

**International Rescue Committee (IRC)**

**(Humanitarian Program)**

**Request for Proposal (RFP)**

**RFP Reference No: IRC AFG-KBH-01477**

**IRC Afghanistan – Education Cannot Wait Baseline Assessment**

|  |
| --- |
| **Planned Timetable** |
| **Issued RFP** | **September 20, 2020** |
| **Advertise Bid Notice** | **September 20, 2020** |
| **Questions from Vendors Due date** | **September 30, 2020** |
| **Responses/Clarifications issued to Vendors due date**  | **October 4, 2020** |
| **Deadline for Submission of Proposals** | **October 8, 2020** |
| **Evaluation of Proposals Start Date** | **October 11, 2020** |
| **Finalize of Award of Contracts**  | **October 29, 2020** |
| **Contract Implementation Start Date** | **November 01, 2020** |

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##### INTRODUCTION

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# The International Rescue Committee.

The International Rescue Committee, hereinafter referred to as “the IRC”, is a non-profit, humanitarian agency that provides relief, rehabilitation, protection, resettlement services, and advocacy for refugees, displaced persons and victims of oppression and violent conflict. The Humanitarian Program supports communities affected by conflict or natural disasters through WASH, Livelihoods, Protection and Emergency Response projects. Provision of safe drinking water (drilling of new bore wells, new pipe schemes and upgrading of existence pipe scheme to solar systems, construction of sanitation facilities to the MRRD standards) hygiene promotion, skill trainings, food security, farmers capacity building, rehabilitation of the irrigation structures, prepositioned stock of NFIs and emergency shelter for the emergency management and construction of DRR infrastructures are the main program activities.

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# The Purpose of this Request for Proposal (RFP)

It is the intent of this RFP to secure competitive proposals to select Potential, Reliable and Committed Vendor(s) for the International Rescue committee Afghanistan Education Program to provide and deliver the service of IRC Afghanistan – Education Cannot Wait Baseline Assessment during the period of 20 Weeks months. Therefore, IRC Afghanistan is calling on all eligible and potential Vendors that are qualify, Professional and are technically and financially competent for the completion of the mentioned project as indicated separately in **ANNEX – B & C (Bill of Quantity & TOR)** to submit the sealed proposals as per the outlined criteria set forth in this RFP.

The winning Vendor(s) will enter a Simple Service Contract (SSA) for period required. Vendors shall be domiciled and must have complied with all Host Government legal set forth Regulations to operate in **Afghanistan** and a regular tax payer to offer such services as specified in the tender and shall furnish copy of its operating license/certificate of registration valid for the fiscal year (1398-1399) **2020 and possibly 2021**. The Venders shall not be under a declaration of ineligibility for corrupt or fraudulent practices.

# Cost of Bidding

The Vendors shall be responsible for all costs associated with the preparation and submission of their proposals, and IRC hereinafter referred to as the “Purchaser” will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

##### THE BIDDING DOCUMENTS:

# The Bidding Documents

The Vendors is/are expected to examine all **instructions**, **forms**, **terms,** and **requirement** in this bidding document prepared for the selection of authorized Vendors. Failure to furnish all information required as per the bidding document or to submit a proposal not substantially responsive to the bidding document in every respect will be at the Vendor’s risk and may result in proposal rejection.

|  |
| --- |
| ***The* Bidding documents comprise of the following documents:*** The Request for Proposal – RFP (applied to this document)
* Vendors Information Form (VIF) - Annex A (Page 10 - 11)
* Vendors Self-Certification of Eligibility – Annex B (Page 12 – 14)
* Terms of Reference (TOR) - Annex C (Page 14 – 17)
* Price Bill of Quantity (BoQ) Sheet - Annex D (Page 18)
* Conflict of Interest Form - Annex E (page 19 – 21)
* Intent To Proposal – Annex F (Page 22)
 |

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# Clarification of Proposal Documents

A prospective Vendor requiring any clarification of the Bidding Documents may notify IRC Relevant Department in writing at AF.Tender@rescue.org.

The request for clarification must reach the purchaser not later than the day this RFP is published until **September 30, 2020**. The Purchaser will respond by issuing and publishing a formal clarification and responses to each question on this RFP and bidding document on **October 04, 2020 before COB.** Written copies of the Purchaser’s response (including an explanation of the query but without identifying the source of inquiry will be published on [WWW.ACBAR.ORG](http://WWW.ACBAR.ORG) and communicated to all prospective Vendors, who had submitted questions in response to this RFP.

