



The Welfare Association for the Development of Afghanistan (WADAN)

Dar-ul-Aman Road, Kabul Afghanistan

WADAN Supported by The Asia Foundation: Promoting Regional Cooperation Capacity Project (PRCC-MoFA) Project

Funding Opportunity Title: Study on Exploring Synergy between HoA-IP and RECCA

Announcement Type: Request for Proposal

Funding Opportunity Number: N/A

Deadline for Applications: November 5, 2020 – 04:00 pm Kabul time via mail or email in PDF format.

CONTACT INFORMATION

For all queries contact Procurement Department through email: skhliad@wadan.org and info@wadan.org or at mob#0784113046. No personal visits or telephone calls shall be entertained.

THE PROCUREMENT UNIT

WADAN Head Office, House No. 4, Street 6 District 6, Opposite Ministry of Commerce and Industry, Dar-ul-Aman Road, Kabul Afghanistan

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

CHECKLIST OF DOCUMENTS INCLUDED IN PROPOSAL

Documents / Content to be included in the RFP	Yes	No	Please explain if “No” has been checked.
Technical proposal	<input type="checkbox"/>	<input type="checkbox"/>	
CVs of key staff and core personnel	<input type="checkbox"/>	<input type="checkbox"/>	
Summary table of similar projects	<input type="checkbox"/>	<input type="checkbox"/>	

Letters of recommendation	<input type="checkbox"/>	<input type="checkbox"/>	
Implementation plan	<input type="checkbox"/>	<input type="checkbox"/>	
Risk assessment plan	<input type="checkbox"/>	<input type="checkbox"/>	
Budget and budget narrative	<input type="checkbox"/>	<input type="checkbox"/>	
M&E strategy/manual distinct from M&E Plan in body of technical	<input type="checkbox"/>	<input type="checkbox"/>	
Gender equity policy	<input type="checkbox"/>	<input type="checkbox"/>	
Copies of last two years of annual audit reports	<input type="checkbox"/>	<input type="checkbox"/>	
Bidder's declaration	<input type="checkbox"/>	<input type="checkbox"/>	

BACKGROUND SUMMARY

Established in August 2002, the Welfare Association for the Development of Afghanistan (WADAN) is an indigenous NGO that envisions a peaceful, educated, drug free, democratic, developed and prosperous Afghanistan. Our mission is to advance the spread of democratic principles, development, social justice, human rights, and freedom; and to strengthen communities and local governance by promoting effective community and institutional development practices and drug control initiatives. For details please visit our website at www.wadan.org.

1. Background

The Foundation supported the establishment of the Centre for Regional Cooperation (CRC) back in 2007 – 2010. Afterward, the center was included into the MoFA formal tashkeel and was named the Regional Cooperation Directorate (RCD). In the meantime, the Foundation worked with the European Union Delegation to Afghanistan and MoFA to design the concept for 'Promoting Regional Cooperation Capacity in MoFA (PRCC-MoFA) project. The overall objective of PRCC-MoFA project was to build the capacity of RCD to enable it and be an effective and efficient institution for leading the country's efforts in promoting regional cooperation.

Heart of Asia – Istanbul Process (HoA-IP): The Heart of Asia-Istanbul Process is a regional initiative of Afghanistan and the Republic of Turkey, which was launched on 2 November 2011 in Istanbul, with the motto "ISTANBUL PROCESS ON REGIONAL SECURITY AND COOPERATION FOR A SECURE AND STABLE AFGHANISTAN". The process aims to promote regional security, economic and political cooperation centered on Afghanistan through dialogue and Confidence Building Measures (CBMs). The conference was inaugurated by the presidents of the Islamic

Republic of Afghanistan and the Republic of Turkey with the Foreign Ministers and high-level delegations of the Participating Countries and Supporting Countries and Regional & International Organizations in attendance. The next conference was held in Kabul on 14 June 2012 and the Participating Countries prioritized 6 areas for regional cooperation under 6 Confidence Building Measures. The Participating Countries voluntarily assumed the role of lead and co-lead for each CBM with other nations and organizations expressing their interest to supporting each CBM. Afghanistan is the permanent Co-Chair and coordinator of the Process with the support of other Participating Countries. Since its inception in 2011 the HoA – IP has held 8 Ministerial Conferences hosted by different Participating Countries of the Heart of Asia Region. In the 8th Ministerial Conference of the Process held in 2019, the Foreign Ministers added a new CBM of Agriculture Development while approving the establishment of a new CBM of Women Empowerment.

