**The Asia Foundation Afghanistan**

**REQUEST FOR PROPOSALS,**

**RFP: TAF-WEP – JULY 2020 - 0024**

**Program Office:** Women Empowerment Program

**Funding Opportunity Title:** Midterm evaluation of The Asia Foundation’s managed *Strengthening Access to Justice for Women Affected by Violence through Proven Culturally Sensitive Approaches (SA2JWAV) Phase II Project*

**Announcement Type:** Request for Proposal

**Funding Opportunity Number: TAF –WEP – JULY-2020-024 (Project Mid Terms Assessment)**

**Deadline for Applications: August 15, *2020 , 04:00 pm Kabul*** ***time*** in PDF format via email to the email address provided on page 8 of this RFP**.**

**Expected Contract Duration ( to the selected agency ):** 90 days

**Limited Budget : Refer to instruction mentioned under Point # 2 a on page 12 of this RFP**.

For all queries contact Procurement Department at- ([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.

The Foundation will not be responsible for proposals left at the main gate, reception, guard offices, or handed over to any TAF employee other than the procurement unit staff.

Information related to electronic submissions is found below on pages 12 & 13

This RFP does not obligate the Foundation to award a contract nor does it commit the Foundation 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.

**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 | **€** | **€** |  |
| CVs of key staff and core personnel | **€** | **€** |  |
| Summary table of similar projects | **€** | **€** |  |
| Letters of recommendation | **€** | **€** |  |
| Implementation plan | **€** | **€** |  |
| Risk assessment plan | **€** | **€** |  |
| Budget and budget narrative | **€** | **€** |  |
| M&E strategy/manual distinct from M&E Plan in body of technical | **€** | **€** |  |
| Gender equity policy | **€** | **€** |  |
| Copies of last two years of annual audit reports | **€** | **€** |  |
| Bidder’s declaration | **€** | **€** |  |

**The purpose of this Request for Proposals (RFP)** is to invite/solicit Proposals with detailed Work Plans and proposed Budgets for conducting an independent midterm evaluation of The Asia Foundation’s managed *Strengthening Access to Justice for Women Affected by Violence through Proven Culturally Sensitive Approaches (SA2JWAV) Phase II Project,* as detailed in this RFP being circulated under limited competition. Using a transparent and merit-based process, The Asia Foundation will select a technically qualified implementing partner to carry out the Midterm Evaluation for this project in close coordination with the Foundation.

Section 1: Organization & Project Summary

The Asia Foundation

The Asia Foundation is a non-profit international development organization committed to improving lives across a dynamic and developing Asia. Informed by six decades of experience and deep local expertise, its programs address critical issues affecting Asia in the 21st-century − governance and law, economic development, women's empowerment, environment, and regional cooperation. Headquartered in San Francisco, the Foundation works through a network of offices in 18 Asian countries and in Washington, DC.

In Afghanistan, the Foundation has been a leading advocate for women’s empowerment and works on the premise that improving social, economic, and political opportunities for women will improve society overall. The organization has pioneered projects to promote opportunities for Afghan women by forging strategic relationships with government institutions, local NGOs, and influential non-state actors, particularly traditional community and religious leaders. By strengthening the formal and informal justice sectors, encouraging institutional reform, and raising awareness of women’s rights within an Islamic framework, the Foundation’s projects contribute to a sustained reduction in violence against women and expand women’s personal and social security.

**SA2JWAV II Project**

Based on the positive achievements of the project’s first phase, initially implemented across 20 provinces[[1]](#footnote-1)and supported by the Department of Foreign Affairs and Trade (DFAT), Australia and the British Department for International Development, the Foundation received an extension to implement Phase II of SA2JWAV II across eight[[2]](#footnote-2) provinces from January 2018 to December 2021. Much like the first phase of the project, the second phase and its activities are directly linked to DFAT’s strategy to eliminate violence against women in Afghanistan, and the Foundation and its implementing partner are working to achieve a sustained reduction in violence against women (VAW).

The programmatic approach of the project under the second phase is consistent with the successful approach used during the first phase and includes increasing referrals for women impacted by violence to appropriate and relevant community-based and/or formal justice institutions that afford the necessary services and support; improving access to these services by augmenting men’s and women’s knowledge of support service entities when faced with VAW and addressing the prevention of VAW through awareness and knowledge transfer trainings on the Elimination of Violence Against Women (EVAW) Law and women’s rights within an Islamic framework.

