



## The Asia Foundation

### REQUEST FOR PROPOSALS

#### The Asia Foundation Afghanistan

**Program Office:** Policy & Research

**Funding Opportunity Title:** A Survey of the Afghan People-2021 (Filed Monitoring)

**Announcement Type:** Request for Proposal

**Funding Opportunity Number:** **TAF –POLICY & RESEARCH-APRIL -2021-042 (Field Monitoring)**

**Deadline for Applications:** **April 18, 2021 , 04:00 pm Kabul time** in PDF format via email to the email address provided on page 7 of this RFP.

#### CONTACT INFORMATION

For all queries contact Procurement Department

([country.afghanistan.procurement@asiafoundation.org](mailto: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](mailto: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"/>	
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"/>	



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### I. BACKGROUND SUMMARY

The Asia 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, empower women, expand economic opportunity, increase environmental resilience, and promote regional cooperation.

In the Survey and Research department, the Foundation, with the support of the United States Agency for International Development (USAID), is implementing a three-year project titled A Survey of Afghan Returnees (SAR). The goal of SAR is to assess the experiences of Afghan returnees and host communities.

#### Project background

Since 2004, The Asia Foundation (the Foundation) has conducted the annual *Survey of the Afghan People (SAP)* to gather first-hand opinions from a broad and nationally representative sample of Afghan citizens across all 34 of the country's provinces on a variety of contemporary governance and development-related issues.

The overall goal of The Survey of the Afghan People project is to provide analyzed public perception data to help GoIRA, the international community and civil society actors, identify and prioritize development and policy needs in Afghanistan.

#### Audience

The audience for the report includes a wide array of readers:

- (a) In the Afghan government this includes the Afghan President, all members of the Afghan Parliament, the Judiciary, Ministers and Deputy Ministers and Policy and Planning Departments in most ministries;
- (b) in the private sector, Afghan businesses and a limited number of international investors;
- (c) in the international government community, members of the US Congress, MPs in the British Parliament, and officers in the Australian government and aid communities;
- (d) in the defense community, members of various militaries and their agencies;
- (e) in the NGO/ aid community, leaders in Afghan national and international NGOs
- (f) in the academic and research communities, scholars and researchers at universities in the U.S. and U.K., Europe and Australia, as well as local researchers and think-tanks operating in Afghanistan.

### II. PURPOSE OF THE RFP

The Foundation is seeking an Afghan local company to serve as the Implementing Partner (IP) for the “**Survey of the Afghan People-2021** ” project. Using a transparent and merit-based process, the Foundation will select an IP to carry out a **third-party monitoring and back check** of activities for the fieldwork and data collection process of this project. The IP will work closely with the Foundation to develop and implement the project related activities. The IP must also agree to provide priority to direct



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observations over back-checks, as these may improve the ability to respond to field challenges in real-time.

### III. PROJECT DESCRIPTION

The aim of this project / assignment is to monitor all provincial fieldwork trainings and 10% of the sampling points under the *Survey of the Afghan People 2021*. The sampling points will be focused on 13 out of the 34 provinces, strategically chosen based on the 2019 validation report and logic tests, across Afghanistan, and provide priority to direct observations over back-checks, as these may improve the ability to respond to field challenges in real-time.

**Component 1** will consist of monitoring enumerator trainings conducted by a third-party IP in charge of fieldwork; this includes in the third-IP main office and in all the 34 provincial training locations

**Component 2** will consist of in-depth interviews with third-party IP fieldwork supervisors

**Component 3** will consist of On-site monitoring of the interviews during the implementation of the survey in thirteen provinces (tentative) across Afghanistan, which shall represent 10% of the total number of sampling points nationwide (approximately 1700 surveys, assuming 6 per sampling point).

**Component 4** will consist of a final report identifying enumerators by their third-party IP handles when documenting all forms of fieldwork challenges so that TAF can remove poor quality data from the final dataset.

### IV. STATEMENT OF WORK

The RFP is requesting the organizations to submit their technical and financial proposals for facilitating the project activities. The activities listed below are given as rough outlines so that the organizations submitting proposals could further develop them into structured set of activities based on the given methodology in their technical proposal.

#### **Component 1: Monitoring Enumerator Trainings and Report**

Activity 1.1 Senior M&E specialist to visit trainings in Kabul and provinces

Activity 1.2 Report should contain; verification that training components were/were not covered during each session; the number and gender composition of enumerators, their place of residence (province) and origin (province), and assessment of fieldwork challenges/risks.

#### **Component 2: In-depth interviews with third-party IP fieldwork supervisors**

Activity 2.1 Include in report results from interviews with randomly selected enumerators to confirm that (1) enumerators fully understand the objectives of the survey, (2) are familiar with the data collection instrument, and (3) understand how to administer the Kish grid and sampling techniques and use of skip logic on questions.

