



Date: 19 October 2020

To: Interested Bidders

From: Swedish Committee for Afghanistan, Kabul Management Office

No. of Pages: Thirteen (13) with three sections (Sections 1-3)

Subject: RFP ref: KMO – RFP- 2020-12  
**Training of SCA staff on Advanced Methods of Facilitation**

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 Training of SCA staff on Advanced Methods of Facilitation (hereinafter called “the Service”) as specified in the Request for Proposal (hereinafter called “the RFP Documents”).

## **Tender Instructions**

1. You must submit your technical and financial proposal in separate 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 03 November 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](mailto:bids@sca.org.af)

3. All questions will be responded through [bids@sca.org.af](mailto:bids@sca.org.af) from October 22 to 1<sup>st</sup> of November 2020
4. Any quotation received by the SCA after the deadline will be rejected.
5. Your quotation and all correspondence shall be made in the English language.
6. Your quotation shall be according to these instructions:
  - a. It shall contain the completed forms in Sections 2 and 3. Failure to complete these forms may result to rejection of your quotation
  - b. All prices quoted shall be made on the terms specified in the RFP documents
  - c. All prices shall be quoted in **Afghani**
  - d. All prices shall be quoted including taxes: Ref: Article 72 of Afghanistan Tax Law. International companies 7%
  - e. Your quotation shall be valid for a period of 30 days past deadline for receipt of quotation
  - f. Your quotation shall bear the RFP Reference Number and Title indicated above.



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

Procurement Manager  
Swedish Committee for Afghanistan, Kabul Management Office  
Email: [bids@sca.org.af](mailto: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. Local Firms must have Tax Identification Number (TIN), it is not applicable for international companies.

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



**Bid Security:** all interested bidders (international and national) are required to submit a bid security 2-5% of their total offer. Bidder must deposit the amount from their company bank account to the designated SCA Bank account and **a copy of deposit receipt must be attached with their offer while submitting offer, bids which not accompanied with bid security, will not be accepted.**

SCA has the right to not refund the bid security, if the bidder:

1. Provide fake documents/information.
2. Do not accept correction of any arithmetic error.
3. Do not submit required performance guarantee or do not agree to sign the contract
4. Modifies or withdraw its offer after the deadline for bid submission.



## Terms of Reference

### Training of SCA staff on Advanced Methods of Facilitation

#### **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 93, 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.

#### **Training and institutional capacity development of SCA's Education Programme staff:**

SCA started supporting Community Based Education (CBE) in 2006 in 13 provinces. Currently, over 3,000 teachers (31%) women receive technical/academic support from SCA's Master Trainers (MTs). The position of master trainer is technical position that ensures quality training services to the teachers employed by SCA. Besides, MTs play key role in the capacity building of the School Management *Shuras* (SMSs), and monitoring/observation of the ongoing teaching and learning processes at schools supported by SCA. SCA recognizes that the professional capacity of teachers influence the



quality of teaching and learning, which is considered one of the most critical contributors to the students’ learning outcomes. SCA’s in-service teacher training initiatives include training of teachers on subject knowledge and teaching methods, Project Based Learning, Mentorship, Pedagogy, Special Education Needs and Inclusive Education. Current data, based on the on-site support to teachers, indicates an increase in the number of trained teachers demonstrating improved pedagogy in classrooms. SCA’s Education Programme plans to organize two cohorts of trainings each will last for 5-days (10 days in total) on advanced methods of facilitation for its staff to enable them provide better support to teachers, students and SMS members in SCA supported schools.

### Overall objective of the training:

To enhance the capacity of SCA Education Programme staff on advanced methods of facilitations on teacher trainings – on subject knowledge and teaching methods, Project Based Learning, Mentorship, Pedagogy, Special Education Needs and Inclusive Education.

