



Swedish Committee for Afghanistan

Date: 17 September 2020

To: Interested Bidders

From: Swedish Committee for Afghanistan, Kabul Management Office

No. of Pages: Twelve (12) with three sections (Sections 1-3)

Subject: RFP ref: KMO – RFP- 2020-16
Harassment in the workplace training

Dear Sir/Madam:

The Swedish Committee for Afghanistan, Kabul Management Office (hereinafter called “the SCA” invites you to submit your technical and financial proposal for Harassment in the work place training (hereinafter called “the Service”) as specified in the Request for Proposal (hereinafter called “the RFP Documents”).

Tender Instructions

1. You must submit your technical and financial proposal in separate file for all service in respect to this RFP.
2. Your quotation shall be addressed and submitted at the below specified address or email address no later than **30 September 2020**:

Swedish Committee for Afghanistan
Jalalabad Main Road, Paktia Kot
PO Box 27027
Kabul, Afghanistan

Attn.: Procurement Unit, Administration Department.
Manager Email: bids@sca.org.af

3. Any quotation received by the SCA after the deadline will be rejected.
4. All questions will be responded through bids@sca.org.af from September 17, to September 24, 2020.
5. Your quotation and all correspondence shall be made in the English language.
6. Your quotation shall be according to these instructions:
 - a. It shall contain the completed forms in Sections 2 and 3. Failure to complete these forms may result to rejection of your quotation
 - b. All prices quoted shall be made on the terms specified in the RFP documents
 - c. All prices shall be quoted in dollars
 - d. All prices shall be quoted including taxes: Ref: Article 72 of Afghanistan Tax Law. International companies 7%
 - e. Your quotation shall be valid for a period of 30 days past deadline for receipt of quotation
 - f. Your quotation shall bear the RFP Reference Number and Title indicated above.



Swedish Committee for Afghanistan

7. SCA will examine the received quotations to determine its completeness and whether there are computational or arithmetical errors, whether documents are properly signed, and whether the quotations are general in order. Arithmetical errors will be rectified as follows:
 - a. If there is a discrepancy between the unit price and the line item total, the unit price shall prevail and the line item total shall be corrected, unless there is an obvious misplacement of the decimal point in the unit price, in which case, the line item total as quoted shall govern and the unit price shall be corrected.
 - b. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotal shall prevail, and the total shall be corrected.
8. Prior to the price evaluation, SCA will determine the substantial responsiveness of each quotation. A substantially responsive quotation is one, which conforms to all the terms and conditions of the RFP documents without material deviations. Deviations from, or objections or reservations to critical provisions will be deemed to be material deviation. The SCA may waive any minor informality, or irregularity in a quotation, which does not constitute a material deviation, reservation, or omission.
9. During evaluation of the quotations, the SCA, at its discretion, may ask you for a clarification of your quotation. The request for clarification and the response shall be in writing, and no change in the prices or substance of the quotation shall be sought, offered, or permitted. Failure to respond timely to a request for clarification may result in the rejection of your quotation.
10. If a quotation is not substantially responsive, it will be rejected by the SCA and may not subsequently be made responsive by correction of the nonconformity.
11. The SCA shall compare all substantially responsive quotations to determine the quotation containing the best Quality and Cost.
12. Award will be made to the company whose quotation is determined substantially responsive to the requirements of the SCA and whose quotation contains the best-evaluated price, based on Quality and Cost Selection.
13. The SCA reserves the right to accept or reject any quotation, and to annul, in whole or in part or to suspend the process and reject all quotations at any time prior to the award, without thereby incurring any liability to the affected company or companies or any obligation to inform the affected company or companies of the reasons for the SCA's action.
14. Nothing in or relating to this RFP shall be deemed a waiver, expressed or implied, of any of the privileges and immunities of the SCA.
15. Please note that the SCA will notify unsuccessful companies.
16. Please address all your queries or questions in writing at the address given below and kindly refrain from any telephone calls or personal visits.