##### III. PREPARATION OF PROPOSALS:

# Language of Proposal

The proposal and all relative correspondence and documents exchanged between the Vendors and the Purchaser shall be written in **English language only.** Any printed literature furnished by the Vendors and written in another language must be accompanied by an English translation of its pertinent passages, in which case, for purposes of interpretation of the proposal, the English translation shall prevail. Any translations must be performed by a licensed translator as recognized and notarized by the Courts and Government of Afghanistan.

# Documents Comprising the Proposal

The submitted proposal must include the following information. Failure to supply all requested information/document or comply with the specified formats may disqualify the Vendors from consideration.

|  |
| --- |
| * ***A Proposal detailing the unit price only in the Annex B sheet given for the purpose;***
* *Certificate of Business registration or Trading License in Afghanistan لایسنس بااعتبار شرکت*
* *Profile of the company including list and qualification of staff who will oversee the project (experience in the same field) پروفایل شرکت نشان هنده تجربه کاری مربوطه*
* *Taxpayers (last quarters) document in Afghanistanمکتوب تصفیه تکس سال آخر هجری شمسی*
* *Bank details /Financial capabilities, vendors to provide 1 year bank statement copy اظهار نامه یا استیتمنت بانکی حد اقل از 1 الی دو سال*
* *Cover letter explaining interest to submit proposal مکتوب نشان دهنده دلچسپی شرکت برای انجام پروژه ساخت و ساز*
* *Three (3) Official References from current or past clients (at least in the last 3 Financial years) الی سه منبع ارتباطی که در سالهای اخیر به انها عین کار و یا مشابه کار انجام داده شده باشد*
* *Other important document Vendors considers to attach to support their proposal. ارایه دیگر اسناد معتبر که شرکت احساس میکند شریک آن درین پروسه موثر میباشد*
* *Copies of Contracts for Similar Works in any one of the past 3 Financial years.; کاپی قرارداد که شرکت دو سال گذشته چین یا مشابه ساختمان را انجام داده باشد*
 |

# Proposal Prices & Price Changes

For the purpose of selecting a Vendor and executing the SSA Contract, the Vendors shall clearly indicate the unit price of the Supply and Services they are required to deliver under this contract. **All unit prices shall clearly be calculated and only indicated in the blank cells of the Bill of Quantity (Annex B)**.

The Vendors must sign and officially stamp the BOQ and entire RFP pages before submitting the sealed envelopes. Failed to do so might disqualify the vendors’ proposal if that was in the discretion of the IRC.

The provided price for the services provided for the completion of the project will remain unchanged during the period of the project’s completion from the date sealed proposals are submitted to the IRC.

# Proposal Currencies

All rates and amounts entered in the Proposal Form and Price Schedule and used in any documents, correspondence or operations pertaining to this tender shall be expressed in local currency **Afghani (AFN)** only.

# Document Establishing service Eligibility and Conformity to Bidding Doc

Pursuant to Clause 8, the Vendors shall furnish, as part of its proposal, documents establishing the eligibility and conformity to the Bidding Documents of services, which the Vendors proposes to supply under the Contract.

The Documentary evidence of the services’ conformity to the Bidding Documents may be in the form of evidence to prove similar works, technical capability and technical staff, Implementation timeline.

The Vendors will be responsible for death or personal injury, loss, theft and or damage to property, vehicles, machineries and any other direct or indirect costs and expenses incurred because of such survey.

# Proposal Security

For the Purpose of This RFP, proposal (bid) security is not applicable.

# Period of Validity of Proposals

Proposals shall remain valid **for Ninety (90) days** after the date of proposal opening prescribed by the Purchaser, a proposal valid for a shorter period may be rejected by the Purchaser as non-responsive.

In exceptional circumstances, the Purchaser may request the Vendors to extend the period of validity. The request and the responses thereto shall be made in writing by letter or e-mail. Vendors agreeing to the request of validity extension will not be required nor permitted to modify his proposal and will be required to extend the validity of their Proposal and Security for the period of the extension.

# Format and Signing

The original proposals shall be signed by the Vendors President and or Vice President or a person or persons duly authorized to bind the Vendors to the contract supported by an authorization letter for authorized person(s). **Failure to provide authorization letter with Bidding document for the Person(s) signing the proposal and stamping with the company seal may lead to disqualification of proposal**.

* Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the proposal.
* The Vendors shall include a cover letter in their proposal. The content of the cover letter shall include the following information:
* A table containing proposal offer: item description, unit price
* A detailed specification of the offered goods and services
* Warranty (if necessary and appropriate);
* Delivery time;
* Price validity date (for this purpose and as stated on the advertisement, quote given shall remain unchanged during the period of project completion from the date sealed proposal submitted

##### SUBMISSION OF PROPOSALS

# Submission and Marking of Proposals:

Vendors submitting their proposals shall **submit in one (1) sealed envelope properly marked with the project code (RFP IRC AFG-01477) and description of the project**. The proposals are to be submitted only to IRC Kabul Office located Taimani, Street # 4, House, # 34, District No. 10th, Kabul, Afghanistan), no later than **October 08, 2020 before sharp 4:00 pm local time.**

Proposals submitted to IRC’s fields offices in other provinces are not accepted. Field Vendors can apply for this RFP and submit their sealed proposals as per the instructions in IRC Kabul office only. **Proposals submitted after the deadline will be at the discretion of the International Rescue Committee (IRC).**

Vendors must sign the proposal register form at the reception of the office indicating their company name, telephone number, email address, date of submission and signature. **Failure to do so, the proposal will not be accepted.**

# Format

The Vendors’ proposals shall comprise of technical proposal and financial proposal, in one sealed envelope.

# Modification and Withdrawal of Proposals

The Vendors may modify or withdraw its proposal after the proposal’s submission, provided that written notice of the modification, including substitution or withdrawal of the proposals, is received by the Purchaser prior to the deadline prescribed for submission of proposals.

The Vendors’ modification or withdrawal notice shall be prepared, sealed, marked, and dispatched. No proposal may be modified after the deadline for submission of proposals.

##### PROPOSAL OPENING AND EVALUATION

# Preliminary Examination

The proposals will be opened immediately after the completion of the deadline of the RFP given that the committee panel members are available to open. Preference will be given to those Vendors who have achieved at least **90 scores form the total overall criteria**.

The Purchaser will examine the proposals to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether proposals are generally in order.

# Evaluation and Comparison of Proposals

Proposals determined to be substantially responsive will be considered for the evaluation process with the below scoring criteria. The Technical Evaluation of the RFP shall **comprise 70%** and the Financial Evaluation to be **30%** scores.

|  |  |  |
| --- | --- | --- |
| **Technical Criteria** | **Technical Sub-Criteria weighed at 70%** | **Weight (%)** |
| **Delivery, Capabilities and Vendor Capacity** | 1. Provider should submit resume of 3 Technical Project key personnel list with their experience and knowledge document including copy of their education certificates/degrees.
2. Provider should submit project implementation plan for the Contract execution and confirms to commence the project deliverables within 5 days of signing of the SSA contract.
3. Provider should submit bank statement for the past 1 financial year (12 months) to show financial capacity with a closing balance of 50% of their submitted price.
 | 25% |
| **Past Performance and Experience in Baseline Assessment** | (1): Provider has technical knowledge of the required services successfully delivered to other clients in the past. (2): Has confirmed and shared list of their extensive experience working in similar/relevant projects in the past with NGOs, UN and large-scale organizations. (3): Has attached copies of 3 most recent similar Contracts of similar size and magnitude in the any one of the last 3 financial years. | 25% |
| **Eligibility / Specialized Vendor** | (1): Vendor owns the company registered with authorized local government authorities and has provided copies of legal registration. (2): Proposal submitted has 90 months validity period, less than this period will not be accepted.  | 10% |
| **Payment Terms** | 1. Payment will be paid through bank transfer to vendor’s account and based on the payment terms to be shared by vendors based on deliverables achievements | 10% |
| **Financial Proposal weighed at 30%** |
| **Financial Proposal**  | Offered as per BoQ format provided and is submitted in a separate sealed envelope and is properly marked with the project codes and description  | 30% |
| **Grand Total Technical and Financial Proposal Score** | **100%** |

**To rate financial proposals of vendors, IRC will use the standard formula of (lowest price x 30% divided by the vendor total price).**