### Specific objectives

The specific objectives are:

- a) Enhance and improve the capacity of SCA Education Programme staff in facilitation of delivering various trainings to further support teachers’ competencies to foster and stimulate learning outcomes of students at schools.
- b) Enable SCA staff to acquire the right knowledge, attitudes, practices, and skills of facilitation and cascade the concerned trainings/capacities to the teachers who will ensure child centered learning pedagogy and adult learning andragogy at schools.
- c) Provide the required skills to SCA’s Education Programme staff to promote participation, collaboration, diversity and inclusion among teachers and students during the learning processes.
- d) Enable teachers develop and utilize a variety of learning resources to improve the teaching and learning processes.

### Scope of the Trainings

The subject trainings is to be conducted in Kabul that will target different categories of SCA staff. The staff will be: Master Trainers, Senior Training Officers and Inclusive Education Officers, and Education Programme management team 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 total period for this consultancy is 25 days.

### Approach and methodology

The consulting firm will ensure that the training package and delivery approach is designed in a way that fully supports our objectives. In addition, the concerned firm will identify appropriate, inclusive and interactive training models to be used during the training sessions. These may include Technology-based, simulation, group work and discussions, semi lectures, role plays, case studies,

Inconsideration of the preventive measures of Covid-19 to better apply social distance with single training hall the concerned training will be conducted in two sessions: each session will last for five days (10 days in total), and each training day will start from 8:30 am to 3:00 pm with one hour lunch and pray break.

| Category of Trainees | Training Cohort |    |       |
|----------------------|-----------------|----|-------|
|                      | A               | B  | Total |
| Master Trainers      | 19              | 19 | 38    |



|   |           |           |           |
|---|-----------|-----------|-----------|
| Senior Training Officers                      | 3         | 4         | 7         |
| Education management staff                    | 5         | 3         | 8         |
| Inclusive Education Training Officers (IETOs) | 3         | 4         | 7         |
| <b>Total</b>                                  | <b>30</b> | <b>30</b> | <b>60</b> |

## 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 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 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 Head of Education Programme or his/her designate will review both technical and financial proposals and assign the job. The Education team will take care of the administrative issues, such as training hall, accommodation and travel expenses of the participants/trainees.

### Swedish Committee for Afghanistan (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 Head of the Education Programme will provide the following support and undertake the following roles and responsibilities to the training consulting firm:

- a) Invite staff to be trained

- b) Organize and pay for other costs related to the training: This will include:
- Process consultancy fees as per the agreement and based on their financial proposal. The payment will be deposited into the bank account of the consulting firm in consideration of the 2% government tax unless the company license is expired.
  - Providing training venue, stationery, security updates, meals, accommodation, transport, and transport reimbursement to the trainees.

### **Duties and responsibilities of the consulting firm**

The role and responsibility of the consulting firm will include:

- a) Developing an appropriate daily training schedule based on their technical proposal.
- b) Multi trainers are required to facilitate different training sessions based on the expertise and the need of the training title and type.
- c) Developing, providing and distributing of quality training syllabus both soft and hard copies.
- d) Train 60 SCA staff.
- e) Translation of the training manual and its annexes into English, Pashto and Dari languages.
- f) Entrusting training completion certificates by the consultancy firm to the participants of the training.

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

### **Professional qualifications required**

#### **a. Consultancy**

- a) Consultancy firm's previous experience in conducting similar training in the country and or internationally.
- b) Results-oriented and committed to complete assignments within an agreed timeframe

#### **b. Trainers**

- a) At least a post graduate degree in education, teacher training, inclusive education, curriculum design and implementation training, pedagogy, from a recognized university for the lead trainers (Curriculum Vita of the lead trainers and team members to be attached)
- b) Demonstrated proficiency in oral and written English.
- c) At least five years practical experience in implementing and delivering training in similar area (teacher training, active learning, pedagogy and andragogy)
- d) Experience of advanced training on national/or international level. Trainer with international experience on training is preferable.