Procurement Manager
Swedish Committee for Afghanistan, Kabul Management Office
Email: bids@sca.org.af

Requirements of the Company:

Only international firm can apply and they must provide evidence for the following criteria and submit it with the technical proposal.

1. Valid Certificate of Firm Registration from their country.
2. Bank Account in the name of the company. Individual/personal bank accounts will not be accepted.

Firms who do not submit evidence for the above-mentioned requirements may be disqualified



Terms of Reference/ Scope of Work

Swedish Committee for Afghanistan (SCA)

Harassment in the Workplace Training (Preventing unethical Behavior)

1. Introduction

Swedish Committee for Afghanistan (SCA) has been present in Afghanistan since the beginning of the 1980s. Currently, SCA operates in 14 out of 34 provinces in Afghanistan. SCA's presence in Afghanistan consists of the Kabul Management Office (KMO), five Regional Management Offices (RMOs) and two Liaison Offices. SCA receives funds from various International and private donors, mainly from the Swedish International Development Agency (SIDA). With over 6,000 Afghan employees it is one of the largest Organizations in the country.

SCA utilizes the Rights Based Approach in its programming. SCA supports Education, Health, and Disability programming and contributes to development in rural areas. As an Organisation, SCA puts more emphasis on capacity development of individuals and organizations, including Civil Society Organizations (CSO), with the aim of enhancing their capacity to advocate for their rights. SCA also supports empowerment and rights of women throughout its programmes.

SCA seeks to engage the services of an **International Consultant** to design and deliver a **2 day** training on *Harassment in the Workplace: Preventing Unethical Behaviour* to increase the employees understanding of Harassment at the work place as well as empower the leadership and team to effectively identify and prevent harassment to create a healthy and productive work environment in SCA. This will be online trainings delivered through Skype and Microsoft teams to participants in Kabul Management office (KMO) and the 5 Regional Management Offices (RMOs). The duration of the training is **12 days/ 2 days for each field office targeting about 300 employees – 50 participants per office/region.**



2. Background Information and Rationale

Context

Workplace harassment is a threat to functional Organization's operations and employee health and has a wide range of effects that compromise individuals, undermine productivity, and affects the public image of the organization. Workplace harassment creates a situation in which employees suffer discrimination, isolation or mistreatment by executives or other employees. The work environment is a dynamic setting in which disagreements are frequent, but those disagreements can be constructive when they are based on professional opinions and not on biases and discrimination such race, age, religious beliefs, sex and gender (including pregnancy), nationality, and physical or mental impairment among others.

SCA endeavours to increase employee understanding of work place harassment, build capacity and capability to identify and prevent harassment harnessing these efforts with the SCA policy and procedures on harassment prevention. This is with a view to fostering the creation of a harmonious working environment, free from intimidation, bullying, hostility, offence and any form of discrimination or retaliation. It is expected that the 2 days' training will help employees identify, prevent, and manage problems of harassment, sexual harassment and the abuse of authority within SCA. This will also help leadership and senior managers to develop strategic communication skills and tactics to effectively prevent, respond to and stop harassment to ensure a safe and healthy work environment for all SCA employees, volunteers, interns, consultants and representatives.

Participants in the training will be from the following offices/regions in Afghanistan.

| SCA Offices | Number of employees to be trained | Location |
|---|--|-----------------|
| Kabul Management Office (KMO) | 50 | Kabul |
| Jalalabad Regional Management Office (JRMO) | 50 | Jalabad |
| Ghazni Regional Management Office (GRMO) | 50 | Ghazni |
| Wardak Regional Management Office (WRMO) | 50 | Wardak |
| Takhar Regional Management Office (TRMO) | 50 | Taloqan |
| Mazar Regional Management Office (MRMO) | 50 | Mazar |
| Total | 300 | |



3. Objectives of the Harassment Training

Key objective

Build the SCA employees capacity to understand harassment at the work place, what constitutes unwelcome behavior and prohibited conduct, how to prevent it, deal with it when it happens, policies and procedures, global efforts on prevention and the impact of harassment to the victim, the team and the Organization at large.

