QCBS only)	<p>The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.</p> <p>The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:</p> <p>$Sf = 100 \times Fm / F$, in which “Sf” is the financial score, “Fm” is the lowest price, and “F” the price of the proposal under consideration.</p> <p>The weights given to the Technical (T) and Financial (P) Proposals are: T = 80 and P = 20</p> <p>Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: $S = St \times T\% + Sf \times P\%$.</p>
	D. Negotiations and Award
30.1	<p>The publication of the contract award information following the completion of the contract negotiations and contract signing will be done as following:</p> <p><i>Harakat, Jobs.af and ACBAR websites</i></p>
30.2	<p>Expected date for the commencement of the Services: Date: Immediately after signing the contract</p>