



The Colombo Plan

Request for Proposal (RFP)

Training on 'Reporting' for the Implementing Partners of the Colombo Plan Gender Affairs Programme

The Colombo Plan Gender Affairs Programme (CPGAP) is seeking the expert services of a consultancy firm/ individual to conduct a training on 'Reporting' for its implementing partners based in Afghanistan. The overall objective of the training is to provide the CPGAP's local implementing partners with practical knowledge and skills on reporting and presenting results and data in all forms of reporting required from the donor and other stakeholders. Accordingly, the training will cover the following topics;

1. Introduction to Report Writing
2. Report Writing Preparation
3. Planning the report
4. Writing the report
5. Reviewing the report

The participants of the training will be inclusive of M&E Officer and M&E focal points, Reporting Officers, database management, data entry and other officers (both at field level and HQ level) engaged in data management and reporting of the implementing partners. Accordingly, the training material will need to be designed to be comprehensible for the participating personnel. Total number of participants for the training will be 35.

The training is planned to be conducted as an in-person training at a CP security approved venue for 5 days (8 hours per day) in Kabul. However, the selected consultancy firm will be required to plan and prepare for the aforementioned 5-day in-person training or a virtual online training for 10 days (4 hours per day) as CPGAP may be required to provide both forms of training simultaneously or change method of implementation last minute due to security issues, status COVID-19 pandemic and/or government imposed restrictions.

The Colombo Plan requests all interested consultancy firms or individuals to submit a proposal in accordance with this "request for proposal" (RFP) and in consideration of the annexed term of reference (TOR).

Your proposal, if selected, will form the basis for a contract between your firm and the Colombo Plan. Any information shared between your firm and the Colombo Plan will remain confidential.

Contents of solicitation documents: Proposals must offer services for the total requirement. Proposals offering only part of the requirements will be rejected. The Offeror is expected to examine all corresponding instructions, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Offeror's risk and may affect the evaluation of the Proposal.

Clarification of solicitation documents: Colombo Plan will respond in writing to any request for clarification that it receives prior to the deadline for the submission of Proposals. Written copies of the organisation’s response will be sent to all Offerors.

Language of the proposal: The Proposals prepared by the Offeror and all correspondence and documents relating to the Proposal exchanged by the Offeror and Colombo Plan **shall be written in the English language.**

The Proposal shall comprise the following components:

1. **Technical Proposal**, completed in accordance with clause (I),
2. **Price Schedule**, completed in accordance with clause (II) & (III)

(I) Technical Proposal Format

The Offeror shall structure the technical part of its Proposal according to the commonly acceptable format. The Technical Proposal will be evaluated against the criteria assisted by the following information:

- (a) **Proposed Approach and Work Plan**
This section should demonstrate the Offeror’s responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed methodology meets or exceeds the specifications.
- (b) **Capacity and Experience of Organization/ Firm**
This section should describe the organizational unit(s) that will be responsible for the contract, and the general management approach towards this project. This should fully explain the Offeror’s resources in terms of personnel and other resources necessary for achieving project results. This section should also provide orientation to the organisation / firm including the year and state/country of incorporation and a brief description of the Offeror’s present activities. The Offeror should describe its experience in similar projects. The latest Audited Financial Statement should be enclosed (if the applicant is an organization)
- (c) **Human Resources**
CVs of key personnel should be attached.

(II) Price Schedule

The Offeror shall include an appropriate Price Schedule, the prices of services it proposes to supply under the contract.

