



Swedish Committee for Afghanistan

Date: 22 September 2020
To: Interested Bidders
From: Swedish Committee for Afghanistan, Kabul Management Office
No. of Pages: Fifteen (15) with three sections (Sections 1-3)
Subject: RFP ref: KMO – RFP- 2020-11
Advanced Braille, Sign Language and Pedagogy 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 Advanced Braille, Sign Language and Pedagogy Training) 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 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 01 October 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. Your quotation and all correspondence can be made either in English or local language (Dari & Pashto)
5. 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 RFPdocuments
 - 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 RFPReference Number and Title indicated above.



6. 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.
7. 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.
8. 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.
9. 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.
10. The SCA shall compare all substantially responsive quotations to determine the quotation containing the best Quality and Cost.
11. 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.
12. 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.
13. 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.
14. Please note that the SCA will notify unsuccessful companies.
15. 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:

The firm must provide evidence for the following criteria and submit it with the technical proposal.

1. Valid Certificate of Registration.
2. Bank Account in the name of the company. Individual/personal bank accounts will not be accepted.
3. Firms must have Tax Identification Number (TIN).

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



Terms of Reference

Advanced Braille, Sign Language and Pedagogy Training

Background of the Swedish Committee for Afghanistan (SCA)

The Swedish Committee for Afghanistan (SCA) has been operational in Afghanistan for over 30 years. Currently, SCA operates in 17 out of 34 provinces in Afghanistan. The SCA presence in Afghanistan consists of the Kabul Management Office (KMO), five Regional Management Offices and three Liaison Offices. SCA receives funds from various international and private donors, mainly from the Swedish International Development Agency (Sida). With more than 6,000 Afghan employees, it is one of the largest organizations in Afghanistan. In recent years, SCA has shifted from being a mainly humanitarian organization by incorporating development programming. SCA utilizes the Rights Based Approach in its programming. SCA supports education, health, and disability programming and contributes to development in rural areas. SCA puts more emphasis on capacity development of individuals and organizations, including civil society organizations, with the aim of enhancing their capacity to advocate for their rights. SCA also supports empowerment and rights of women throughout its' programmes.

Vision:

The vision of SCA is *'An Afghanistan free from poverty, violence and discrimination, where human rights are respected and all live in dignity, enjoy equal opportunity and social justice'*

Mission:

The mission of SCA is *'To empower 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's Education Programme

SCA has been involved in implementation of education projects that include capacity development, advocacy and service delivery since 1984. Currently the programme is being implemented in 74 districts across 14 provinces. Through the Education Programme SCA aspires to: Improve students access to education and provide an inclusive learning environment for all children; Enhance effective teaching and quality in education; Support community-based organisations in target communities and professional associations to be more self-organised, representative and to fulfil their responsibilities in the promotion of, and advocacy for accountable and responsive education services and; Provide support to Education authorities to enable them have the required capacity to ensure sustainable, inclusive and effective education services in Afghanistan

SCA supported schools exist in some of the most remote and underserved areas of the country. As part of its service delivery SCA has been supporting Community Based Schools (CBS) since 2006 and inclusive education since 2015. Currently, approximately 85,000 (60% girls), children from marginalized communities, children with disabilities, and children from the nomadic (*Kuchi*) communities are benefitting from implementation of the education programme.

To improve children's access to education SCA also works with local community structures such as local leaders, religious leaders, School Management *Shura* (SMS) members and parents as well as education



authorities at national and sub national levels to ensure children in target areas have equal access to quality educational opportunities.

Inclusive Education for marginalized children:

SCA started supporting Inclusive Education in 2010. Students with special needs education have been receiving preparatory education in Preparatory Education and Rehabilitation Centres (PERCs), Village Based Preparatory Education Centres (VPECs), Preparatory Education Centers (PECs) and through Home-Based Education (HBE). SCA supports mainstreaming of students with special needs education in government public schools or in community based schools (CBSs) after successful completion of their preparatory education. Inclusive Education Resource Person (IERPs), SCA's Special Education Resource Person (SERP assistant) and Inclusive Education Training officer (IETO) continuously visit and provide on-site technical support to mainstreamed students with disability and their teachers in school. Currently, SCA is supporting 2,722 (1, 278 girls) students with disability in 742 mainstream public schools and Community Based Schools (CBSs).