Regional Economic Cooperation Conference on Afghanistan (RECCA): RECCA is a forum that has been managed to promote stabilization in Afghanistan and South and Central Asian regional economic integration. Following the fact that regional co-operation is central to economic growth, poverty reduction, and political, economic and regional security, Afghanistan hosted the First Regional Economic Cooperation Conference on Afghanistan (RECCA I) in 2005. The conference, attended by eleven regional countries, was a building block for an Afghan-led regional cooperation process and emphasized that all efforts shall be made to support and accelerate the implementation of various international transmission links, and joint steps to be taken with consensus in order to promote and efficiently utilize the hydropower potential of the region. Furthermore, to cooperate in the field of sharing the benefits of water, transport, energy transmission, trade facilitation, enhancing business climate and countering narcotics. Participants of the Conference recognized that the Kabul Conference on Regional Economic Cooperation thus builds on important steps in recent years, including inter alia the Good Neighborly Relations Declaration of 2002, the Berlin Agreements of 2003, the Dubai Declaration of 2003, and the Bishkek Conference of 2004.

2. Methodology

Overall Objective

WADAN in collaboration with The Asia Foundation is commissioning a study Exploring Synergy between HoA-IP and RECCA. The study will inform the policy level discussion within senior Government peers by understanding the commonalities and complementarities of the two Processes and guide Government approach towards regional economic and social integration by considering the recommendations and challenges that will be produced by this exercise. It will also inform the decision of senior Government officials mainly of Ministry of Foreign Affairs and other Afghan Government entities if the two Processes need to be merged and have unified Process

Specific Objective

The study will focus on the two specific objectives as below;

- 1) To conduct a desk review of existing literature on the economic, political, security and social areas both Processes cover and identify areas of commonalities between the two.
- 2) To develop focus group discussion and key informant interview protocols and tools for use in interviews with senior Government officials, civil society and private sector.

Desk Review: The desk review should focus on exploring ways on how Afghanistan can synergize regional economic efforts by merging RECCA under HoA-IP. And if merging is recommended, a roadmap should be proposed by clearly outlining the timeline for each part of the merging process and by involving relevant stakeholders. The desk review should also outline in a separate section the pros (advantages) and cons (challenges) that may arise as a result of merging the two processes. The desk review will draw on existing literature from Government, academic, and civil society sources as well as recent resources and analyses developed through other programs.

Focus Group Discussion and Key Informant Interview Protocols & Tools: The focus group discussion and key informant interview tools will serve to complement the main themes within the desk review. These interviews will allow to further contextualize the gaps and barriers most salient within the desk review. When designing the tools, the consultancy will need to consider the strategic objectives of both Processes to make sure that the expected outcome of this study complements the decision making of senior Government officials involved in the process of mergence. And as referenced under “second specific objective”, these interviewee categories need to be considered;

Type of Approach	Government Sector				Private Sector	Civil Society
	Ministry of Foreign Affairs	Ministry of Finance	Ministry of Commerce	Ministry of Transport/ Afghanistan Railway Authority	One International and One National Company	5 CSO and Academic Organizations
Key Informant Interviews	Deputy Minister for Economic Affairs/ Director General for Regional Cooperation (DGRC)/ Director General for Economic Relations (DGER)	Deputy Minister for Policy & Planning / Director General for Policy & Planning	Deputy Minister for Policy & Planning/ Director General for Policy & Planning	Deputy Minister for Policy & Planning/ Director General for Policy & Planning	CEO/ Deputy CEO	CEO/ Director General

Table 1: Conducting Interviews

Type of Approach	Government Sector				Private Sector	Civil Society
	Ministry of Foreign Affairs	Ministry of Finance	Ministry of Commerce	Ministry of Transport / Afghanistan Railway Authority	2 International and 5 National Companies	5 CSO and Academic Organizations
Questionnaire	Policy, Economic, International Relations Directorates	Policy, Aid Management, Fiscal Policy and Budget Directorates	International Trade and Policy Directorates	Policy & Plan Directorate	Marketing Directorate	Policy and Planning Directorates

Table 2: Using Questionnaire

Interviews will be conducted face-to-face or by telephone by consultancy firm. The responses will be recorded by the firm into an electronic database, allowing for statistical analysis and presentation in form of graphs and charts. The firm will provide a copy of the recordings to Directorate General for Regional Cooperation of the Ministry of Foreign Affairs & the Asia Foundation as well as copies of the filled questionnaires.

3. Timeline and Expected Deliverables

Activity	Date	Number of Days	Deliverable
Inception meeting with DGRC & DGEA of MoFA	15 Nov 2020	1 Day	Meeting Minutes
Desk review final draft	16 Nov 2020	10 Days	Draft desk review
Finalize interview tools (face to face & Questionnaires), conduct interviews & collect information through questionnaires accordingly	26 Nov 2020	10 Days	Interview tools Finalized; Interviews Conducted & data collected
Finalize desk review and analyze data collected through interviews and questionnaires and submit a detailed Study Paper	06 Dec 2020	8 Days	Final desk review and study paper

In addition to the inception meeting, the firm/consultancy is also expected to have regular contact with the nominated Directorate General for Regional Cooperation (DGRC) personnel to ensure that relevant themes and domains are taken on board.