Moreover, the overall programmatic design of SA2JWAV II is based on the Foundation’s extensive experience and collaboration with religious, and traditional and local leaders as well as community members, who often function as agents for change; and promoting women’s rights and combatting violence against women in Afghanistan. The Foundation utilizes its strong and longstanding relationship and networks with government entities at the provincial level, such as Directorate of Women’s Affairs (DoWAs), and Women Protection Centres, as well as formal justice institutions at the provincial level, such as the police, and Family Response Units to strengthen institutional responses and service delivery to women survivors of violence or who are at risk, and thereby linking community-driven support services like Community Dialogue Groups (CDGs) and Family Resolution Centres (FRCs) with formal justice sector actors.

1.1 Overall Objectives and Expected Outcome:

The objectives of the current phase of the project are as follows;

1. To achieve a sustained reduction in violence against women in Afghanistan through improved access to quality services, including community-based outpatient psychosocial interventions for women affected by violence;
2. To increase women’s rights awareness and sustainable protection of women by strengthening all citizens’ commitment to a violence-free environment for women and girls; and
3. To produce demonstrable changes in attitudes, behaviours and information among citizens related to women’s rights, including males and female, youth and elders and in both the informal and formal sectors and civil society.

In coordination with DFAT, the Foundation has designed these objectives to specifically supplement and align with the DFAT’s overall goals and other EVAW programs in Afghanistan. The first objective aligns with DFAT’s EVAW program’s desired outcome of *“provision of good quality services, VAW-sensitive response services that address the psychological impacts of VAW are available and accessible to VAW survivors and their families*.”[[3]](#footnote-3) In addition, objectives two and three supplements and supports DFAT’s EVAW program’s second desired outcome of “*a positive change in attitudes and behaviours among men and women, boys and girls, service providers, and traditional and formal leaders in Afghanistan supports access to response services for VAW survivors and the prevention of VAW*.”

Similarly, the Foundation continues to engage local partners to train formal and community-based actors on women’s rights within an Islamic perspective and on the EVAW Law through contextually driven, culturally appropriate methods. The Foundation also continues the development of community-based groups (CDGs, FRCs, religious leaders, Khateebs, teachers, etc.) along with targeting community-based stakeholders like men, women, educators, and religious scholars who are trained to focus on promoting and protecting women’s rights within an Islamic perspective and combating violence against women at the local level.

1.2 Scope of Work

**The midterm evaluation is to be conducted by an external independent national firm/organization** with substantive coordination with the Foundation. The midterm evaluation will cover the project implementation period from January 2018 to December 2019. The overall objective of this Limited RFP is to assess the continued relevance of the SA2JWAV activities and interventions, and the progress made towards achieving planned objectives and indicators pursuant to the Project’s Performance Assessment Framework. This midterm evaluation will also provide an opportunity to assess recent project modifications and provide recommendations related to possible additional modifications to ensure the achievement of all the Project’s objectives within the lifetime of the Project. In addition, this midterm evaluation provides an opportunity to determine that activities and interventions are impactful, remain consistent with the donor’s strategic objectives, are relevant and useful to key stakeholders and beneficiaries and are being conducted in an efficient manner according to the Foundation’s standards and the agreed upon Project document.

1.2.1 Midterm Evaluation Objectives

The specific midterm evaluation objectives are to:

* Analyze the relevance of the SA2JWAV Phase II implementation strategy and approaches to the project's results chain;
* Review the logical framework and respective Performance Assessment Framework (PAF) of the project and make recommendations for their further improvement;
* Validate project results in terms of progress made toward the achievement of outcomes and outputs, with a critical examination of how/to what extent the project supported efforts have strengthened the capacities of Family Resolution Centre (FRC) members, Community Dialogue Group (CDGs) members, CDG Facilitators, *Khateebs*, teachers and targeted communities to promote and protect women’s rights within Islamic perspective and provide community based VAW sensitive response services to VAW victims and survivors;
* Assess the potential for sustainability of the results and the feasibility of the ongoing efforts of the project, which include the promotion and protection of women’s rights within Islamic perspective and provision of community based VAW sensitive response services to VAW victims and survivors;
* Document lessons learned, best practices, success stories and challenges to inform future work of the Foundation in the area of women’s rights and VAW prevention and responses. The information generated by the evaluation will be used by the Foundation for building of the evidence based effective strategies for the promotion and protection of women’s rights and improving community-based response services addressing the needs of VAW victims and survivors.

