



Swedish Committee for Afghanistan

Date: 21 Sep 2020
To: Interested Qualified Bidders
From: Swedish Committee for Afghanistan, Kabul Management Office
No. of Pages: Ten (10) with three sections (Sections 1-3)
Subject: RFP #: KMO- RFP – 2020 - 18

- Effective Time Management 2 days
- Supervisory Skills 2 days
- Conflict Management 2 days

REQUEST FOR Proposal, RFP #: KMO- RFP – 2020 - 18

Dear Sir/Madam:

The Swedish Committee for Afghanistan, Kabul Management Office (hereinafter called “the SCA”) invites you to submit your quotation for soft skills trainings (hereinafter called “the Service”) of SCA as specified in the Request for Proposal and attachments hereto (hereinafter called “the RFP Documents”).

Tender Instructions

1. You must submit your technical and financial proposal in separate sealed envelope in case of hard submission .And in separate file In case of online submission 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 Sep 2020:

Swedish Committee for Afghanistan
Jalalabad Main Road, Paktia Kot
PO Box 5017
Kabul Afghanistan

Attn.: Procurement Unit
Email for Electronic submissions: 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 21, to September 28,2020
5. Your quotation and all correspondence shall be made in the English language.
6. Your quotation shall be according to these instructions:
 - 6.1 It shall contain the completed forms in Sections 2 and 3. Failure to complete these forms may result to rejection of your quotation

- 6.2 All prices quoted shall be made on the terms specified in the RFP documents
- 6.3 All prices shall be quoted in Afghani
- 6.4 All prices shall be quoted including taxes reference to Article 72 of Afghanistan Tax Law.
- 6.5 Your quotation shall be valid for a period of 45 days past deadline for receipt of quotation
- 6.6 Your quotation shall bear the RFP Reference Number and Title indicated above.
7. SCA will examine the received quotations to determine its completeness and whether there are computational or arithmetical errors, whether documents are properly signed, & whether the quotations are general in order. Arithmetical errors will be rectified as follows:
 - 7.1 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.
 - 7.2 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.

Requirements of the Company

The firm must provide evidence for the following items while submitting proposal.

1. Valid Certificate of Registration (Ex: From AISA or Ministry of Commerce)
2. Bank Account in the name of the company. Individual/personal bank accounts will not be accepted.
3. Local firms must have Tax Identification Number (TIN)

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



Terms of Reference for soft skills trainings

Background: Swedish Committee for Afghanistan (SCA) is a non-governmental, non-profit, membership based and value driven organization established in 1980 with the mission of empowering individuals, communities and local organizations, primarily in rural areas and with particular focus on women, girls, boys and vulnerable groups such as people with disabilities so that they may participate fully in society and influence their own development. SCA is presently implementing development programmes on Health, Education, Disability and Rural Development in 14 provinces with a total annual budget of roughly USD 40 million. The main contributors to SCA budget are Sida, World Bank and increasingly, private contributions and donations. SCA has more than 5,000 staff and manages its operations through the Kabul Management Office (KMO), Stockholm Management Office, five Regional Management Offices and two Liaison Offices.

Aim: SCA is committed to ensure staff skills are appropriately enhanced through a process of training and development to carry out their work more effectively. To this end, SCA will organize the following soft skills trainings and will contract an external consultancy for facilitation.

- Effective Time Management
- Supervisory Skills
- Conflict Management

Training Objectives/Learning Outcome:

SCA intends to keep the workforce safe, productive and engaged in the company's activities and interests. For this reason, organization plans to have services for arranging soft skills trainings which covers **1. Effective Time Management and 2. Supervisory Skills 3. Conflict Management**. Training objectives focus on what the organization needs to achieve and how to help employees attain company goals. delivering these trainings, the consultancy is expected;

A. Effective Time Management

- To develop participant's time management skills for increased productivity and maximum efficiency.
- To educate participants the tips of using a planner or calendar to be more organized.
- Get the participants learn how to prioritize tasks of the workday in a way that will increase the value of time.
- Equip participants with the approaches for setting priorities, planning time, and completing tasks in a timely manner.