The services provided should be itemized. Please utilize the table below as a reference:

Activity	Total Number of Days per Activity	Expert Positions	Number of Person Days for Each Expert	Fees for Each Expert	Total Fees for the Activity
Conduct a brief training needs assessment	3				

Develop inception report inclusive of work plan for developing the training, including strategy and proposed methodologies, as well as quality assurance plan	2				
Develop a methodology, training manual and training schedule, based on TNA results.	5				
Preparation for the training (incl. finalize possible gaps and questions in relation to manual, methods and materials, trainer allocation etc.)	2				
Prepare session evaluations, pre and post tests and training evaluation of all participants.	2				
Training on 'Reporting' (5-day in-person training or 10-day online training)	5				
Review and finalize reporting procedures / code of conduct for the Implementing Partners	2				
Final Report inclusive of the results from the pre and post tests and training evaluation and analysis and recommendations. Report to cover aspects of the training as well, inclusive of training manual, methodology of training, and training evaluations	4				
Total Number of Estimated Days and Total Fees for the Activity	25				

The Offeror must provide a detailed list of tasks to be completed to deliver training for each training topic mentioned above.

(III) Proposal Currencies

All prices shall be quoted in US Dollars.

Period of Validity of Proposals:

Proposals shall remain valid for **ninety (90) days** after the date of Proposal submission prescribed by Colombo Plan, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected by Colombo Plan on the grounds that it is non-responsive.

Payment:

Payments will be made directly by Colombo Plan to the selected organization/ firm after acceptance of the invoices submitted by the organization / firm, based on the following milestones:

- 1st installment of 20% upon submission of the inception report;
- 2nd installment of 50% upon completion of the training and handover participant's attendance roster;
- 3rd installment of 30% upon submission and Colombo Plan's approval of final report.

The payments shall be made by the Colombo Plan Afghanistan Country Office in Kabul following the clearance of the final report and certification of satisfactory completion of service by Colombo Plan.

The Terms of Reference for the consultancy is attached herewith for your reference (Attachment I).

For additional information, please send an email to: cpgaproposal@colombo-plan.org.

We will provide additional information expeditiously, but any delay in providing such information will not be considered a reason for extending the submission date of your proposal.

Submission of Offers:

Interested consultants should submit their applications, comprising of technical proposal and financial proposal, to the following e-mail address cpgaproposal@colombo-plan.org **by 16 May 2021 before 17.00 hours (IST)**. Marked with: "Training on Reporting"

Late and incomplete applications will not be considered. Please be aware that bids or proposals emailed to Colombo Plan will be rejected if they are received after the deadline for bid submission. We advise all Offerors to send email submissions well before the deadline to prevent delays in the receipt of their application. Furthermore, please follow RFP instructions carefully as incomplete applications will be rejected as well.

Attachment I

Terms of Reference (ToR)

Training on 'Reporting' for the Implementing Partners of the Colombo Plan Gender Affairs Programme

1. Background

The Colombo Plan for Cooperative Economic and Social Development in Asia and Pacific (more commonly referred to as The Colombo Plan) was founded in 1951 in Colombo, Sri Lanka, to serve as a cooperative venture for the economic and social advancement of the peoples of South and Southeast Asia. Today, the Colombo Plan is a globally renowned intergovernmental organization with a membership of 27 countries in the Asia-Pacific region and globally.

In May 2014, in an effort to provide support to vulnerable and marginalized women, men, girls and boys and promote a just and equitable society in collaboration with member governments and other stakeholders, the Colombo Plan Council approved the establishment of the Gender Affairs Programme (CPGAP) during the 282nd Council meeting in May 2014. Accordingly, the CPGAP focuses solely on women and children's rights, issues, and development in Colombo Plan member countries. The CPGAP has two flagship projects in Afghanistan that are implemented through six local partner organizations.

2. Context

CPGAP is working with local partner organizations to build their capacity in successfully managing the shelters, as well as meeting donor requests and standards. CPGAP's partner organizations do not merely implement, they are also responsible for reporting. Accordingly, CPGAP aims to support its implementing partners to adhere to the highest standards in reporting project information and progress to the donor and other stakeholders, including managing confidential and sensitive information. In doing so, it is expected the quality of services could be correctly assessed to further support the projects as per its needs, while ensuring beneficiaries of shelters and centers receive high quality services.

3. Justification

The proposed training dedicated to reporting is intended to address implementing partners' common mistakes and common concerns – such as timeliness, results-based management reporting, level of detail/granularity, comprehensiveness and the alignment of programmatic with financial reports.