The midterm evaluation will be implemented by the contracted firm/organization under the overall guidance of the Director of Women Empowerment Program and supported by the Foundation’s Monitoring and Evaluation Specialist and the Monitoring and Evaluation Team of the Women Empowerment Program, The Asia Foundation. Specific steps to be included:

**1.2.2 Desk Review**

The evaluator(s) will examine all relevant project documents of the SA2JWAV Phase II project including the technical narrative proposal, the theory of change, logical framework, performance assessment framework, work plans, donor reports, monitoring reports, implementing partners' reports, baseline assessment, and training materials produced during the course of the project cycle. Should any other relevant document come to the attention of the Foundation, it will be shared immediately with the evaluators.

1.2.3 Methodology

Overall, the evaluation will assess the relevance, efficiency, effectiveness, impact, and sustainability of the project as outlined in the Theory of Change and Performance Assessment Framework (PAF). The Foundation recommends the firm/organization review the attached Theory of Change and Performance Assessment Framework as background information in the development of a comprehensive methodology for conducting the midterm evaluation. In addition, the Baseline Survey conducted on this project will be made available to the firm/organization for review in preparation for its work. .

The key indicators for the project include but are not limited to:

* **Indicator 1.1:** target beneficiaries report that services provided through FRCs are appropriately meeting their needs as survivors of VAW
* **Indicator 1.2:** % of FRCs demonstrating the provision of quality support services (disaggregated by location and FRC)
* **Indicator 2.1** community members demonstrate commitment and awareness of how to respond and prevent VAW
* **Indicator 2.2** # and % cases which have been referred and received through CDG to FRCs (*disaggregated by location, mechanism type, case type*)
* **Indicator 2.3:** # ofcases resolved by CDG and FRC with positive outcomes for VAW survivors *(disaggregated by case type and location)-*
* **Indicator 2.4**: % of population who demonstrate anti-VAW attitudes

Additionally, the Foundation recommends that the firm/organization consider the following while developing the methodology:

* Consultations with the Foundation’s WEP Director and project staff;
* Develop a comprehensive work plan for conducting the midterm evaluation with defined milestones;
* Review existing documents and data, technical proposal, theory of change, performance assessment framework, baseline survey, annual reports, progress reports, work plans, etc.;
* Identify key stakeholders and project beneficiaries for conducting midterm evaluation – understanding who are we trying to reach and why?
* Design and refine midterm evaluation questionnaires paying particular attention to the collection of data related to the Performance Assessment Framework indicators and Theory of Change, arrange for translation of the questionnaires into relevant languages (English, Dari and Pushto);
* Conduct field assessment and data collection through the following:
* Suggested key informant interviews (KIIs) and focus group discussions (FGDs) with key stakeholders, including the Department of Women’s Affairs (DoWA), Department of Education (DoE), Department of Haj and Religious Affairs (DoHRA), etc.;
* Suggested KIIs and FGDs with (i.e., grantee(s) and their target populations/beneficiaries - Family Resolution Centre (FRC) members, Community Dialogue Group (CDGs) members, CDG Facilitators, Khateebs, teachers and community members); and representatives from DoWAs;
* Suggested KIIs and/or FGDs with DFAT’s partners -UNFPA, UN Women, Afghan Women’s Network and Afghanistan Independent Human Rights Commission.
* Analyze primary data and ensure quality control;
* Consultation with the Foundation’s WEP Director and project staff on preliminary findings, conclusions, and recommendations;
* Share outline of the final midterm evaluation report with the Foundation’s WEP Director;
* Submit the final midterm evaluation report and PowerPoint presentation.

1.2.4 Criteria and Questions for Consideration for Midterm Evaluators

* Validity of Design: Does the project design (i.e., priorities, outcomes, outputs and activities) address the stakeholders’/beneficiaries’ needs identified at the inception of this Project? Does the design require modification in the second half of the project? Does the project design reflect the right balance of priorities of the overall Project? How appropriate and useful are the indicators described in the project document in assessing the Project’s progress? Are the targeted indicator values realistic and can they be tracked? If necessary, how should indicators be modified to be more useful (if possible)? Are indicators gender sensitive? Are the means of verification for the indicators appropriate? What if any alternative strategies would have been more effective in achieving its objectives?
* Relevance: Are the objectives of the Project realistic (e.g., what can be achieved given the socio-cultural and political context)? How flexible is the Project in addressing the current needs of VAW victims/survivors?
* Overall Efficiency: Is the Project making sufficient progress towards its planned objectives? Will the Project be likely to achieve its planned objectives upon completion? What are the main constraints, challenges and areas in need of further attention? How have stakeholders been involved in project implementation? How efficient has the Project been in establishing community ownership? Is the Project management and implementation participatory and is this participation contributing towards achievement of the project objectives? Has the Project been appropriately responsive to the needs of the national constituents/beneficiaries and changing partner priorities? Has the Project been appropriately responsive to political, legal, economic, institutional, etc., changes in the Project environment?

