



# The Asia Foundation

## REQUEST FOR PROPOSALS The Asia Foundation Afghanistan

**Program Office:** Policy and Research

**Funding Opportunity Title:** **Flash Surveys on Perceptions of Peace, the Economy and Covid-19 in Afghanistan -*Field Work Monitoring***

**Announcement Type:** Request for Proposal

**Funding Opportunity Number:** TAF-SURVEY-JUNE -2020-021

**Deadline for Applications:** July 7, 2020, 04:00 pm Kabul time in PDF format via email to the email address provided on page 7 of this RFP.

### CONTACT INFORMATION

For all queries contact the Foundation's Procurement Department ([country.afghanistan.procurement@asiafoundation.org](mailto:country.afghanistan.procurement@asiafoundation.org)). No personal visits or telephone calls shall be entertained.

### THE PROCUREMENT UNIT

The Asia Foundation  
House # 861, Street # 1  
Shirpour, District-10, (Sub Street of Shirpour Project)  
Kabul, Afghanistan.

### CHECKLIST OF DOCUMENTS INCLUDED IN PROPOSAL

Documents / Content to be included in the RFP	Yes	No	Please explain if "No" has been checked.
Technical proposal	<input type="checkbox"/>	<input type="checkbox"/>	
CVs of key staff and core personnel	<input type="checkbox"/>	<input type="checkbox"/>	
Summary table of similar projects	<input type="checkbox"/>	<input type="checkbox"/>	
Letters of recommendation	<input type="checkbox"/>	<input type="checkbox"/>	
Implementation plan	<input type="checkbox"/>	<input type="checkbox"/>	
Risk assessment plan	<input type="checkbox"/>	<input type="checkbox"/>	
Budget and budget narrative	<input type="checkbox"/>	<input type="checkbox"/>	
M&E strategy/manual distinct from M&E Plan in body of technical	<input type="checkbox"/>	<input type="checkbox"/>	
Gender equity policy	<input type="checkbox"/>	<input type="checkbox"/>	
Copies of last two years of annual audit reports	<input type="checkbox"/>	<input type="checkbox"/>	
Bidder's declaration	<input type="checkbox"/>	<input type="checkbox"/>	



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### I. BACKGROUND SUMMARY

The Asia Foundation (the Foundation) is a non-profit, non-governmental organization committed to the development of a peaceful, prosperous, just, and open Asia-Pacific region. Drawing on 60 years of experience, the Foundation supports initiatives to improve governance, law and civil society; women's empowerment; economic reform and development; sustainable development and the environment; and international relations. The Asia Foundation has offices in 18 countries throughout Asia and is headquartered in San Francisco. In Afghanistan, the Foundation supports four primary themes: Governance and Law, Women's Empowerment, Education, and Survey/Research and Knowledge Development.

In the Policy and Research department, the Foundation, with the support of a number of donors, is implementing a three-wave project titled *Flash Surveys on Perceptions of Peace, the Economy and Covid-19 in Afghanistan*.

#### Project background

As the COVID-19 pandemic ravages across the globe causing destruction in its' path and crippling economies, no country is immune to the multifaced effects of the virus. The summer of 2020 in Afghanistan will be a defining moment for the war-torn nation as the spread of the virus has already significantly affected Afghanistan, not only in complicating the peace talks, but also [heightening economic woes](#), forcing border crossing closures, the influx of returnees and migrant workers, [disrupting commercial and humanitarian deliveries](#), and further stressing an already [fragile healthcare system](#).

**COVID-19:** Afghanistan's healthcare system, devastated by decades of war, is "woefully unprepared for a major outbreak" and remains [inadequate](#). The [Special Inspector General for Afghanistan Reconstruction](#) warns it is "likely the country will confront a health disaster in the coming months." The stark reality of COVID-19 in Afghanistan in terms of detecting, isolating, treating, and managing the spread of infection is grim.

**ECONOMY:** The government shut down in March 2020 and direction for the public to shelter at home, had prohibited most individuals from working, caused further economic strain on a population that is already living well below the poverty level. In addition, Afghans engaged as daily wage earners or gig workers in the informal sector remained unable to find work. These workers are at the bottom of the economy, with no savings or safety net to fall back on.

**PEACE:** In addition to the economic consequences of the pandemic, COVID-19 has underscored the urgency for peace in Afghanistan to [unprecedented](#) levels. While the [Agreement for Bringing Peace to Afghanistan](#) was signed in late February between the United States and the Taliban, to date, very little has transpired in tangible steps towards ending the war.

