



The Asia Foundation

The Asia Foundation Afghanistan
REQUEST FOR PROPOSALS,
RFP: TAF-EDU-SEA II- JAN-2021-022

Program Office: Strengthening Education in Afghanistan - II

Funding Opportunity Title: Design and Develop an Automated School Management System

Announcement Type: Request for Proposal

Funding Opportunity Number: TAF-EDU-SEA II- JAN-2021-022

Deadline for Applications: February 10, 2021 – 04:00 pm Kabul time via email in PDF format.

CONTACT INFORMATION

For all queries contact Procurement Department (country.afghanistan.procurement@asiafoundation.org).
No personal visits or telephone calls shall be entertained.

THE PROCUREMENT UNIT

The Asia Foundation
House # 861, Street # 1
Shirpour, District-10, (Sub Street of Shirpour Project)
Kabul, Afghanistan.

The Foundation will not be responsible for proposals left at the main gate, reception, guard offices, or handed over to any TAF employee other than the procurement unit staff. ***Owing to the COVID -19 situation we would encourage you to submit your proposal in soft version (PDF form) duly signed and stamped (Technical Proposal & Financial Proposal) at the following email -***
country.afghanistan.procurement@asiafoundation.org

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"/>	
Financial Proposal including 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"/>	
Bidder’s declaration	<input type="checkbox"/>	<input type="checkbox"/>	



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BACKGROUND SUMMARY

The Asia Foundation (the Foundation) is a nonprofit international development organization committed to improving lives across a dynamic and developing Asia. Informed by six decades of experience and deep local expertise, our work across the region addresses five overarching goals – strengthen governance and rule of law, empower women, expand economic opportunity, increase environmental resilience, and promote regional cooperation.

Headquartered in San Francisco, the Foundation works through a network of offices in 18 Asian countries, including Afghanistan and in Washington, DC. Working with public and private partners, the Foundation receives funding from diverse group of bilateral and multilateral development agencies, foundations, corporations, and individuals.

I . Project Background

The Foundation, with the support of the United States Agency for International Development (USAID), is implementing a project titled *Strengthening Education in Afghanistan (SEA-II)*. Within this is a key activity called **Affordable Private Schools (APS)**. The activity is implemented by the Foundation in five cities: Jalalabad, Kandahar, Herat, Mazar and Kabul city. A key deliverable in this activity is to improve the capacities of APS owners and principals in the area of governance and management of schools. Areas of improvement include but are not limited to better tracking of financial position, profit and loss or income and expenses, student information, teacher information, examination results etc.

II. Objective

The Objective of this RFP is to develop/Design, implement Automated School Management System at APS and train 30 Private Schools Associations Members (PSAs) on the software in Kabul. The aforementioned system should include separate module for School management/administration, student management, financial information/record management, Human Resource Management etc.

III. Scope

The Foundation is requesting technical and financial proposals from interested IT Solution management agencies/vendors who technically involved in developing automated solutions to improve management of schools. The software or System solution should include modules that support the management of:

- a. Student information i.e registration, fee, discount etc.
- b. Income ledgers/classification such as"
 - Registration/Enrollment fee
 - Tuition fee
 - Examination fee
 - Uniform fee
 - Miscellaneous/other income
- c. Expenses ledgers/classification such as
 - Staff salaries and benefits



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- School building rents and rate
- Utilities cost
- Printing and stationary cost
- Classroom supplies e.g. marker, black/white board etc.
- Internet/communication cost
- Food and entertainment cost
- Repair and maintenance cost
- Miscellaneous cost
- d. Balance sheet
- e. Profit and loss/income and expenses account
- f. Following Ledgers and subsidiary ledgers
 - Petty cash
 - Bank
 - Receivables
 - Advances
 - Payables
- g. Attendance records of students, teacher and staff
- h. Teacher and administration staff leave record
- i. Examination records
- j. Student Examination results (subject wise and total) e.g. student promoted, not promoted etc.
- k. Class calendar/timetable/classes schedules for both for student and teacher
- l. Human resource management including payroll module for preparation and processing of staff payrolls
- m. Inventory/fixed assets management
- n. Printing of certificates
- o. Reporting functionality on all the items above
- p. System users log

IV. The Proposal (Deliverables)

Based on the above-mentioned detailed scope of work the Foundation expects the below mentioned deliverables out of this assignment. Interested bidders are expected to draw up their proposal covering the following points / deliverables that would comprise the automated solution to improve management of schools (Please limit your proposal to be not more than 25 pages)

- 1- Methodology of project Implementation & Previous Experience
- 2- Software (Software compatibility with requirement of RFP)
- 3- Software cost with the source code
- 4- Maintenance plan (After sales) & Onsite Staff availability plans for six months
- 5- Responsibility matrix of Vendor V/s Target Organization
- 6- A detailed plan for training of 06PSA's 30 staff on the system in Kabul



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- 7- Type of post implementation support duration/period and related cost for six months
- 8- Brief plan how to handle changes, addition/deletion in the software subsequent to implementation of the software.

V. budget/ Financial Proposal

Interested applicants will propose a budget/Financial proposal and detailed implementation timeline for works as described in sections II & III of this RFP. The Financial proposal should separately include at least the following information and related cost and narrative (assumptions/justification for propose/budgeted cost and activity) :

Activity 1: Initial cost of software with the source code

Activity 3: Post implementation support duration/period and related cost for six months

Activity 4: Thirty PSAs staff training cost on the software

Activity 5: Cost for proposed changes, addition/deletion in the software-(subsequent to implementation of the software).

Activity 6: Others (clearly mention all costs separately)

20% amount will be retained from each payment and paid upon successful completion of all deliverables

Note: Please use the prescribed budget template along with the RFP.

