



Swedish Committee for Afghanistan

Date: 12/04/2021

To: Interested Bidders

From: Swedish Committee for Afghanistan, Kabul Management Office

No. of Pages: Eleven (11) with three sections (Sections 1-3)

Subject: Study Program on Organizational Development (CSOs/CBOs) for SCA Staff

REQUEST FOR PROPOSAL (RFP) # KMO-RFP- 2021-09

Dear Sir/Madam:

The Swedish Committee for Afghanistan, Kabul Management Office (hereinafter called “the SCA” invites you to submit your proposal for study program for SCA staff on Organizational Development (CSOs/CBOs) (hereinafter called “the Service”) as specified in the Request for Proposal hereto (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 26 April 2021:

Swedish Committee for Afghanistan
Jalalabad Main Road, Paktia Kot
PO Box 5017
Kabul Afghanistan

Attn.: Procurement Unit, Administration Department
Email: bids@sca.org.af

3. Any quotation received by the SCA after the deadline will be rejected.
4. All questions will be responded through bids@sca.org.af from April 13, to 25.
5. Your quotation and all correspondence shall be made in the English language.
6. Your quotation shall be according to these instructions:
 - 6.1 It shall contain the completed forms in Sections 2 and 3. Failure to complete these forms may result to rejection of your quotation
 - 6.2 All prices quoted shall be made on the terms specified in the RFPdocuments
 - 6.3 All prices shall be quoted in dollars
 - 6.4 All prices shall be quoted including taxes: Ref: Article 72 of Afghanistan Tax Law. International companies 7%
 - 6.5 Your quotation shall be valid for a period of 90 calendar days past deadline for receipt of quotation.
 - 6.6 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:
 - 7.1 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.
 - 7.2 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.

Requirements of the Company:

Only international firm can apply for this tendering and 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.

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



Terms of Reference for a Study Program on Organizational Development (CSOs/CBOs) for SCA staff

1. ABOUT SCA

Swedish Committee for Afghanistan (SCA) is a membership-based, non-governmental organisation working in Afghanistan since 1980. SCA's vision 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.

SCA's interventions in Afghanistan encompass support to the education, health and rural development as well as support to the persons with disabilities as a crosscutting sector. SCA also significantly contributes in capacity development of the civil society and community based organizations and promoting human rights and gender equality at national and sub-national levels. SCA's main target groups are amongst the rural population, specifically women and girls and persons with disabilities. Capacity development, advocacy, and service delivery constitute the three main pillars of SCA's support functions. The work is always conducted in close cooperation with the local population. The management office is situated in Kabul, while operations are carried out in 17 provinces from five Regional Management Offices (RMOs) and four Liaison Offices (LOs).

Partnerships with different kinds of civil society actors are becoming increasingly important for SCA. SCA defines civil society as the arena outside of the state and the private sector, where people work together under democratic principles with a common drive to achieve positive change, development, advocacy, and/or action, owned by themselves. The arena includes a wide range of actors, including NGOs, professional associations, community-based organizations and self-help groups. SCA defines partnership as a relationship involving development cooperation in which two or more organisations share the responsibility for uniting skills and resources to achieve common objectives. SCA's mission mentions partnerships with civil society organizations (CSOs) as one of the ways to achieve our goals. SCA's Mission is to empower individuals, communities, and local organizations, primarily in rural areas and 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 tries to achieve this by working closely with communities, local and national civil society organizations, and relevant government levels, and by combining capacity development, advocacy, and service provision. SCA collaborates with almost 100 civil society organizations and thousands of community-based organizations in Afghanistan. These partner organizations implement development interventions either at the national level or in provinces where SCA operates.

The overall objective of SCA capacity development for CSOs is:

To enhance the capacity of CSOs to advance the rights of women and girls, including persons with disabilities and other marginalized groups and the Local Government Authorities (LGAs) to support the CSOs' initiatives in the communities where SCA operates.

SCA's Civil Society and Capacity Development Strategy Implementation Plan for 2018-2021 specifically focuses on the following outcomes:

1. CSOs in target communities are more self-organized, representative and fulfil their responsibilities for accountable services (education, health, livelihood, etc.) that respond to the rights of those that they represent and advocate for accountable and responsive community-driven development.