SCA recognizes that the quality of a teacher and quality of teaching are some of the most critical contributors to achievement of students' learning outcomes. Part of SCA's in-service teacher training initiatives includes training teachers in Special Education Needs and Inclusive Education; Project Based Learning; Mentorship; Subject matter and pedagogy among other areas. Current data on the number of teachers demonstrating improved pedagogy in classrooms. The grade passing rates of students is a clear pointer to provision of quality education in SCA supported schools.

To strengthen Inclusive Education programming within SCA, the Education Programme plans to organize 5-day trainings (20 days in total) on advanced braille writing, sign language and pedagogy for its staff so that they improve on the support they provide to students with special needs education. Some topics of interest will include: *Scope of special and inclusive education, advanced braille writing, sign language and pedagogy with focus on how to increase participation and performance of students with disability (mainly those with visual and hearing impairment and intellectual disability in education.*

Overall objective:

The overall objective of the advanced braille, sign language training and pedagogy is to enhance the capacity of Education Programme field Staff and teachers to support and improve learning outcomes among students with special needs education.

The specific objectives of the planned trainings on advanced Braille writing, sign language and pedagogy are to:

- 1) Enable SCA staff to acquire current subject matter content in braille, sign language and pedagogy with focus on technical and science related subjects
- 2) Enhance learning of all students especially students with disability
- 3) Enhance the capacity of teachers to reliably assess the learning progress of children with disability in mainstream schools
- 4) Support teachers develop, implement, and follow up on individualized education plans for students with special education needs
- 5) Enable teachers develop and utilize a variety of learning resources to enhance learning of students with disability in mainstream schools



- 6) Enhance the capacity of teachers to develop records of work, schemes of work and lesson plans for all categories of students such as students with visual, hearing and learning difficulties
- 7) Promote parental involvement and participation in inclusive education and school improvement

Scope of the Trainings

The trainings, to be conducted in Kabul, will target different categories of SCA staff. The staff will include: Inclusive Education Resource Persons (IERPs), Special Education Resource Persons (SERPs) Assistants, Inclusive Education Training Officers (IETOs) and other Education Programme staff from Kabul and the following Regional Management Offices: Jalalabad Regional Management Office (JRMO), Mazar Regional Management Office (MRMO), Wardak Regional Management Office (WRMO), Ghazni Regional Management Office (GRMO) and the Kunduz Liaison Office (KLO).

The trainings will:

- a) Enhance, directly and indirectly, science subject related braille literacy among SCA staff, teachers and students
- b) Explore technology in braille through, for example, audio calculators, braille touchscreens and braille keyboards
- c) Incorporate games to motivate trainees and learners and scale up use of assistive technology and devices
- d) Enhance involvement of parents and caregivers in awareness on braille and explore best practices for teaching braille to children and assess student progress
- e) Identify and provide a broad scope of braille resources for teachers and students to learn and use
- f) Identify and utilize tactile illustrations and braille learning materials for use by students and
- g) Enhance inclusion and accessibility rights to education specifically among deaf students by promoting sign language

Approach and methodology

The consultant/ consulting firm will undertake a desk review of key SCA strategic documents, modules, reports and training reports. She/he will identify appropriate, inclusive and interactive training models to use during the training sessions. These may include Technology-based, simulation, group work and discussions, semi lectures, role plays, case studies,

There will be 4 separate training sessions for Education Resource Persons (IERPs), Special Education Resource Persons (SERPs) Assistants, Inclusive Education Training Officers (IETOs) and other Education Programme staff. The consultant / consulting firm will require a total of 20 days to complete the trainings.

Category of Trainee	Training Cohorts				
	1	2	3	4	Total
Education Resource Persons (IERPs)	25	25	25		75
Special Education Resource Persons (SERPs) Assistants				11	11
Inclusive Education Training Officers (IETOs)				7	7
Master Trainers and other Education Programme Staff				7	7
Total	25	25	25	25	100



Guiding Principles and Values

SCA core values underpin all contractual activities given to professionals working with or for SCA. It is therefore paramount at this juncture for the consulting firm to understand these values as stated below.