A panel survey is proposed to measure attitudinal changes across the three waves. To account for attrition, staggered sample sizes are recommended, with the largest sample size in the first wave. A sample size of 5,000–3,000 surveys across all 34 provinces is proposed to provide estimates for the national level for each wave (5,000 in wave 1; 4,000 in wave 2; and, 3,000 in wave 3) totaling 12,000



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interviews across the three waves. If a panel survey is not possible due to attrition, randomized digit dialing (RDD) will be applied during wave 2 and 3, with only adults over the age of 18 are to be interviewed.

### II. PURPOSE OF THE RFP

The Foundation is seeking a national Afghan company to serve as the Implementing Partner (IP) for the “Flash Surveys on Perceptions of Peace, the Economy and Covid-19 in Afghanistan” project. Using a transparent and merit-based process, the Foundation will select an IP to conduct monitoring activities of the fieldwork and data collection process of this project. The IP will work closely with the Foundation to develop and implement the project related activities. The IP must also agree to provide priority to direct observations over back-checks, as these may improve the ability to respond to field challenges in real-time.

### III. PROJECT DESCRIPTION

The proposed *Flash Survey is a telephone survey using a random digit dialing method*. The aim of this project is to monitor the implementation of the flash surveys project that collects data on the perceptions of Peace, the Economy and Covid-19 in Afghanistan, in all 34 provinces of the country. the survey will be conducted once a month for three waves, fieldwork for each wave will last around two weeks.

**Component 1** will consist of monitoring enumerator trainings conducted by a third-party IP in charge of fieldwork; this includes at the third-IP office and in the provincial training locations;

**Component 2** will consist of in-depth interviews with third-party IP fieldwork supervisors;

**Component 3** will consist of monitoring the telephone interviews (with 10% of completed interviews selected for monitoring and back-checks.); and

**Component 4** will consist of a final report identifying enumerators by their third-party IP handles when documenting all forms of fieldwork challenges so that TAF can remove poor quality data from the final dataset.

### IV. STATEMENT OF WORK

The RFP is requesting national organizations to submit their technical and financial proposals for facilitating the project activities. The activities listed below are given as rough outlines so that organizations submitting proposals could further develop them into structured set of activities based on the given methodology in their technical proposal.

#### **Component 1: Monitoring Enumerator Trainings and Report**

Activity 1.1 Senior M&E specialist to visit trainings in Kabul and provinces (where possible); and

Activity 1.2 Report should contain: verification that training components were/were not covered during each session; the number and gender composition of enumerators, their place of residence (province) and origin (province); and assessment of fieldwork challenges/risks.

#### **Component 2: In-depth interviews with third-party IP fieldwork supervisors**

Activity 2.1 Include in report results from interviews with randomly selected enumerators to confirm that (1) enumerators fully understand the objectives of the survey, (2) are familiar with the data collection instrument, and (3) understand how to administer the Kish grid and sampling techniques and use of skip logic on questions.



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### Component 3: Monitoring Survey Fieldwork

Activity 3.1 Monitoring of 10% of all surveys and data collection

Activity 3.2 **Real-Time Phone Calls and Emails** with the TAF Policy and Research Department to document challenges as they occur rather than ex-post facto; and

Activity 3.3 Identifying poor quality data to omit from the final dataset, while also recording the reasons for omission.

### Component 4: Final Report

Activity 4.1 Enumerator identification numbers for each enumerator is flagged for quality control reasons, along with the quality control reason, in Excel; and

Activity 4.2 Full Report on quality standards, including detailed challenges and recommendations for 2020 fieldwork.

## V. MONITORING AND EVALUATION

In order to monitor and evaluate projects, the Foundation has a standard monitoring and evaluation system in place, which is designed to assess outcomes of every project from time-to-time and ensure that activities of projects are consistent with the overall project goals and objectives. Despite the fact that TAF doesn't require implementing partners to employ its existing M&E system, it is a requirement that proposals include a detailed monitoring and evaluation plan.