**INFORMATION Table to be filled by Vendors – Mandatory**

|  |  |
| --- | --- |
| **Company Past Performance Experience/Experience:**1. Vendors must provide their performance record list of the last 3 financial years.
2. Vendors must provide provable evidence of their past performance e.g. copy of contracts, completion letters or appreciation letters with official references for checking authentication.
 | (confirm here if submitted)  |
| **Staff Qualification:** 1. Qualification and experience of proposed Technical Project key personnel list with their experience and knowledge document including copy of their education certificates/degrees.
2. Provider should submit project implementation plan for the Contract execution and confirms to commence the project deliverables within 5 days of signing of the SSA contract.
 | (Confirm here if submitted)  |
| **Work Methodology:** 1. methodology meeting the requirement of the subject TOR.
2. Clearness of methodology i.e. that breakdown to deliverables is sequential and logical.
 | (Confirm here if submitted)  |
| **Time Schedule:**1. All deliverables and reporting requirement have been indicated in the implementation plan.
2. The time schedule is realistic and implementable.
3. Timeline 20 weeks with clear milestones.
 | (Confirm here if submitted)  |
| **Financial Capability:**1. Financial resources to meet the qualification requirements (cash in hand, lines of credit, etc.)
2. Vendors must provide their bank statements at least for the past 1 Financial year to show the Vendors’ actual performance and closing balance.
 | (Confirm here if submitted)  |
| How long it takes the contractor to start commencing the project as soon as contract is signed? | (Mention no of days)  |
| Service Provider confirms Payment will be paid through bank transfer to vendor’s account and has shared payment terms based on deliverables acceptable to them. | (Mention here if agreed/shared) |
| Proposal validity period to be confirmed | (Mention here the months agreed to) |
| Taxpayer document provided for the last quarter of fiscal year | (Mention here if submitted) |
| Authorization provided for the person signing off on the bidding document | (Mention here if submitted) |

# Contacting the Purchaser

Subject to Clause 5, no Vendors shall contact the Purchaser on any matter relating to its proposal, from the time of the proposal opening to the time the Contract is awarded or selected authorized Vendor is announced through an official Notification of Intention to Award with a standstill period of 1 week.

# Notification of Award

Prior to the expiration of the period of proposal validity, the Purchaser will notify the successful Vendor in writing or where necessary by phone and or email that his/her proposal has been accepted and, selected services. At this stage IRC may also choose to negotiate with the selected Vendor to finalize the process and to require a Performance Security Form valid for the period of the contract.

##### CONTRACTING

# Contract award and notification

The Purchaser will award the SSA Contract to the notified successful Vendor whose proposal has been determined to be substantially responsive and has been determined as the best evaluated proposal considering price/performance factors, quality of services, provided further that the Vendor is determined to be qualified to enter into Contract and perform its obligations satisfactorily.

# Warranty

The Vendors warrants that the project implementation will be in accordance with the requirement of this RFP document.

# Price Schedules and Location

Provider interested in the provision of services outlined in **Annex C** to IRC Country office should NOTE that all categories apply to all IRC Offices.

List of Goods, Services and Work Contract) as per below Categories is attached

# Disclaimer

* The Purchaser reserves the right to alter the dates of the timetable of this RFP.
* The Purchaser does not bind itself to accept the lowest or any proposal.

# Ethical Operating Standards

The IRC Way: Standards for Professional Conduct (“The IRC Way”), the IRC’s code of conduct and IRC’s combating Trafficking in Persons Policy. The IRC Way provides three (3) core values - Integrity, Service, and Accountability – and twenty-two (22) specific undertakings.

The IRC Way provides, inter alia, that IRC does “not engage in theft, corrupt practices, nepotism, bribery, or trade in illicit substances.” IRC’s procurement systems and policies are designed to maximize transparency and minimize the risk of corruption in IRC’s operations.

IRC requests that Vendors (i) informs IRC upon becoming aware that the integrity of IRC’s business has been compromised during the RFP process, and (ii) report such events through IRC’s confidential hotline, Ethics point, which can be accessed at [www.ethicspoint.com](http://www.ethicspoint.com) or via toll–free phone call (866) 654–6461 in the U.S., or collect a call (503) 352–8177 outside the U.S.