2. Local government authorities (LGAs) have enhanced capacity to secure sustainable, effective, and inclusive services, respond to SCA's target groups' demand, and create a positive environment for CSOs by engaging them in participatory local governance practice.
3. SCA staff coordinate and collaborate to support the good result of the organization; and
4. SCA staff are more motivated and better capacitated in contributing to SCA long-term objectives and transparency, accountability, sustainability, and value-based organization.

It has identified the following approaches to implement its capacity development agenda:

- A systematic approach to context-specific CSO capacity development support – following a 5-step process of engagement, assessment, planning, implementation, and evaluation - has identified priority capacity development areas for each CSO partner.
- Monitoring performance milestones - monitor the progress in organizational functionality and maturity for each of the partners.
- Strengthened cascade approach to training through regular follow-up on learning application – CCU trains the CDMU team and programme focal points to train CSO and LGA partners' relevant staff.
- Enhanced participatory governance practice by LGA partners – a partnership between LGAs and CSOs can enhance the delivery of key services by engaging citizens more effectively and ensuring inclusive participation.
- Small grants for strengthening CSOs. SCA supports CSOs in awareness-raising and advocacy, organizational and individual competence and strengthening systems and processes that support relevant, efficient, effective project development, and management practice.
- Creating robust learning platforms – bring partners together and exchange knowledge on successful project implementation.
- Development of tools and methods for effective and efficient decentralization of CSO capacity development – develop appropriate tools and methods that partners can adjust towards meaningful application.

2. DESCRIPTION OF PARTICIPANTS

10 SCA staff (1 woman and 9 men) from CCU and CDMU will attend this study program. These staff members occupy the positions of (1) Senior Capacity Development Officer - who will lead the study programme process and participants - and (9) Capacity Development Officers. These staff members have been with SCA for more than 1 year and have been dealing with civil society and local government authority partners. They have an average of 5 years' experience in their respective roles and responsibilities.

3. PURPOSE OF THE STUDY PROGRAM

The study program will focus on learning from one of the neighboring South Asian or Central Asian (India, Sri Lanka, Uzbekistan and Tajikistan) countries' experiences. The study program's overall goal is to help participants acquire and exchange thoughts, knowledge, and skills with CSOs based abroad on organizational development.

The program is structured such that there are sessions and discussions in the host organization before the visits to the various organizations that will provide them the experience to:

- Learn good practices and lessons in the organizational development of CSOs and CBOs, including provision of grants as an approach to capacity development of partners.
- Learn from CSOs, CBOs and local government agencies on the need for working together.
- Learn from CSOs and CBOs about their projects related to promoting and advancing the rights of those they represent.
- Learn about the organizational and capacity development process and interventions from NGOs that use CSO/CBO capacity development as a key strategy in their development work.
- Learn from local government agency partners about their efforts towards working with CSOs and CBOs; and

- Exchange views on how to improve the organizational capacity and individual competencies as well as coordination among CSOs, CBOs and with local government agencies.

4. EXPECTED OUTPUTS

At the end of the study program, the participants will prepare a report and action plan. The report shall include the following:

- Lessons and experiences learned from the study program, especially from each of the stakeholders that were visited.
- Action plan on how the participants can implement and share their learnings from the study program.
- Recommendation on strategies and approaches for organizational capacity development of CSOs, CBOs and LGA partners of SCA.

5. MANAGEMENT OF TASK

The Civil Society and Capacity Development Unit ensures the implementation of this ToR. CCU Senior Capacity Development Officer is the contact person for the Study Program to provide the consultancy firm with the needed information regarding study program and expected outputs.

The major roles and responsibilities of SCA include:

- SCA will provide the successful firm with the overall description of civil society context SCA working.
- SCA will assist in providing information on participants' professional background.
- SCA will bear the responsibility of air ticket booking, air ticket cost, and visa processing for the participants (Should be excluded from the proposed budget by firm.)

The consultancy firm is responsible to fulfill the following:

- The consultancy firm shall come up with a detailed study program design/proposal outlining the rationale and purpose of the proposed activities.
- The consultancy firm shall come up with a detailed budget entailing program cost, accommodation, local transportations, and meal costs.
- The consultancy firm shall provide the participants visa support letter and receive approval from concerned authorities of host country, if necessary.
- The consultancy firm shall submit a comprehensive final report in English upon completion of the study program.
- The consultant shall complete the deliverables as described in this ToR.
- The consultant shall complete the assignment on-time.