- a) Full respect of the Afghan people's rights to sovereignty, cultural heritage, and religious Integrity
- b) Full neutrality and impartiality vis-à-vis people of different religion, gender, and ethnic origin
- c) Equal access to all services for the Afghan people, including women's rights to survival, protection and development

These values should be well guarded by all professionals working with and for SCA in order to maintain acceptability in all areas of our operations. The consultant / consulting firm is therefore required to find out what works and what does not work in specific circumstances and specific regions so that mistakes and misunderstandings are avoided. Some of the ways in which ethical considerations are upheld are for the consulting firm to:

- d) Seek audience with the relevant staff in matters of data collection, taking photos, interacting with female and male staff, children, and communities at large. This includes seeking formal consent or assent as applicable among all respondents.
- e) Maintain absolute confidentiality with all sorts of information gathered
- f) Seek and maintain SCA's levels of good relationship with partners e.g., local education authorities, local NGOs, INGOs, UN Agencies, security personnel, and SCA staff in general.
- g) Report most professionally, areas of concern that might affect the contractual work at hand. Then make follow-ups to seeking solutions to those concerns.
- h) Use language that is acceptable with all persons the consulting firm works with.
- i) Maintain high respect of human rights, neutrality, cultural values as well as religious values.
- j) It is recommended that the consultant / consulting firm avoids discussions on religious matters as they are held very closely to the hearts of Afghans.

Management of Task

A panel consisting of staff from the Planning, Monitoring, Evaluation and Reporting Unit (PMERU) and the Education Programme Unit staff at the Kabul Management Office led by the Education Programme Manager or his/her designate will review the proposal and assign the job. The Education team will take care of the administrative issues of the consultation.

SCA will offer information on security issues, housing or accommodation issues, travel within the project sites, accompaniment to project sites and assisting in helping get staff who will be engaged throughout the evaluation. SCA will, upon satisfaction of the consulting firm's experience, inception report, field work and data collection, data analysis, development and successful submission of the final report from the field pay the consulting firm its dues in accordance with the agreed and signed contractual agreements. SCA will also hold the right to contact the consultant / consulting firm to clarify issues that may have not been noticed earlier.



Swedish Committee for Afghanistan's (SCA) Commitment towards the Consulting firm

SCA is the contracting agency for the proposed trainings. SCA through its staff based at the Kabul Management Office (KMO) and the various Regional Management Offices are the main implementors and stakeholders of the planned trainings.

SCA through the Education Programme Manager will provide the following support and undertake the following roles and responsibilities to the training consulting firm:

- a) Provide relevant project-related information, reports, and documents
- b) Invite staff to be trained
- c) Organize and pay for other costs related to the training: This will include
- d) Provide any other liaison, logistical support and other duly agreed upon costs associated with the contract. The support will include provision of a training venue, stationery, security updates, meals, accommodation, transport, and transport reimbursement to participants
- e) Process consultancy fees as per the agreement. The payment will be deposited into the bank account of the consulting firm.

Duties and responsibilities of the consultant / consulting firm

The role of the consultant / consulting firm will include:

- a) Review of key programme documents necessary for the trainings
- b) Development of work plan and conformity to scheduled timeframes
- c) Train 100 SCA staff drawn from Inclusive Education Resource Persons (IERPs), Special Education Resource Persons (SERPs) Assistants, Inclusive Education Training Officers (IETOs) and other Education Programme staff from Kabul, SCA regional management and liaison offices. Each training session will be attended by a maximum of 25 participants.
- d) Conduct a debriefing session at Kabul Management Office (KMO) by highlighting the main findings prior to further review, incorporation of feedback from SCA and submission of the 1st draft of the final report
- e) Submission of inception, draft, final report and any other required reports or documents as reflected in the deliverables

While the above outline provides the minimum of what SCA expects to be done and covered by this evaluation, the consulting firm will propose additional approaches and strategies for undertaking this evaluation.

Professional qualifications required

- a) At least a post graduate degree in education, teacher training, inclusive education, curriculum design and implementation, pedagogy, or social sciences from a recognized university for the lead consultant (*Curriculum Vita of lead consultant and team members to be attached*).
- b) At least 5 years practical experience in teacher education (*this includes Special Education Needs, Special Needs Education, Braille, Inclusive Education, Sign Language*)
- c) Proven experience in pre-service and in-service training in education, by the lead consultant and other consultants. Practical training and experience in braille and sign language will be an added advantage. (*Attach any two similar consultancies conducted elsewhere*)



- d) Results-oriented and committed to complete assignments within an agreed timeframe
- e) Demonstrated proficiency in oral and written English, Pashto and Dari.

Proposal Submissions

The application and submission should include:

- a) An application letter and CV of the lead consultant and two work related referees. Also attach the CVs of lead consultant and key team members' qualifications and experience relevant to the assignment
- b) A brief proposal of maximum 15 pages (excluding annexes) indicating the firms understanding of the terms of reference, proposed methodology and work plan to guide implementation
- c) Annexes to include: Company profile and registration certificate; and a maximum of any two previous relevant assignments conducted by the consultant / consulting firm.
- d) Financial Proposal detailing the consultant(s) daily professional fees, travel costs and any other costs related to this evaluation and consultancy .