Performance Indicator	Detailed Definition	Unit of Measure	Data Source(s)	Data Collection Method(s)	Data Analysis Method(s)	Frequency
<b>Project Goal</b>	Please use this space to put the impact/long term indicators for the project.					
(Indicator 1)						
(Indicator 2)						
(Indicator 3)						
(Indicator 4)						
(Indicator 5)						
<b>Project Purpose</b>	The applicants should use this space to identify the outcome indicators that will help in the measurement of the project.					
(Indicator 1)						
(Indicator 2)						
(Indicator 3)						
(Indicator 4)						
(Indicator 5)						
<b>Output</b>	Please use this space to put the output indicators to measure the immediate results of the project.					
(Indicator 1)						



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(Indicator 2)						
(Indicator 3)						
(Indicator 4)						
(Indicator 5)						

The applicants' ability to monitor and evaluate the project will be assessed based on their M&E system as well as understanding of measuring the project's long term and short-term goals. Please provide your M&E system in the following project indicator table:

Implementing partners must comply with the following requirements in order to be considered eligible for the proposal:

**i. Draft M&E Plan:**

Applicant is required to submit a draft M&E plan for the project. The plan should specifically include:

- a) a narrative description explaining the organization's monitoring and evaluation system;
- b) a set of data collection tools that will be used to gather data from the project beneficiaries;

**ii. Evaluation Criteria**

Applicants will be evaluated based on their ability to think critically and provide rational answers to the following questions:

- a) How would the applicant go about monitoring and evaluating the progress and results of this activity?
- b) How would the applicant ensure that data collection, analysis and reporting is done effectively?
- c) How would the applicant know that the changes happening are due to this activity?

**BUDGET GUIDELINES:** Please clearly indicate your staffing plan in accordance to the task identified in component five.

**VI. INSTRUCTIONS FOR SUBMISSION OF PROPOSAL:**

**Rules of this call for proposals:**

These guidelines set out the rules for the submission, selection and implementation of actions financed under the program.

**Eligibility of applicants: Who may apply?**

In order to be eligible applicants must be:

- Organizations registered with the government of Afghanistan.
- Organization/company with proven experience operating and managing similar projects for international organizations or the government of Afghanistan.
- Have strong networking team and strategy to reach project beneficiaries in all targeted areas.
- Have strong management and field team.
- Have good relationships with related governmental institutions and policy makers.



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- Be directly responsible for the preparation and management of the action (not acting as intermediary).

The major requirement for the interested potential bidding agency is to have ***a strong background in conducting fieldwork for national surveys.***

Applicants are excluded from participation in calls for proposals or the award of grants if, at the time of the call for proposals, they:

- Are subject to a conflict of interest.
- Are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the call for proposals or fail to supply this information.
- Have attempted to obtain confidential information or influence the evaluation committee or the contracting authority during the evaluation process of current or previous calls for proposals.

It is important to mention technical details regarding scope of operation in your proposal.

The Foundation Afghanistan encourages proposals from both new implementing partners (IPs) and those with existing projects, but partners currently implementing two projects with the Foundation will be considered only if their current project completion date precedes the starting date specified in the current RFP.

Depending on the organizational capacity of the successful bidder(s), The Foundation Afghanistan may split the award to two or more organizations, if it is felt that one single organization may not be able to implement the activities in all targeted provinces. In such event, a post-bid negotiation will be conducted with the successful bidder(s) to revise the proposal and budget for the reduced level of activities.

### **Number of proposals and grants per applicant:**

Applicants may submit only one proposal for this particular action.

### **How to apply and procedures to follow:**

In case applicants are intending to turn printed hardcopy responses, that are required to:-

A separate cover letter including the name, address, and telephone number of the applicant organization, and signed by the person or persons authorized to represent the agency should accompany the proposal submission.

Financial Proposal and Technical Proposal Envelopes MUST BE COMPLETELY SEPARATE, and each must be clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL" when submitted.

***But owing to the COVID -19 situation and the concerning protocols in place of social distancing we encourage applicants to submit their responses ( technical & financial proposals) in soft copy -signed -stamped PDF format to the prescribed email mentioned on page one (1) of this RFP , in compressed ZIP file.***

### **Applications must be in English and accompanied by the following documents:**

1. Technical proposal (**not to exceed 20 pages**). Please use 12-point times new roman font, single-spaced, with appropriate margins;
2. CVs of key staff and core personnel. Please limit individual CVs to three pages;
3. A summary table explaining when, where, and how the applicant has implemented similar projects;



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4. Letters of recommendation from previous projects from donors and international organizations;
5. Detailed implementation plan with clear milestones and deliverable showing major activities and how they will be implemented. Please include start up activities;
6. Risk assessment plan;
7. Detailed Budget along with budget narrative. Please use the budget format provided. Do not use your own format
8. M&E strategy (preferably M&E manual)
9. Gender equity policy;
10. Copies of the agency's annual audit reports (Last two years, or if new organization written explanation)
11. Bidder's Declaration: Potential bidders must disclose any relationships e.g. friends, family, business etc. with Foundation staff.