### **Proposal Submissions**

#### **The application and submission should include:**

- a) An application letter and CV of the lead Trainers and two work related referees. Also attach the CVs of lead Trainers 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 workplan to guide implementation
- c) Annexes to include: Company profile and registration certificate; and a maximum of any two previous relevant assignments conducted by the consulting firm.



- d) Financial Proposal detailing the Trainers(s) daily professional fees, travel costs and any other costs related to this training and consultancy.
- e) Companies request to fill attached SCA vendor registration form and submit it along with their offer.

Deliverables, timelines, and payment schedule

The consulting firm will be hired for 25 days as scheduled in details under.

| <b>Expected outputs, timelines, and payment schedule</b> |   |             |                |
|--|---|-------------|----------------|
| <b>#</b>   | <b>Deliverables</b>   | <b>Days</b> | <b>Payment</b> |
| 1  | <p><b>Inception report:</b><br/>To be submitted within three days by the 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, in the light of their experiences the consulting firm may propose additional approaches and strategies necessary for this training 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 consulting firm and development of the training schedule.</p> <p>SCA shall review and approve the inception report before the training commences.</p> | 3<br>Days   | 30%            |
| 2  | <p><b>Development of Training Modules and resources:</b><br/>Development of training modules and preparation of learning resources to be used during the training. This includes translation into English.</p>  | 7<br>Days   |                |
| 3  | <p><b>Actual Training:</b><br/>Conduct two different trainings, each for 5 days.</p>  | 10<br>Days  | 40%            |
| 4  | <p><b>Presentation of findings:</b><br/>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<br>Day    | -              |
| 5  | <p><b>Draft report:</b><br/>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 consulting firm within two days after receiving it.</p>  | 2<br>Days   |                |
| 6  | <p><b>Final report:</b><br/>The final trainings report (soft, hardcopies and summary power-point presentation) shall be submitted by the consulting firm to SCA not later than two days after receiving SCA's feedback on first draft based on an agreed format.</p>  | 2<br>Days   | 30%            |
| <b>Total</b>   |   | <b>25</b>   | <b>100%</b>    |

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

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## **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 of the bid:**

The evaluation of the bid 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)**

### **Technical and Quality evaluation plus oral interview (70%)**

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

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

*(Each sub theme will be rated between 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 trainings

*(Each sub theme will be rated between 0-6 points)*

#### **3. Oral Interview (Maximum 20 points)**

Areas of consideration under the oral interviews will include:

- a) Demonstrated understanding of the terms of reference
- b) Individual and corporate experience in conducting similar trainings in country and 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 sub theme will be rated between 0-4 points)*

### **Important Note:**

Only Consultancy firm, that score a minimum of 50/70 in the Technical and Quality Evaluation which includes oral interview scores qualify for a financial evaluation.

#### **4. Financial evaluation**

Based on all the price quotations, the lowest quoted price will be given the maximum financial score of 100. 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 quality will prevail.



**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 ref: KMO – RFP- 2020-12 **Training of SCA staff on Advanced Methods of Facilitation**

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 *Training of SCA staff on Advanced Methods of Facilitation* that conforms with your RFP ref: KMO – RFP- 2020-12

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.



**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's Name:
- 8b. Contact's Title:
9. Type of Business:
10. Year Established:
11. Number of staff employed:
12. Brief on experience in organizing similar evaluation:



**Section 3**                      **CONSULTANCY FIRM'S COST/PRICE SHEET**

| <b>Items</b>  | <b>Unit</b> | <b>Qty</b> | <b>Price per unit (AFS/USD)</b> | <b>Sub-total (AFS/USD)</b> |
|---|-------------|------------|---------------------------------|----------------------------|
| Consulting daily fees   | Days        | 25         |                                 |                            |
| Others (indicate details here), you may add more rows as needed |             |            |                                 |                            |
| Total   |             |            |                                 |                            |
| Comments  |             |            |                                 |                            |

**Note: In accordance with Article 72 of Afghanistan Tax Law, please consider 2% taxes in your unit prices. SCA will deduct all applicable taxes while making payments.**