Deliverables, timelines, and payment schedule

The consulting firm will be hired for 40 days to train SCA staff on advanced braille writing, sign language and teaching methodologies as outlined below:

Expected outputs, timelines, and payment schedule			
#	Deliverables	Days	Payment
1	<p>Inception report: To be submitted within 15 days by the consultant/consulting firm after signing of the contract. The inception report will cover a summary of the training consultancy, the training modules indicating topics to be covered, training methodologies to be used by facilitators, learning resources to be used and the proposed timetable. While the above outline provides the minimum of what SCA expects to be done and covered, the consultant / consulting firm may propose additional approaches and strategies necessary for this consultancy</p> <p>The inception report will be preceded by: A briefing from SCA and receipt of key programme documents, desk review of key documents by the consultant/consulting firm and development of the training schedule.</p> <p>SCA shall review and approve the inception report before the training commences.</p>	5 Days	30%
2	<p>Development of Training Modules and resources: Development of training modules and preparation of learning resources to be used during the training</p>	8 Days	
3	<p>Actual Training: Conduct four different trainings of 5 days each for SCA staff on advanced braille writing, sign language and teaching methodology</p>	20 Days	40%
4	<p>Presentation of findings: The consulting firm will conduct a debriefing session at the Kabul Management Office (KMO) by highlighting the processes, progress made, key findings, lessons learnt and challenges faced related to the trainings conducted.</p>	1 Day	-
5	<p>Draft report: The draft trainings report (soft, hardcopies and summary power-point presentation) will be submitted to the Education Programme Unit for review and discussion. SCA will provide feedback to the draft report submitted by the consultant/consulting firm within seven days after receiving it.</p>	3 Days	



Swedish Committee for Afghanistan

6	Final report: The final trainings report (soft, hardcopies and summary power-point presentation) shall be submitted by the consultant/consulting firm to SCA not later than two weeks after receiving SCA's feedback on first draft based on an agreed format.	3 Days	30%
Total		40	100%

Payments will be done upon submission and approval by SCA of deliverables 1, 3 and 6 as indicated above.



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.

Evaluation

The evaluation is quality and cost-based selection, 70% for quality and 30% for the cost. SCA will provide the contract to only one service provider/ consulting firm.

Quality Evaluation (Technical)

1. Institutional capacity/credentials (*Maximum 20 points*)

- a) Company profile, relevant to the TOR
- b) Consultant's / Consultancy firm's previous experience in conducting similar related / evaluations
- c) Technical capacity of the organization's technical team (CVs of the technical team lead and members to be attached)
- d) Demonstrated likelihood to complete the evaluation within the stipulated period

Each criterion is scored 0-5 points.

2. Technical proposal (*Maximum 30 points*)

- a) Completeness and comprehensiveness of the proposal
- b) Demonstration of understanding of the TOR
- c) Methodology/approach to the training
- d) Detailed Implementation Plan indicating the start and end dates
- e) Previous experience in conducting similar evaluations

Each criterion is scored 0-6 points.

3. Oral Interview (*Maximum 20 points*)

- a) Demonstrated understanding of the terms of reference.
- b) Individual and corporate experience in conducting similar trainings in country and / or internationally.
- c) Proposed methodology and approaches to be applied during the trainings.
- d) Availability of team lead in country (Afghanistan) during the trainings.
- e) Oral communication skills.

Each criterion is scored 0-4 points.

Maximum points:

Only consultancy firm that score minimum 50 out of 70 in the technical and quality evaluation section that include oral interview qualify for a financial evaluation.



Swedish Committee for Afghanistan

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 x 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 70%.

F = Financial evaluation weight 30%

Final score = 0.7 x T + 0.3 x 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



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- 2020-11; Advanced Braille, Sign Language and Pedagogy 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 Consultancy for Advanced Braille, Sign Language and Pedagogy Training that conforms with your RFP No KMO – RFP-2020-11.

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.



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:
12. Brief on experience in organizing similar evaluation:



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Section 3

CONSULTANCY FIRM'S COST/PRICE SHEET

Items	Unit	Qty	Price per unit (AFS/USD)	Sub-total (AFS/USD)
Consultant's / Consulting firm's daily fees	Days	40		
Others (indicate details here), you may add more rows as needed				
Total				
Comments				

Note: In accordance with Article 72 of Afghanistan Tax Law, SCA will deduct all applicable taxes while making payments so consider applicable tax in your unit price.