#### **Component 3: Monitoring Survey Fieldwork**

Activity 3.1 Monitoring of 10% of all surveys and fieldwork

Activity 3.2 **Real-Time Phone Calls and Emails** with the TAF Survey and Research Department to document challenges as they occur rather than ex-post facto



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Activity 3.3 Identifying poor quality data to omit from the final dataset, while recording the reasons for omission.

### **Component 4: Final Report**

Activity 4.1 Enumerator identification numbers for each enumerator flagged for quality control reasons, along with the quality control reason, in Excel

Activity 4.2 Report on quality standards, including detailed challenges and recommendations for 2020 fieldwork

### **Some of the Expected Deliverables under this RFP:**

**Written Update on Trainings** (email) to include what Subcontractor deems most relevant to data quality evaluation, particularly to identify enumerators that may be problematic. For reference, in previous years this update included results such as:

- a) Senior M&E Specialist's visit to training in Kabul, and from regional and provincial trainings. Report included verification that all training components were/were not covered during each session, recorded the number and gender composition of enumerators, along with the enumerators' place of residence (province) and origin (province), whether or not each worked on the SAP in the past, and assessment of fieldwork challenges/risks.
- b) Results from phone interviews by Subcontractor Senior M&E specialist with randomly selected enumerators to confirm that (1) enumerators fully understand the objectives of the survey, (2) are familiar with the data collection instrument, and (3) understand how to administer the Kish grid and sampling techniques and use of skip logic on questions.

### **Real-Time Phone Calls and Emails**

- c) Rather than a report, where challenges are documented ex-post facto, we prefer real-time communication with the TAF team (Project Manager-TBD).

### **Final Report with the Following Parts:**

- d) Enumerator identification numbers for each enumerator that the third-party monitor flagged for quality control reasons, along with the quality control reason, in Excel.
- e) Report on quality standards, including detailed challenges and recommendations for the 2020 fieldwork.

### **MONITORING AND EVALUATION**

In order to monitor and & evaluate projects, the Foundation has a standard monitoring and evaluation system in place, which is designed to assess outcomes of every project from time to time and ensure that activities of projects are consistent with the overall project goals and objectives. Despite the fact that TAF doesn't require implementing partners to employ its existing M&E system, it is a requirement that the proposals include a detailed monitoring & evaluation plan.

The applicants' ability to monitor and evaluate the project will be assessed based on their M&E system as well as understanding of measuring the project's long term and short-term goals.

Implementing partners must comply with the following requirements in order to be considered eligible for the proposal:



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### i. Draft M&E Plan:

Applicant is required to submit a draft M&E plan for the project. The plan should specifically include:

- a) a narrative description explaining the organization's monitoring and evaluation system;
- b) a set of data collection tools that will be used to gather data from the project beneficiaries;

### ii. Evaluation Criteria

Applicants will be evaluated based on their ability to think critically and provide rational answers to the following questions:

- a) How would the applicant go about monitoring and evaluating the progress and results of this activity?
- b) How would the applicant ensure that data collection, analysis and reporting is done effectively?
- c) How would the applicant know that the changes happening are due to this activity?

IPs can be considered by USAID as a local IP that qualifies for direct funding.

**BUDGET GUIDELINES:** Please use the Budget template provided along with the RFQ, breaking down your work / deliverables not milestones for payment purposes.

### f) INSTRUCTIONS FOR SUBMISSION OF PROPOSAL:

#### **Rules of this call for proposals:**

These guidelines set out the rules for the submission, selection and implementation of actions financed under the program.

#### **Eligibility of applicants: Who may apply?**

In order to be eligible for a grant, applicants must be:

- Organizations registered with the government of Afghanistan.
- Organization/company with proven experience operating and managing similar projects for international organizations or the government of Afghanistan.
- Have strong networking team and strategy to reach project beneficiaries in all targeted areas.
- Have strong management and manufacturing team.
- Have good relationships with related governmental institutions and policy makers.
- Be directly responsible for the preparation and management of the action (not acting as intermediary).

The major requirements for the potential IPs are to have a strong background in conducting fieldwork for national surveys.

Applicants are excluded from participation in calls for proposals or the award of grants if, at the time of the call for proposals, they:

- Are subject to a conflict of interest.
- Are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the call for proposals or fail to supply this information.
- Have attempted to obtain confidential information or influence the evaluation committee or the contracting authority during the evaluation process of current or previous calls for proposals.

It is important to mention technical details regarding scope of operation in your proposal.

The Foundation Afghanistan encourages proposals from both new implementing partners (IPs) and those with existing projects, but partners currently implementing two projects with the Foundation will be



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considered only if their current project completion date precedes the starting date specified in the current RFP. Depending on the organizational capacity of the successful bidder(s), The Foundation Afghanistan may split the award to two or more organizations, if it is felt that one single organization may not be able to implement the activities in all targeted provinces. In such event, a post-bid negotiation will be conducted with the successful bidder(s) to revise the proposal and budget for the reduced level of activities.

### **Number of proposals and grants per applicant:**

Applicants may submit only one proposal for this particular action.