### **Applicants are to send:**

One (1) soft copy of the technical proposal in a separate PDF file and one (1) soft copy of the Financial Proposal in separate PDF file.

***All interested applicants bidding for a project through this RFP are required to mention their DUNS # (in bold) on first page of the proposal.***

The supporting documents requested must be supplied in the form of originals or photocopies. Where such documents are in a language other than English, a faithful translation into English must be attached and will be used to evaluate the proposal. All proposals should be signed only by an authorized representative of the applicant. The deadline for the receipt of applications is ***July 07, 2020 04:00 pm Kabul time.***

### **All proposals should be directed to below email in soft form:**

[country.afghanistan.procurement@asiafoundation.org](mailto:country.afghanistan.procurement@asiafoundation.org)).

No personal visits or telephone calls shall be entertained.

***Note: Given the COVID -19 situation and new normal norms of social distancing and avoiding human contact the Foundation encourages electronic responses from all Interested potential bidders.***

### **VII.TIME FRAME**

The potential organizations shall submit a detailed implementation plan for the activities to be conducted for this project. The project work plan shall be designed in a way to allow the local partner organization one to two months to adequately prepare and perform all necessary preparatory activities.

Announcement of RFP	June 28, 2020
Last date for submission of Proposal	July 07, 2020
Evaluation of proposals and identification of agency	July 10, 2020
Agreement with selected agency	July 15, 2020



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### VIII. EVALUATION CRITERIA

All Applications/proposals will be examined and evaluated by a committee constituted by the contracting authority comprising of members from the program team, PMO (Program Management Office) and Grants, who will evaluate proposals from both a technical and financial standpoint. Applications/proposals submitted by applicants will be assessed according to the following criteria:

Area	Comments	Score
Technical Approach	Clarity and appropriateness of scope in the proposed technical approach with demonstrated understanding of project goals and component tasks. Simple and clear approach to project implementation and delivery of services. Project serves beneficiaries and engages relevant stakeholders.	25
Monitoring and Evaluation	Detailed and logical PMP showing defined performance indicators etc.	10
Organizational Capacity	Institutional profile, background, expertise, clientage, experience with similar projects, and operational and financial capacity.	15
Personnel/ Key Staff	Relevant experience and technical knowledge of team leader and proposed staff, including CVs and professional references.	10
Interview	Top candidates will be given the opportunity to provide additional information through interviews at The Foundation. An overall assessment of strengths and weaknesses and institutional suitability will be made at this time.	15
Cost/Budget	Reasonableness and appropriateness of cost. Clear budget alignment between level of effort, technical approach, and deliverables.	25

### IX. TYPE OF AWARD INSTRUMENT

The Foundation-AG will issue a Service Agreement to the selected agency, which will be as per the Foundation's internal policies and will be governed by the Foundation's Rules, Regulations and Guidelines. Payments to the NGO will be made as per the payment schedule, which will be negotiable and finalized while signing the agreement.

### X. OTHER TERMS AND CONDITIONS

The Foundation project-specific Marking and Branding regulations may apply to all deliverables produced from this assignment. The Foundation-AG is not bound to select any of the agencies submitting proposals. As quality is the principal selection criterion, the Foundation-AG also does not bind itself in any way to select the agency offering the lowest price. The cost for preparing a proposal and of negotiating an award including visits to the Foundation-AG office, if any is not reimbursable as a direct cost of the assignment. Both for-profit and not-for-profit agencies may apply for this RFP, interested not-for-profit agencies should provide a copy of their registration certificate as a not-for-profit agency. **Foundation reserves the right to visit organizations for due diligence purposes.**

Finally, this RFP does not obligate The Foundation to award a contract nor does it commit TAF to pay any cost incurred in the preparation and submission of a proposal. Award of a Contract under this RFP is subject to availability of funds and other internal Foundation approvals.

### ANNEXES:

ANNEX I -Proposal Budget Template with sample budget worksheet.

ANNEX II -CV template - for Proposed Staff