# ANNEX – A: Vendor Information Form

|  |  |
| --- | --- |
| Company Name |  |
| Any other names company is operating under (Acronyms, Abbreviations, Aliases) |  |
| Previous names of the company |  |
| Address |  |
| Website |  |
| Phone/Fax Numbers | Phone: Fax: |
| Primary Contact | Name: Phone Number: Email Address: |
| # of Staff |  |
| # of Locations |  |
| Avg. $ Value of Stock on Hand |  |
| Name(s) of Company Owner(s) or Board of Directors |  |
| Parent companies, if any |  |
| Subsidiary or affiliate companies, if any |  |

**Financial Information**

|  |  |
| --- | --- |
| Bank Name and Address |  |
| Name under which company is registered at bank |  |
| Payment Terms | Payment By: Bank Wire Transfer Yes | No  |
| Specify Standard Payment Terms (Net 30 calendar days) |  |

**Product/Service Information**

|  |  |
| --- | --- |
| List Range of Products/Services Offered |  |
| Basis For Pricing (Catalog, List, etc.) |  |

**References**

|  |  |
| --- | --- |
| Client Name: | Contact Name, Phone, Email Address: |
| Client Name: | Contact Name, Phone, Email Address: |
| Client Name: | Contact Name, Phone, Email Address: |

**Annex – B – Vendors’ Self-Certification of Eligibility**

Company certifies that:

**1.** They are not debarred, suspended, or otherwise precluded from participating in major donor (e.g. European Union, European and United States Government, United Nations) competitive proposal opportunities.

**2.** They are not bankrupt or being wound up, are having their affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.

**3.** They have not been convicted of an offense concerning their professional conduct*.*

**4.** They have not been guilty of grave professional misconduct proven by any means that the contracting authority can justify, or been declared to be in serious breach of contract for failure to comply with their contractual obligations towards any contracts awarded in the normal course of business.

**5.** They have fulfilled obligations related to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country where the contract is to be performed.

**6.** They have not been the subject of a judgment for fraud, corruption, involvement in a criminal organization or any other illegal activity.

**7.** They maintain high ethical and social operating standards, including:

* Working conditions and social rights: Avoidance of child labor, bondage, or forced labor; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees and IRC’s beneficiaries; and prohibition of trafficking in persons. For avoidance of doubt, Vendors shall not discriminate against any of IRC’s beneficiaries during the Term of this Agreement, such as, but not limited to, withholding, adversely impacting, or denying equitable access to the benefits provided through this Agreement on the basis of any factor not expressly stated in the Agreement. This includes, for example, race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, disability, age, genetic information, marital status, parental status, political affiliation, or veteran's status. Nothing in this provision is intended to limit the ability of the Vendors to perform its obligations under the Agreement.
* Environmental aspects: Provision of goods and services with the least negative impact on the environment.
* Humanitarian neutrality: Endeavoring to ensure that activities do not render civilians more vulnerable to attack, or bring unintended advantage to any military actors or other combatants.
* Transport and cargo: Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.

**8.** Company warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a financial interest in the Company’s business activities, nor is any IRC employee related to principals or owners of the company. Discovery of an undisclosed Conflict of Interest situation will result in immediate revocation of the Company’s Authorized Vendors status and disqualification of Company from participation in future IRC procurement.

9. Vendors hereby confirms that the organization is not conducting business under other names or alias’s that have not been declared to IRC.

10. Vendors herby confirms it does not engage in theft, corrupt practices, collusion, nepotism, bribery, or trade in illicit substances.

By signing the Vendors Information Form you certify that your Company is eligible to supply goods and services to major donor funded organizations and that all of the above statements are accurate and factual.

Company Name:

Name of Representative:

Title:

Signature:

Date:

**FOR IRC USE**

**Following documents have been supplied:**

|  |  |
| --- | --- |
| Business registration or license |  |
| Articles of incorporation or similar document  |  |
| Business and other NGO references  |  |
| Bank statements and references  |  |
| Passport / ID cards of business owners/board of directors |  |
| Financial statement (if available) |  |
| Vendors Tax Identification Number (TIN) |  |
| Passport/ID care of Business Partner/Sub contractor owners/board of directors and entity full title  |  |
| Intend to Proposal Form  |  |
| Proposal Security  |  |
| Performance Bank Guarantee  |  |

**I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ an employee of IRC having completed and reviewed this form confirm the accuracy of information provided:**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Vendors to be re-authorized one year from this date.

**Annex C - (“Terms of Reference”)**

**IRC Afghanistan – Education Cannot Wait Baseline Assessment**

# Background

The International Rescue Committee (IRC) responds to the world's worst humanitarian crises and helps people to survive and rebuild their lives. Founded in 1933 at the request of Albert Einstein, the IRC offers lifesaving care and life-changing assistance to refugees forced to flee from war or disaster. At work today in over 40 countries and 22 U.S. cities, we restore safety, dignity and hope to millions who are uprooted and struggling to endure. The IRC leads the way from harm to home.