The objectives of the training are to help SCA employees:

- i. Understand what is meant by harassment at work, sexual harassment, and abuse of authority, and their consequences.
- ii. Recognise the behaviours that constitute harassment, sexual harassment, and the abuse of authority at the work place and how to promptly address unwelcome or prohibited behaviours, whether you are personally involved or a witness to them,
- iii. Identify how they can play a positive role in preventing these problems and how to act should they occur; to ensure that the range of unacceptable behaviour is adequately understood and addressed.
- iv. Have in-depth understanding of SCA policies, tools and procedures on the harassment and interact with other policies linked to Harassment such as the Code of Conduct, SCA values, Staff handbook (SHB) and the addendums on Protection from Exploitation and Abuse, Child safeguarding, Conflict of Interest, Anti- fraud etc
- v. Understand some of the global, regional and national efforts in creating harassment free work places such as *#me too* campaigns, ILO conventions, laws and regulations etc.
- vi. Recognize the unique role and responsibility of managers to create a harmonious environment, including guidelines on what to do when somebody approaches them with a problem, good listening skills, the formal and informal process and how to manage misconduct cases.
- vii. Support the HR unit to strengthen the reporting and investigation mechanism in place, create tools and processes for effective reporting and investigations for a strong and agile system for safe and respectful work environment in SCA.

4. Proposed Approach

SCA seeks to hire an **International Consultant** that will conduct a 2 days online training(for each office) to Afghanistan employees, develop training materials and propose a cost-effective training program such as TOT for future periodic refresher trainings and new

employee inductions. The training for employees should follow Afghanistan Labour Law, Staff hand book, the SCA Harassment policy and global guidelines.

The training content should include the following:

1. General introduction to harassment
2. Definition of and what constitutes harassment
3. SCA Harassment policy, SCA Staff hand book, Code of conduct, ILO conventions on prevention of work place harassment etc
4. Global efforts on prevention of work place harassment such as campaigns, laws and regulations.
5. Examples and forms of harassment at work;
6. Definition of hostile environment and conducts that may create a hostile environment
7. Other harassment issues
8. Investigating and reporting of harassment issues
9. SCA's course of actions on harassment issue and internal reporting and investigation mechanisms i.e. Investigation Committees

5. **Reporting**

The Consultant (s) will work closely with the HR Unit - HRM and HR Advisor. The consultant will deliver online trainings to SCA employees in Afghanistan (KMO and RMOs) within the month of November 2020. SCA requires the consultant to recommend a cost-effective and practical training for the future such as **ToT (Trainer of Trainers), a web-based training (webinar) or an online training** that the employee can access at any time at any place. These recommendations should be included in the final report.

Specific Duties of the Consultant

The Consultant(s) will possess wide knowledge on and experience in workplace harassment training and assessments. Specifically, the consultant will provide the following deliverables:

1. Develop training agenda and outline **by 15th of October 2020.**
2. Deliver training materials (i.e. reading materials, PowerPoint slides, any other handouts to be used) by end of **October 2020.**



Swedish Committee for Afghanistan

3. Deliver online trainings for all SCA employees on “**Harassment at the workplace: Preventing unethical behaviour**” in **November 2020**.
4. Develop a work plan for KMO and RMOs trainings by **25th October 2020**.
5. Compile a final report as per the terms of reference and submit to the HR Unit by end of **November 2020**.

Specific duties of SCA

The major roles and responsibilities of SCA includes:

- To provide relevant related information and documents.
- To pay the consultancy fees, as per the agreement which may be deposited in the bank account of the consultant (will cover in the financial proposal)
- To provide a translator to support in the deliver of the online training.

Payment terms:

Payments will be done in Two (2) installments; the first instalment upon deliver of trainings for 3 regions/offices and second installment upon submission and approval of the final report by SCA.