- Enable participants to identify work-related time wasters and learn ways to avoid them.
- To learn participants the strategies to overcome workload and avoid job stress;
- To enable participants to create a realistic and productive schedule/to do list;
- To help attendees improve concentration, confidence and subsequently overall job performance;

B. Supervisory Skills

- To increase participants knowledge on effective supervisory skills and techniques.
- To enable participants to professionally supervise subordinates by understanding key leadership principles;
- To explain participants the problem solving skills and how to build trust at work;
- To get attendees learn the delegation skills and how to give orders and instructions effectively;
- To teach the participants how to make collaborative decisions and create a supportive and motivating work environment;
- To help participants how to properly use skill-sets of each team member and build a purposeful team culture in the organization;
- To enable participants to effectively communicate and improve relationships;
- To enable participants to quickly identify challenges and provide constructive feedback;

C. Conflict Management

- To introduce practical conflict resolution techniques that employee can effectively utilize when managing conflict in the workplace.
- To enhance participants understanding of human behavior and its effect on others;
- To learn participants how to resolve conflict in the workplace, manage disputes, and build trust within the team.
- To explain possible strategies for conflict management, and how to choose the appropriate strategy for resolving conflict within a team.
- To introduce ways to prevent conflicts, and methods for handling confrontations.
- To enable participants to effectively apply negotiation strategies and to avoid blaming culture.
- To help participants learn to identify the root and drivers of conflict and the negative impact conflicts can have on a workplace.

- To develop participants ability to manage conflicts confidently in order to enhance productivity and performance;

Course Methodology

The course will use a combination of theory and practical applications of course concepts. Participants will engage in simulation exercises that will emulate real situations allowing them to gain deep insights about the concepts covered.

Deliverables

We expect that consultancy selected to provide training will be able to work with SCA to provide the following.

- Prior to the start of trainings, the selected contractor will share the content of trainings to ensure SCA training expectation is reflected.
- Deliver 6 full days training in total at SCA Kabul Management Office (KMO) in accordance with the announced ToR.
- Provision of printed training handout to all the participants.
- Training completion certificate to the participants signed by both SCA and the consultancy.
- Submit final training report to SCA within 10 days after successful completion of the training.

Duration: The duration of the training is six full days in total, 2 days for each of the topic. The training will be conducted during the month of October 2020; the specific schedule will be agreed later.

Language of Training: English, Dari, Pushto

Target participants and # of Participants: the target of training participants are mid level employees of SCA main office and regional offices. The number of participants is 25 in each of the session.

Training Venue: Swedish Committee for Afghanistan (SCA), Kabul Management Office, Paktia Kot, Kabul, Afghanistan.

Confidentiality:

All information in the contract between the two parties shall be considered as confidential and not be shared with anyone unless legally obliged to do so.

Payment terms: The payment will be processed all in one installment after completion of training and upon submission of final training report. In accordance with Article 72 of Afghanistan Tax Law, all applicable taxes should be considered while submitting offer. SCA will process all payments to the company bank account and will deduct all applicable taxes from payments.

SCA's Responsibilities:

- Will cover transportation and accommodation only for the training participants.
- Arrange training venue and inform the participants
- Provide food and refreshment for the participants and the trainers.
- Pay training fee as per received financial proposal, scope of the trainings and in accordance with accepted terms of payment.
- Provide stationaries and training aid equipments needed for the duration of training days.
- Both parties will be bound to the contents of this ToR.
- The contract will be valid from the date of signing till the training is completed

Evaluation

The evaluation is quality and cost-based selection, 60% for quality and 40% for the cost. The contract will be provided to one service provider only.

Quality Evaluation (technical)

The following criteria will be applied.

1. Institutional capacity/credentials – maximum 9 points
 - Company profile, relevant to the TOR
 - Company overall experience in conducting trainings
 - Company specific experience in conducting the above mentioned training

Each is scored 0-3 points. minimum is 6 points (2 each) to qualify

2. Technical proposal – maximum 12 points
 - Training approach and methodology
 - Proposed course contents relevant to ToR
 - Capacity of proposed Staff/Trainer; CV must be attached
 - Reporting and deliverables

Each is scored 0-3 points; minimum is 8 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 is scored 0-3 points. minimum is 4 points (2 each) to qualify

Maximum points:

Each quotation will be given a technical score and rejected at this point if it fails to achieve the minimum technical score 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 = $100 \times \text{Lowest price/price of relevant quotation}$.

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, 60%; F = Financial evaluation weight, 40%

Final score = $0.6 \times T + 0.4 \times F$

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 quality will prevail.



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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 - 18

- Supervisory Skills (2 days)
- Time Management (2 days)
- Conflict Management (2 days)

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 Soft Skill Trainings that conforms with your RFP No. KMO- RFP – 2020 - 18

We agree to abide by this quotation for a period of 45 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 representative)



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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. Registration or License Number:
12. Tax Identification Number (TIN):
13. Number of staff employed:



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Section 3

CONSULTANCY COST/PRICE SHEET

Items	Unit	Qty	Unit Price (AFN)	Sub-total (AFN)
Trainer (facilitator) fees				
Co-facilitator				
Additional cost (Please Specify)				
Total Amount (AFN)				
Comments				

Note: SCA will deduct all applicable taxes from payment so kindly include it in your unit price.