The IRC opened the country program in Afghanistan in 1988. Our programs span the range from humanitarian relief to early recovery and development activities, focusing on child protection, education, economic wellbeing, health, and power. The IRC works in 9 provinces throughout Afghanistan, among which some of the most security volatile, and employs over 500 staff.

In 2020, IRC will participate in a countrywide Education in Emergencies initiative, with financial support from the Education Cannot wait fund and in partnership with Save The Children International. The overall goal of the Education Cannot Wait (ECW) fund in Afghanistan is to improve learning and well-being of crisis-affected children in Afghanistan through access to quality, inclusive, gender sensitive and sustainable education, and this specific technical component will focus on four key outcome areas: teachers’ training, remedial teaching and learning, learning assessment (based on new early grade curriculum piloted through the Afghan Children Read project) and standardized self-learning materials.

2019 marked the first year of implementation of the ECW in nine provinces of Afghanistan (Badghis, Helmand, Herat, Kandahar, Kunduz, Nangarhar, Paktika, Sar-e-Pul and Uruzgan). A key deliverable of this project is a comprehensive baseline survey which assesses the literacy, numeracy and socio-emotional competencies, in a grade-appropriate context, of children participating in community-based education across these nine provinces. IRC is therefore seeking expressions of interest from qualified parties to support in the development and execution of this baseline assessment survey across all nine provinces, in coordination with IRC’s Technical Education, Child Protection, Research and MEAL Units in addition to the country-level team.

Conclusion of this EOI process is subject to funding approval.

# Essential competencies

* Demonstrated experience delivering household and school level assessments of a similar scale in Afghanistan (10-15 provinces), ideally in the Education sector and/or including child informants
* Experience administering EGRA and EGMA assessments with children and collecting high quality qualitative data from government officials, caregivers, teachers and children.
* Demonstrable capacity to rapidly mobilize existing assessment teams across all nine targeted provinces
* Demonstrable success in collaborative design of assessment tools
* Demonstrated experience in conducting multi-stakeholder assessments
* Ability to deliver assessments in Dari, Pashto and minority languages such as Uzbek and Turkmen
* Strong understanding of and commitment to mainstreaming of gender and child protection principles throughout the assessment process
* Excellent ability analyzing qualitative data. Use of NVivo Software highly desirable.
* Excellent report writing capacity, including English-language writing capacity

# Timeline

See below scope of work. The duration of the consultancy is expected to be around 18-20 weeks, with exact deadline dates to be agreed in collaboration with IRC.

# METHODOLOGY

The assessment will be conducted through qualitative and quantitative field-level data collection in Badghis, Helmand, Herat, Kandahar, Kunduz, Nangarhar, Paktika, Sar-e-Pul and Uruzgan provinces, Afghanistan. Finalised assessment tools and methodology are to be agreed between the consultant and IRC.

# ROLES AND RESPONSIBILITIES

The consultants will perform the following roles and responsibilities for the duration of the review contract:

1. Develop, in coordination with relevant IRC teams, a detailed assessment framework and work plan
2. Develop, in coordination with relevant IRC teams, assessment tools in appropriate local languages, applying considerations of gender and child protection and safeguarding
3. Develop an appropriate enumerator training module
4. Take responsibility for all logistical elements related to data collection, including recruitment and training of enumerators, organization of transportation to and venues for data collection as required, and provision of data collection equipment such as tablets
5. Submit both raw and cleaned datasets to IRC upon completion of the assessment
6. Receive and review the quantitative data analysis from IRC’s Research Team, aid in the interpretation of the findings and the provision of recommendations based on results.
7. Develop a qualitative analysis with support from the IRC Research Team
8. Develop a draft baseline report that integrates all findings for IRC’s review
9. Integrate report feedback into a final version for IRC and ECW approval
10. Based on lessons learned from the assessment, make any necessary contextual adaptation for the tools to be suitable for individual partner use at midterm and endline stage

The IRC Team will:

1. Facilitate approval of the project with relevant provincial governments
2. Review and approve the work plan and detailed assessment framework
3. Share, review, adapt and approve the assessment tools and enumerator training module
4. Facilitate relevant links between the consultant and community-level stakeholders and informants (in provinces of direct implementation) and between the consultant and implementing partners (in provinces where IRC does not have operational presence)
5. Receive the raw and cleaned datasets from the consultant and conduct a primary analysis
6. Review the draft assessment report and provide timely feedback
7. Review and approve the finalized assessment report
8. Facilitate approval of the finalized report by the Education Cannot Wait Technical Committee
9. Be the primary contact person for the vendor for the duration of the project.