*Efficiency of resource use*: Have resources (funds, human resources, time, expertise, etc.) been allocated strategically to achieve outcomes? Have resources been used efficiently? Have activities supporting the strategy been cost effect? In general, do the results achieved justify the costs? Could the same results be attained with fewer resources? Have Project funds and activities been delivered in a timely manner?

* Overall Effectiveness: To what extent has the Project made progress towards reaching indicators and targets at the mid stage of implementation of the Project? What has not been achieved and why? Did the Project contribute in building capacity of target beneficiaries to promote and protect women’s rights and address VAW cases at the community level? Has the Project implementation made contributions to addressing VAW cases and to what extent? Is there evidence to substantiate this point?
* *Effectiveness of management arrangements*: Has the Foundation managed the Project effectively and how has management contributed to the achievement of outputs and outcomes of the Project? Does Project management facilitate good results and efficient delivery? Is there a clear understanding of roles and responsibilities by all parties involved? How flexible is the Project in addressing prevailing security concerns? How effectively does the project management monitor project performance and results?
* Sustainability: Is the Project aligned with the Foundation and DFAT priorities?

Is there a future road map for the Project? Are there alternative ways forward for the Project that might effectively support the promotion and protection of women’s rights and improve community-based services for VAW victims/survivors?

1.3 Project Location

The midterm evaluation will cover the Project’s activities in eight target provinces, including Kunduz, Takhar Khost, Nangarhar, Urozgan, Kandahar, Herat and Badghis. The midterm evaluation will include urban and rural locations, provincial city centers as well as districts to the extent possible given security limitations. The Foundation’s WEP department will provide comprehensive guidance to the contracted firm/organization regarding sampling size, selection, key informant interviews, key stakeholders, implementing partner(s) and beneficiaries of Project’s activities/services.

1.4 Sample Size

The firm/organization will develop a representative sampling plan for the implementation of the KIIs and FGDs with key beneficiaries and stakeholders across the eight target provinces. Accurate and appropriate sampling will ensure sufficient respondents are selected for the interviews from each beneficiary and stakeholder group while key beneficiaries and stakeholders are included in group discussions. The sampling size and plan will be developed in close collaboration with the Foundation and subject to Foundation’s approval. The optimal size of FGDs should be between 7-10 participants.

1.5 Design of Tools

The design of the questionnaires for both the KIIs and FDGs is a critical part of the process to ensure best research results. Questionnaires should be vetted carefully to avoid leading, overly complicated, redundant or alternatively irrelevant questions. Prior to finalizing the questionnaires, the evaluator(s) will review the same with the Foundation’s WEP Director and Project Team for inputs and obtain final approval.

1.6 Assignment Duration

The Foundation recommends a maximum of 90 days to complete the assignment. A detailed work plan/deliverables and timeline should be submitted with the proposal, including the number of days/weeks within which the firm/organization will complete each deliverable. The work plan shall also include the expected start date and detailed time schedule of various activities to be undertaken during the assignment. Major reports that are to be produced such as the inception report, weekly progress reports and the final midterm evaluation must be mentioned in the work plan.

Pursuant to the Foundation’s policy, each stage of activities must be shared, reviewed and approved by the Foundation’s WEP Director; thus, when developing a detailed work plan the firm/organization shall take this requirement into consideration.

1.6.1 Expected Time Frame

The Foundation expects to complete the selection process by August 30, 2020. The expected duration of this assignment will be maximum of 90 total days from the signing of the contract.[[4]](#footnote-4) The midterm evaluation will include coordination meetings, key informant interviews, focus group discussions and field visits as described above and which will be reflected in the selected organization’s detailed work plan/timeline to be shared with the Foundation.

1.7 Deliverables

|  |  |  |
| --- | --- | --- |
| # | Final Deliverables | Duration |
| 1 | Detailed Work Plan, including the methodology for the evaluation, key activities, and timeframe of the assignment, including the desk research, field assessments and data collection, and final evaluation report in English. | 15 Days |
| 2 | Finalized KII and FGDs questionnaires and guide along with a complete list of interviewees and proposed FGD participants and plan. | 15 Days |
| 3 | Field Assessments and Data Collection, including completion of desk review and KIIs and the organization of FGDs with select beneficiaries and stakeholders across the target provinces. | 30 Days |
| 4 | Draft Report of Preliminary Findings highlighting key review findings and conclusions, lessons learned and recommendations.  The firm/organization will be required to subsequently address and incorporate all comments and feedback from the Foundation. | 15 Days |
| 5 | Final Evaluation Report in English submitted to the Foundation | 15 Days |

1.8 Proposal and Budget

Please clearly indicate your staffing plan in accordance to the task identified in component five.