Deliverable One: Desk review with relevant annotated bibliography and identified gaps and barriers that can be used for informing the decision of senior Government officials involved in the process. (5 days)

Potential resources for desk review: The focal points within DGRC and DGER will provide many of the relevant reports as well as other relevant documents to the selected consultancy as well as the stakeholder analysis carried out. However, the firm/consultancy will require to research other sources stated below which are not provided by DGRC & DGER.

- Regional or sectoral analysis by national and international organizations;
- Official and national level data and statistics;
- Relevant public data from projects;

- Reports and Declarations produced during international platforms;
- Shadow reports and reports by UN and regional intergovernmental organizations, non-governmental organizations and implementors.

Deliverable Two: Develop qualitative Key Informant Interview Questionnaires and Focus Group Interview Questionnaires for Government officials, civil society members or private sector organizations.

Deliverable Three: Finalize desk review and tools and submit a detailed Study Paper.

4. Eligibility Criteria

- **Technical Proposal:** firm/consultancy has to submit the technical proposal based on the ToR for this study. The technical proposal should not exceed 10 pages. It must be written in English Language and typed on standard A4 paper, single spaced, 12-point Times New Roman Font. The technical proposal should include updated CVs of the study team proposed by fulfilling the criteria mentioned below under the Human Resource section. The CVs if included in the study and legal documents required will NOT be counted in ten pages. The sections of the technical proposal with estimated pages will be as follows:
 - **Cover page (1 page):** This includes the title of the assignment, name of the firm/consultancy, contact address (phone, email address), date of submission, signature of the authorized person and stamp.
 - **Introduction (3 pages):** This section includes background, purpose, objectives, scope of work and deliverables of the assignment.
 - **Methodology (2-4 pages):** This section contains what approaches and methodology will be applied to accomplish the study, details of the activities to achieve deliverables, any innovative ideas, and requirements for completing the study effectively on the performance period.
 - **Work Plan (1 page):** This includes key activities of the study and days required to complete them on specified time maintaining linkage with study objectives.
- **Human Resource:** The proposed study team by the firm/consultancy should fulfill the following requirements to be eligible to undertake this study:
 - The study team should consist of a team leader, thematic expert(s) as per need of the study.
 - Team leader must have master's degree in Social Sciences or equivalent degree and at least 5 years of experiences in carrying out studies and

preferable in educational research studies and fluency in spoken and written Pashto, Dari & English Languages.

- Team leader must have expertise and experience in data analysis, analytical skill, report writing and presentation skills
- Team leader and team members should have experience in working with Government and non-government agencies, especially in the field of research, evaluation and survey studies.
- Team members must have minimum bachelor’s degree, however preferable to master’s degree having experiences in carrying out research studies and should have the expertise in Regional Cooperation or its thematic areas as per need of the study.

Proposal review/ Scoring criteria

S.No	Major Topic	Score Weighing
1	Research and academic experience & experience of working with Public Sector, Private Sector & Civil Society Organizations	30%
2	Methodology - Research skills as demonstrated in past work	40%
3	Cost Efficiency (proposed cost)	30%
Total		100%

Type of Award Instrument

WADAN will issue an Agreement (type of agreement to be determined) to the IP, which will be as per the organization internal policies and will be governed by the WADAN’s Rules, Regulations and Guidelines. Payments to the IP will be made as per the payment schedule, which will be negotiable and finalized while signing the agreement.

Other Terms and Conditions

Finally, this RFP does not obligate WADAN to award a contract nor does it commit WADAN to pay any cost incurred in the preparation and submission of a proposal. Award of a Contract under this ToR is subject to availability of funds and other internal approvals.

WADAN reserves the right to visit the IP for due diligence purposes.

In case of you should be submitting your proposal in hard copy than it needs to be directed to:

THE PROCUREMENT UNIT

WADAN Head Office, House No. 4, Street 6 District 6, Opposite Ministry of Commerce and Industry, Dar-ul-Aman Road, Kabul Afghanistan.

Owing to the COVID -19 situation we would encourage you to submit your proposal via email **(PDF form)** duly signed and stamped (Technical Proposal & Financial Proposal) at the following email; skhalid@wadan.org or info@wadan.org

ANNEXES:

ANNEX I -Proposal Budget Template with sample budget worksheet.

ANNEX II -CV template - for Proposed Staff