Others, including other member staff and partner staff, will be involved as key informants.

# DELIVERABLES AND REPORTING REQUIREMENTS

There are six key deliverables for this process:

1. **Development of Detailed Assessment Framework**
	* Summary of the assessment methodology
	* Review timeline (as per the detailed work plan with a schedule of dates for key actions and deliverables for this review process)
	* Methods of data collection (qualitative and quantitative)
	* Summary of primary collection methods (specific questions addressing review objectives and questions must be included)
	* Travel and logistical considerations
	* Ethical considerations
	* Budget
	* Other elements deemed necessary by the consultant

The detailed assessment framework is to be received by week 2nd.

1. **Preparation of Assessment Tools**

The consultant will, in coordination with relevant IRC technical units, develop a set (or sets) of quantitative and qualitative assessment tools for the assessment of children’s literacy, numeracy, and socio-emotional competencies. Tools must take into consideration accepted grade-acceptable learning outcomes, be available in the necessary range of majority and minority languages and be suitable for use with boys and girls of a variety of ages.

Tools should be received by IRC by week 3rd.

1. **Baseline assessment**

Between weeks 4th-9th the consultant will carry out the baseline assessment, including recruitment, training and deployment of enumerators, in all operational districts of the nine targeted provinces (Badghis, Helmand, Herat, Kandahar, Kunduz, Nangarhar, Paktika, Sar-e-Pul and Uruzgan). The consultant will be responsible for all logistical arrangements.

The assessment is to be completed by week 9th .

1. **Verification and Cleaning of Dataset**

The consultant will compile, verify and clean data collected during the field assessment phase. Both raw and cleaned datasets are to be shared with IRC by week 10th.

1. **Preparation of Draft Assessment Report**

IRC will conduct a quantitative analysis of the data collected, which will be returned to the consultant by week 15th. Based on this, and with the support of IRC’s technical units, the consultant will conduct a qualitative analysis and develop a draft assessment report to be shared with IRC by week 16th. IRC will return feedback to the consultant by week 18th.

1. **Preparation of Final Assessment Report**

The consultant will present a final report to the International Rescue Committee by 20th based on the draft feedback received. The consultant will also present recommendations for the delivery of the midterm and endline surveys by implementing partners.

***27.9 Brief information about Vendor Business and Experience especially in this field.***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# 28. Taxes:

Pursuant to the provisions of the Government of Afghanistan Income Tax Law 2009, Article 72, effective March 2009, IRC is required to remit 2% or 7% Government Withholding tax and deposited to Ministry of Finance Tax division account whenever each portion of Water Supply Equipment and Accessories ordered and received from Vendors.

Price Validity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Currency of proposal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Payment Terms: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Validity of price should be at least 12 months** **Price to be in Afghanistan Local currency (Afghanis)**

**Signature of company representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Official Stamp of Vendors: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Annex D:** **Bill of Quantity (BoQ)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Deliverables** | **QTY/UM** | **Unit price AFA**  | **Total Price AFA** |
| **1** |  | **1/LS** |  |  |
| **2** |  | **1/LS** |  |  |
| **3** |  | **1/LS** |  |  |
| **4** |  | **1/LS** |  |  |
|  | **Grand Total include GOA BRT Tax and all other costs:** |  |

**ANNEX – E: IRC Conflict of Interest and Vendors Code of Conduct**

Vendors hereby agrees that Vendors and Vendors’ employees and subcontractors, if any, shall by and follow all established written policies of IRC related to work conduct, including, but not limited to, The IRC Way: Standards for Professional Conduct, the IRC’s Code of Conduct, and IRC’s Combating Trafficking in Persons Policy. The IRC Way provides three (3) core values - Integrity, Service, and Accountability – and twenty-two (22) specific undertakings. Vendors acknowledges that all IRC employees and independent contractors are expected to apply these core values and follow these undertakings in carrying out work on behalf of IRC. It is a point of pride for IRC to apply these behavioral standards in IRC’s everyday operations.