**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.
* 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.

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## **How to Structure your Proposal :**

The Proposer shall structure the Technical Proposal as follows:

* Background and expertise of organization providing details regarding the management structure of the organization; organizational capabilities/resources and experience of organization/firm; list of organization’s projects/contracts.
* Study methodology must include the following:
* Pre project inception meetings to discuss the ToR’s at length to ensure that the Foundation and consultant create mutual understanding on the volume and quality of work expected;
* Development & finalization of study design to detail the work plan/study design in line with the discussions with the WEP Director and project team;
* Desk review of the of the existing available literature, including but not limited to the project proposal and reports/documents, logical framework, implementation plan, monitoring reports, case studies, baseline study, theory of change and performance assessment framework and other relevant documents;
* Development of research tools for primary data collection. The research tools and guidelines will be shared with the WEP Director and project team for their comments before finalization. The research tools will include both quantitative and qualitative questions;
* Data collection process, data management and finalization of data collection plan;
* Data analysis and submission of draft report for comments/feedback. Study report will be produced on the agreed format as provided by the Foundation; Proposed work plan for conducting the study with defined milestones.

## **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 owning 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. Detailed implementation plan with clear milestones and deliverable showing major activities and how they will be implemented. Please include start up activities;
4. Risk assessment plan;
5. M&E strategy and plan for the assignment;
6. Detailed Budget along with budget narrative. Please use the budget format provided. Do not use your own format .

***a) Please note that this assignment calls for a limited budget which has a capping of USD $ 20,000.00 only . Ensure that your proposed budget should not exceed the above limit. Any bidder proposing a budget higher than this will be automatically disqualified***.

1. Organization profile:
2. A summary table explaining when, where, and how the applicant has implemented similar projects;
3. Letters of recommendation from previous projects from donors and international organizations;
4. Gender equity policy;
5. Copies of the agency’s annual audit reports (last two years, or if new organization written explanation)
6. Bidder’s Declaration: Potential bidders must disclose any relationships e.g. friends, family, business etc. with Foundation staff.

## **Applicants are to submit:**

One (1) hard copy of the technical proposal in a sealed envelope and one (1) hard copy of the Financial Proposal in separate sealed envelope marked in the upper left-hand corner with the name and address of the Applicant and the RFP title.

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 ***August 15*** ***, 2020 04:00 pm Kabul*** ***time***

## ***All* proposals should be directed to ( in case of hard copy submission):**

***THE PROCUREMENT UNIT***

***The Asia Foundation***

***House # 861, Street # 1***

***Shirpour, District-10, (Sub Street of Shirpour Project)***

***Kabul, Afghanistan.***

The Foundation will not be responsible for proposals left at the main gate, reception, guard offices, or handed over to any TAF employee other than the procurement unit staff.

For all soft copy submissions or queries to this RFP please send address your email to:- ([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.***

# 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 | July 29, 2020 |
| Last date for submission of Proposal | August 15, 2020 |
| Evaluation of proposals and identification of agency | Aug 30, 2020 |
| Agreement with selected agency | September 05, 2020 |

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# 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 |

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# 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.

# 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: Project Theory of Change

Annex II: Project Performance Assessment Framework

Annex III: Proposal Budget Template with sample budget worksheet.

Annex IV : CV template - for Proposed Staff

1. Target Provinces in Phase I: Balkh, Bamyan, Badakhshan, Farah, Laghman, Logar, Urozgan, Baghlan, Parwan, Panjshir, Samangan, Jawzjan, Nangarhar, Faryab, Takhar, Herat, Daikundi, Sar-e Pul, Kapisa and Kabul. [↑](#footnote-ref-1)
2. Target Provinces in Phase II: Badghis, Herat, Kandahar, Khost, Kunduz, Nangarhar, Takhar and Urozgan. [↑](#footnote-ref-2)
3. Note that based on the Project Modification and Realignment in November 2019, the anticipated activity under objective 1, engaging a qualified implementing partner to provide community-based outpatient psychosocial services in Balkh province, was deleted. Thus, the mid-term evaluation will not include any reference to this particular activity, with the exception of possibly collecting relevant data related to beneficiaries’ referrals to other service providers of psychosocial services in the 8 target provinces. [↑](#footnote-ref-3)
4. However, the holiday of Ramadan ends on May 23, 2020, followed by the EID holiday. These events should be taken into consideration by the organizations when designing their work plans/timelines. [↑](#footnote-ref-4)