6. Proposal Submissions

1. A detailed proposal indicating the company/firm’s profile, experience relevant to the assignment and three work related recommendations/referees. Firms to attach CVs of all people who will be involved in the exercise including team leader and other team members.
2. Interested companies/firms are required to Submit a technical proposal clearly outlining:
 1. Their understanding of the terms of reference
 2. Company profile
 3. Work plan and the training agenda.

7. Quality Evaluation (technical)

SCA will, after checking eligibility of proposals, evaluate them based on the following general criteria:

1. Institutional capacity/credentials – maximum 12 points
 - Company profile, relevant to the TOR
 - Organization capacity to conduct the scope of work, experience with similar organization
 - Relevant Harassment at workplace/ Code of Conduct training related certification



Swedish Committee for Afghanistan

- Harassment training specific experience and specialization and team organization with their CVs (attached to the offer).

Each criterion is scored 0-3 points. Minimum is 8 points (2 each) to qualify

2. Technical proposal – maximum 15 points
 - The approach and methodology – include the online facilities for training delivery
 - Assignment planning
 - Execution, including timelines
 - Reporting
 - Deliverables

Each criterion is scored 0-3 points, minimum is 10 points (2 each) to qualify

3. Technical proposal comprehensiveness – demonstrates understanding of all aspects of the technical design, maximum 6 points
 - Understanding of the TOR, relevant and good proposal
 - Completeness of the proposal

Each criterion is scored 0-3 points. Minimum is 4 points (2 each) to qualify

This consultancy is open to qualified International Consultancy firms Only.

Maximum points:

Each quotation will be given a technical score and rejected at this point if it fails to achieve the minimum technical score 2 point in each above sections. Quotations that passed the minimum technical score is qualified for financial evaluation.

Financial evaluation

The lowest priced quotation will be given the maximum financial score of 100 points. The financial scores of other qualified quotations will be computed as follows: Financial score = $100 \times \text{Lowest price} / \text{price of relevant quotation}$.

Final evaluation score

The quotations will be ranked according to the combined Quality Evaluation and Financial Evaluation scores using the following weights:

T = Quality evaluation weight 70%.

F = Financial evaluation weight 30%

Final score = $0.7 \times T + 0.3 \times F$



Swedish Committee
for Afghanistan

Award of contract

Award will be made to the company whose quotation achieved the highest combined technical and financial score. If the final score is equal between two bidders, the score of technical will prevail.



Swedish Committee for Afghanistan

Section 2 – Quotation Forms

(Complete and sign the Quotation Forms and Section 2 Additional Requirements)

Section 2 – A QUOTATION SUBMISSION FORM

Date: (Bidder to insert the date)

RFP No. KMO- RFP- 2020 – 16 ; Harassment in the work place training

To: Swedish Committee for Afghanistan
Kabul Management Office

Dear Sir/Madam:

We acknowledge receiving your RFP Documents and its accompanying attachments. We, the undersigned, have examined the same and offer to provide the Harassment in the work place training that conforms with your RFP.

We agree to abide by this quotation for a period of 90 calendar days past the deadline for the receipt of quotation as specified in RFP. Our quotation shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept the lowest or any quotation that you may receive.

(Bidder to insert name and signature of duly authorized representation.)



Swedish Committee for Afghanistan

Section 2 – B

QUALIFICATION INFORMATION FORM

General Information

1. Name of Bidder:
2. Street Address: Postal Code:
3. P.O. Box and Mailing Address:
4. Telephone Number:
5. Fax Number:
6. E-mail address:
7. www Address:
- 8a. Contact Name:
- 8b. Contact Title:
9. Type of Business:
10. Year Established:
11. Number of staff employed:



Section 3

CONSULTANCY COST/PRICE SHEET

| Items | Unit | Qty | Price per unit (USD) | Sub-total (USD) |
|--|------|-----|----------------------|-----------------|
| Consultant's professional fees | Day | | | |
| Any other costs associated with the Assignment | Day | | | |
| Total | | | | |
| Comments: | | | | |

Note: SCA will deduct applicable tax as per Afghan government tax law, which is 7 % for international companies so please include it in your unit price.