**Integrity - At IRC, we are open, honest and trustworthy in dealing with beneficiaries, partners, co-workers, donors, funders, and the communities we affect.**

* We work to build the trust of the communities in which we work and sustain the trust earned by our reputation in serving our beneficiaries.
* We recognize that our talented and dedicated staff are our greatest asset and we conduct ourselves in ways that reflect the highest standards of organizational and individual conduct.
* Throughout our work, IRC respects the dignity, values, history, religion, and culture of those we serve.
* We respect equally the rights of women and men and we do not support practices that undermine the human rights of anyone.
* We refrain from all practices that undermine the integrity of the organization including any form of exploitation, discrimination, harassment, retaliation or abuse of colleagues, beneficiaries, and the communities in which we work.
* We do not engage in theft, corrupt practices, nepotism, bribery, or trade in illicit substances.
* We accept funds and donations only from sources whose aims are consistent with our mission, objectives, and capacity, and which do not undermine our independence and identity.
* We support human rights consistent with the UN Universal Declaration of Human Rights and The Convention on the Rights of the Child.
* We rigorously enforce the UN Secretary General’s Bulletin on the Protection from Sexual Exploitation and Abuse of Beneficiaries.
* IRC recognizes its obligation of care for all IRC staff and assumes their loyalty and cooperation.

**Service - At IRC, our primary responsibility is to the people we serve.**

* As a guiding principle of our work, IRC encourages self–reliance and supports the right of people to fully participate in decisions that affect their lives.
* We create durable solutions and conditions that foster peace, stability and social, economic, and political development in communities where we work.
* We design programs to respond to beneficiaries’ needs including emergency relief, rehabilitation, and protection of human rights, post–conflict development, resettlement, and advocacy on their behalf.
* We seek to adopt best practices and evidence–based indicators that demonstrate the quality of our work.
* We endorse the Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief.

**Accountability - At IRC, we are accountable – individually and collectively – for our behaviors, actions and results.**

* We are accountable and transparent in our dealings with colleagues, beneficiaries, partners, donors, and the communities we affect.
* We strive to comply with the laws of the governing institutions where we work.
* We maintain and disseminate accurate financial information and information on our goals and activities to interested parties.
* We are responsible stewards of funds entrusted to our use.
* We integrate individual accountability of staff through the use of performance evaluations.
* We utilize the resources available to our organization in order to pursue our mission and strategic objectives in cost effective ways.
* We strive to eliminate waste and unnecessary expense, and to direct all possible resources to the people we serve

**Conflict of Interest**

* Vendors hereby warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a financial interest in the Vendors’ business activities.
* Vendors herby warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a family relationship with the Vendors’ owners.
* Discovery of an undisclosed conflict of interest will result in immediate termination of any Agreement and disqualification of Vendors from participation in current and future IRC activities.
* Vendors hereby confirms that the organization is not conducting business under other names or alias’s that have not been declared to IRC.
* Vendors herby confirms it does not engage in theft, corrupt practices, collusion, nepotism, bribery, or trade in illicit substances.

**Vendors herby agrees to maintain high ethical and social standards:**

* Working conditions and social rights: Avoidance of child labor, bondage, or forced labor; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees and IRC’s beneficiaries; and prohibition of trafficking in persons. For avoidance of doubt, Vendors shall not discriminate against any of IRC’s beneficiaries during the Term of this Agreement, such as, but not limited to, withholding, adversely impacting, or denying equitable access to the benefits provided through this Agreement on the basis of any factor not expressly stated in the Agreement. This includes, for example, race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, disability, age, genetic information, marital status, parental status, political affiliation, or veteran's status. Nothing in this provision is intended to limit the ability of the Vendors to perform its obligations under the Agreement.
* Environmental aspects: Provision of goods and services with the least negative impact on the environment.
* Humanitarian neutrality: Endeavoring to ensure that activities do not render civilians more vulnerable to attack, or bring unintended advantage to any military actors or other combatants.
* Transport and cargo: Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.

If you believe that any IRC employee, volunteer or intern is acting in a manner that is inconsistent with these Standards, please notify a supervisor or the confidential helpline Ethics point, www.ethicspoint.com or call Ethics point toll-free phone call (866) 654-6461 in the U.S./call collect at (503) 352-8177 outside the U.S. There will be no retaliation against any person who raises concerns that are based on good faith belief of improper conduct. An intentionally false report or a failure to report conduct that is known to violate these standards may result in disciplinary action.

By signing this statement Vendors acknowledges any violation of the above IRC policies will result in immediate termination of any agreement in place and disqualification from participation in future IRC activities.

|  |
| --- |
| Vendors Name: |
| Signature: |
| Title: |
| Print Name: |
| Date: |