6. PROFESSIONAL QUALIFICATIONS

The consultancy firm shall provide complete details of the OD practitioners and trainers' relevant work experience in conducting a study program on Organizational Development (CSOs/CBOs) or something similar in nature with a complete list of undertaking similar assignments in the past.

7. PROPOSAL SUBMISSIONS

Interested consultancy firms are required to submit a technical proposal clearly outlining:

- a) Their understanding of the terms of reference
- b) Organization profile (CVs of key staff facilitating the study program)
- c) Methodology for conducting the study of existing practices and challenges that result on the development of a comprehensive partnership strategy.
- d) Financial Proposal detailing the consultant(s) professional fees and any other costs associated with the study program.
- e) Two sample designs of previous study programs conducted by the consultancy company.
- f) Relevant experience in development programming
- j) Proposal/study programme design

8. DELIVERABLES AND TIMELINES

The total duration for the study program is 6 days (Excluding departure and arrival days)

TIMETABLE

The study program is expected to be completed no later than June 30, 2021 following the timetable below:

No	Activity	Date
1	Announcement of the request for proposal	April 12, 2021
2	Evaluation of received proposals	April 30, 2021
3	Award of contract	May 10, 2021
4	Finalization of the study program Schedule	May 20, 2021
5	Study program days	June 2, 2021 to June 7, 2021
6	Report by the facilitation company	June 18, 2021
7	Report by participants and Compiled by the Team Leader, Sr. Cap. Dev. Officer/CCU	June 30, 2021

Contractual Conditions

Contact Person:

The Senior Capacity Development Officer is the contact person for this request for proposal.

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.

Payment terms:

The contracting party shall invoice SCA for the fee in accordance with the deliverables of the work mutually agreed by SCA and the facilitation company based on the following terms of payment:

Terms	Payment %	Time of Payment
First	20 %	will be paid after the approved study program design
Second	40 %	Will be paid after the participants arrive for the programme
Third	40%	will be paid at the end of the programme and report submission by the facilitation company

Currency:

Invoice and payment will be in United States Dollar (USD).

Transportation/Accommodation:

Company is responsible for provision of local transportation, accommodation and food during the period of the study program .

Documentation

SCA will provide relevant information as requested by the host organisation.

Evaluation

The evaluation is quality and cost-based selection, 60% for quality and 40% for the cost. The contract will be provided to one service provider only.

Quality Evaluation (technical)

The following criteria will be applied.

1. Institutional capacity/credentials – maximum 40 points
 - Company profile, relevant to the TOR
 - Individual/organizational capacity to conduct the scope of work, experience with similar organization.
 - Previous experience in organizing similar study programs.
 - Profile of the organizing and facilitating team.Each is scored 0-10 points; minimum is 28 points (7 each) to qualify.

2. Technical proposal – maximum 50 points
 - Learning objectives (specific)
 - Schedule of the 6-day study program excluding arrival and departure.
 - Methodology/approach to the study program
 - Relevance of the organizations to be visited (a paragraph description of each organization)
 - Topics/themes covered during the program.Each is scored 0-10 points; minimum is 40 points (8 each) to qualify.

3. Technical proposal comprehensiveness – demonstrates understanding of all aspects of the technical design, maximum 10 points.
 - Understanding of the TOR, relevant and good proposal
 - Completeness of the proposal

Each is scored 0-5 points; minimum score is 7 (3.5 each) to qualify.

Maximum points: 100

Each quotation will be given a technical score, and rejected at this point if it fails to achieve the minimum technical score seven points in each line of category (1), eight points in each line of category (2), and three point five points in each line of category (3). Quotations that passed the minimum technical score is qualified for the financial evaluation.

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, 60%; F = Financial evaluation weight, 40%

$$\text{Final score} = 0.6 \times T + 0.4 \times F$$

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.



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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- 2021-09; Service of Study Programme for SCA staff

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 study programme to SCA staff that conforms to your RFP No. KMO-RFP- 2021-09.

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.

(Bidder to insert name and signature of duly authorized representative)



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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 study program:



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Section 3

CONSULTANCY COST/PRICE SHEET

Items	Unit	Qty	Price per unit (USD)	Sub-total (USD)
Consultancy fees	Day			
Transportation (local)	Each			
Accommodation	Day			
Food	Day			
Others (indicate details here), you may add more rows as needed				
Total				
Comments:				

Note: As per Afghanistan government tax law, SCA will deduct 7 % tax from the total amount while processing the payment.