### **How to apply and procedures to follow:**

A separate cover letter including the name, address, and telephone number of the applicant organization, and signed by the person or persons authorized to represent the agency should accompany the proposal submission.

Financial Proposal and Technical Proposal Envelopes MUST BE COMPLETELY SEPARATE, and each must be clearly marked on the outside as either **“TECHNICAL PROPOSAL”** or **“FINANCIAL PROPOSAL”** when submitted.

### **Applications must be in English and accompanied by the following documents:**

1. Technical proposal (**not to exceed 20 pages**). Please use 12-point times *‘New Roman’* font, single-spaced, with appropriate margins;
2. CVs of key staff and core personnel. Please limit individual CVs to three pages;
3. A summary table explaining when, where, and how the applicant has implemented similar projects;
4. Letters of recommendation from previous projects from donors and international organizations;
5. Detailed implementation plan with clear milestones and deliverable showing major activities and how they will be implemented. Please include start up activities;
6. Risk assessment plan;
7. Detailed Budget along with budget narrative. Please use the budget format provided. Do not use your own format
8. M&E strategy (preferably M&E manual)
9. Gender equity policy;
10. Copies of the agency’s annual audit reports (Last two years, or if new organization written explanation)
11. Bidder’s Declaration: Potential bidders must disclose any relationships e.g. friends, family, business etc. with Foundation staff

### **Applicants are to submit:**

One (1) hard copy of the technical proposal in a sealed envelope and one (1) hard copy of the Financial Proposal in separate sealed envelope marked in the upper left-hand corner with the name and address of the Applicant and the RFP title.

**All interested applicants bidding for a project through this RFP are required to mention their DUNS # (in bold) on first page of the proposal.**

The supporting documents requested must be supplied in the form of originals or photocopies. Where such documents are in a language other than English, a faithful translation into English must be attached and will be used to evaluate the proposal. All proposals should be signed only by an authorized representative of the applicant. The deadline for the receipt of applications is **April 18, 2021**.



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**All proposals should be directed to the attention of:**

**THE PROCUREMENT UNIT**

**The Asia Foundation**

**House # 861, Street # 1**

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

**Kabul, Afghanistan.**

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### **a) TIME FRAME**

The potential organizations shall submit a detailed implementation plan for the activities to be conducted considering the below tentative timeframe:

- Agreement on validation protocol and tools, May 10, 2021
- Monitoring of supervisors and enumerators trainings to be completed by May 16, 2021
- Monitoring of the fieldwork to be conducted between June 01 to 30, 2021
- Final monitoring report to be submitted to TAF by/before: July 10, 2021

Announcement of RFP	April 06, 2021
Last date for submission of Proposal	April 18, 2021
Evaluation of proposals and identification of agency	April 28, 2021
Agreement with selected agency	May 5, 2021

### **b) EVALUATION CRITERIA**

All Applications/proposals will be examined and evaluated by a committee constituted by the contracting authority comprising of members from the program team, PMO (Program Management Office) and Grants, who will evaluate proposals from both a technical and financial standpoint. Applications/proposals submitted by applicants will be assessed according to the following criteria:

Area	Comments	Score
Technical Approach	Clarity and appropriateness of scope in the proposed technical approach with demonstrated understanding of project goals and component tasks. Simple and clear approach to project implementation and delivery of services. Project serves beneficiaries and engages relevant stakeholders.	25
Monitoring and Evaluation	Detailed and logical PMP showing defined performance indicators etc.	10
Organizational Capacity	Institutional profile, background, expertise, clientage, experience with similar projects, and operational and financial capacity.	15
Personnel/ Key Staff	Relevant experience and technical knowledge of team leader and proposed staff, including CVs and professional references.	10



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Interview	Top candidates will be given the opportunity to provide additional information through interviews at The Foundation. An overall assessment of strengths and weaknesses and institutional suitability will be made at this time.	15
Cost/Budget	Reasonableness and appropriateness of cost. Clear budget alignment between level of effort, technical approach, and deliverables.	25

### c) 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 NGO will be made as per the payment schedule, which will be negotiable and finalized while signing the agreement.

### d) OTHER TERMS AND CONDITIONS

The Foundation project-specific Marking and Branding regulations may apply to all deliverables produced from this assignment. The Foundation-AG is not bound to select any of the agencies submitting proposals. As quality is the principal selection criterion, the Foundation-AG also does not bind itself in any way to select the agency offering the lowest price. The cost for preparing a proposal and of negotiating an award including visits to the Foundation-AG office, if any is not reimbursable as a direct cost of the assignment. Both for-profit and not –for-profit agencies may apply for this RFP, interested not-for-profit agencies should provide a copy of their registration certificate as a not-for-profit agency. **Foundation reserves the right to visit organizations for due diligence purposes.**

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 RFP is subject to availability of funds and other internal Foundation approvals.

### ANNEXES:

ANNEX I -Proposal Budget Template.