VI. Eligibility, selection process and evaluation criteria

Eligibility criteria:

- Applicants must be able to demonstrate successful past performance in the development of and implementation of similar IT / Software solutions in **Afghanistan** –(*most desirable*)
- Preference will be given to applicants having the experience in developing similar solutions and having implemented such projects in Afghanistan or in the region.

Review criteria:

Applicants must propose a detailed technical and financial proposal for the works as described under section II and III of this RFP. Applicants are also expected to include initial thoughts on methods and approach to implementing Phase, and ballpark budget estimates. Full applications will be evaluated against the merit review criteria in the table below:

Merit review criteria	Points
Technical methodology and approach	30
Past performance and track record	25
Proposed team and organizational capacity	15
Installation and implementation period (time required for successful implementation of the software).	10
Ownership of the source code of the software. i.e. does the supplier/vendor of software	10



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development organization will share the source code of the software with the Foundation	
Cost efficiency	10
Overall rating (out of 100 points)	100

Technical Methodology and Approach: The technical approach must be responsive to the expectations set out in sections II & III of this RFP. To receive full points, the proposed methodology for the activities and deliverables as described in sections II and III should demonstrate expert understanding of the requirements and propose convincing responses that are well-tailored to the activity's requirements in all aspects. The level of detail and quality of information should provide a high degree of confidence in certainty of delivery, with due regard to the adjustments required to ensure the safety of the uses (end beneficiary) and to the cost-effectiveness of the approach proposed.

Past Performance: Demonstrated track record and experience with software solutions of similar scope and size. Preference will be given to applicants with experience mobilizing effectively both quantitative and qualitative works in past research and/or experience in having implemented similar projects in past in Afghanistan or its surrounding regions. Applicants shall provide references for a minimum of Three examples/customers of relevant past work.

Proposed personnel and organizational capacity: Evidence of the capability to undertake and accomplish the proposed activities, both at the individual and organizational levels, in the period of time prescribed. The applicant's process for quality assurance should be discussed. Any additional staff the applicant wishes to include should be discussed and will be evaluated here. The applicant shall provide CVs for only key positions(*i.e Software developer & the trainers. Please do not load your proposal with CV's of personnel not relevant to the project*).

Cost Efficiency: The applicant is expected to submit a detailed budget/financial proposal coving the deliverables as mentioned in section III of this RFP and are required to use the prescribed Budget/financial proposal Template for this purpose. Bidders deviating from the budget guideline will automatically be considered disqualified from the bidding process. . This information will be reviewed for cost reasonableness, cost eligibility and thoroughness. Cost efficiency will be evaluated in comparing the budget to the proposed methodology, work plan and project deliverables. A good budget is one that is clear and reasonable and reflects best use of resources to deliver agreed objectives and deliverables.

The proposal must be in English and accompanied by the following documents:

- Technical proposal (**not to exceed 25 pages**). Please use 12-point times '**New Roman**' font, single-spaced, with appropriate margins;
- CVs of key staff and core personnel. Please limit individual CVs to three(3) pages;
- Detailed implementation plan with clear milestones and deliverable showing major activities and how they will be implemented. Please include start up activities;
- Risk assessment plan;
- Detailed Budget/Financial proposal along with budget narrative. Please use the prescribed budget template being provided along with this RFP.



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- References for last three similar projects (Name for point of contract , designated , email id and Cell #)

VII. Type of Award Instrument

The Foundation-AG will issue an Agreement (type of agreement to be determined) to the IP, which will be as per the Foundation's internal policies and will be governed by the Foundation'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.

VIII. Other Terms and Conditions

The Foundation project-specific Marking and Branding regulations may apply to all deliverables produced from this assignment.

Finally, this RFP does not obligate the Foundation to award a contract nor does it commit TAF 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 Foundation approvals.

The Foundation 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

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House # 861, Street # 1

Shirpour, District-10, (Sub Street of Shirpour Project)

Kabul, Afghanistan.

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IX. TIME FRAME

The project work plan shall be designed in a way to allow the local partner organization one to two months to adequately prepare and perform all necessary preparatory activities.

Announcement of RFP	January 19, 2021
Pre-Bid Conference	February 03, 2021 10:00 am Kabul time *
Last date for submission of Proposal	February 10, 2021 <u>Via email in PDF format no later than 04 :00pm Kabul time</u>
Proposal review and pre-contract negotiations	February 17, 2021
Agreement Signing off	February 28, 2021

***Note:** The Foundation will organize a Pre-Bid Conference on the above-mentioned date & time , that will provide an opportunity to all the interested bidders to seek clarifications to their questions and doubts on the RFP. The designated technical person on this assignment at the Foundation will also provide a brief overview of the assignment and brief the audience on the Foundation's expectations out of this RFP. Hence, all interested bidders are encouraged to participate in the pre-bid conference. The Venue of the pre-bid conference would be communicated later. All potential agencies interested to bid are required to send us a request email to attend the pre-bid conference at – country.afghanistan.procurement@asiafoundation.org , no later than Feb 1, 2021 02:00 pm Kabul time.



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X. TYPE OF AWARD INSTRUMENT

The Foundation-AG will issue a Service Agreement to the selected agency, which will be as per the Foundation's internal policies and will be governed by the Foundation's Rules, Regulations and Guidelines. Payments to the selected agency will be made as per the payment schedule, which will be negotiable and finalized while signing the agreement.

XI. OTHER TERMS AND CONDITIONS

The Foundation project-specific Marking and Branding regulations may apply to all deliverables produced from this assignment. ***Foundation reserves the right to visit final selected agency for due diligence purposes if required.***

ANNEXES:

ANNEX I -Proposal Budget Template with sample budget worksheet.

ANNEX II -CV template - for Proposed Staff