4. Purpose and objectives

The main purpose of this assignment is to improve the reporting capacity of the all partner organizations' staff engaged in data management and reporting (both at field level and HQ level) – e.g. M&E Officer and M&E focal points, Reporting Officers, database management, data entry and other relevant officers. The main objectives of the training will be to enhance their capacity in professional reporting, structure of reporting, effective presentation of quantitative and qualitative results, thus, ensuring reports are clear, accurate, consistent and engaging to the donor.

5. Scope of Work

The scope of work is to:

- Conduct a brief Training Need Assessment (TNA) to identify the needs of the staff of selected implementation partners.
- Inception report inclusive of work plan for developing the training, including strategy and proposed methodologies, as well as quality assurance plan.
- Develop a methodology, training manual and training schedule, based on TNA results.

*Note: Methodology should emphasize on practical skills. Plenary presentation & group work with the use of templates, and practical tools can be supplemented with knowledge transfer activities/ exercises that each participant will develop and implement in their work. During training the participants should be provided an opportunity to apply training material and undergo “on the spot” remedial coaching.

- Conduct 5-day training on ‘Reporting’ for implementing partners using the training content and materials developed.

*Note: The training is planned to be conducted as an in-person training at a CP security approved venue for 5 days (8 hours per day) in Kabul. However, the selected consultancy firm will be required to plan and prepare for the aforementioned 5-day in-person training or a virtual online training for 10 days (4 hours per day) as CPGAP may be required to provide both forms of training simultaneously or change method of implementation last minute due to security issues, status COVID-19 pandemic and/or government imposed restrictions.

The training should cover the following areas:

I. Introduction to Report Writing

- Importance of good reports
- Types of reports (differentiating also the difference between monthly, quarter, annual and final project reports that are submitted to donors)

II. Report Writing Preparation

- What data you should have before writing the report
- Establishing the context of the report
- Understanding the donors and their requirements

III. Planning the report

- Analysis of information to be represented in the report
- Designing the layout of the report
- Information (qualitative and quantitative) to be reflected in the report (inclusive of achievements and challenges/issues)

IV. Writing the report

- Using appropriate language skills
- Using consistent and effective format to present your report
- Using titles, headings and subheadings
- Ensuring professional presentation of the report
- Using illustrations in the report
- Writing an executive summary

- Writing a Case Study

V. Reviewing the report

- Ensuring that the report reflects accurate information
- Correcting mistakes made when writing the report
Adding final touches to the report before sending to the donor

- Design and deliver session evaluations, pre and post-tests of all those to be trained to determine the success or further training needs.
- Prepare, conduct, record and analyze findings of training evaluations on each participant to assess all aspects of the training.
- A comprehensive draft and final report which responds to the specific objectives and activities as detailed, inclusive of the results from the pre and post tests and training evaluation and analysis and recommendations. Report to cover aspects of the training as well, inclusive of training manual and methodology of training, and training evaluations.

The formal training will be provided to the following groups:

- 30 staff of the implementing partners from AWSF
- 5 CPGAP staff will participate as Observers

6. Deliverables

Timeframe of deliverables:

Deliverables	Total Number of Days per Activity
Conduct a brief training needs assessment (TNA)	3
Develop inception inclusive of work plan for developing the training, including strategy and proposed methodologies, as well as quality assurance plan	2
Develop a methodology, training manual and training schedule, based on TNA results.	5
Preparation for the training (incl. finalize possible gaps and questions in relation to manual, methods and materials, trainer allocation etc.)	2
Prepare session evaluations, pre and post tests and training evaluation of all participants.	2
Training on 'Reporting' (5-day in-person training or 10-day online training)	5
Review and finalize reporting procedures of the Implementing Partners	2
Final Report inclusive of the results from the pre and post tests and training evaluation and analysis and recommendations. Report to cover aspects of the training as well, inclusive of training manual, methodology of training, and training evaluations.	4
Total Number of Estimated Days and Total Fees for the Activity	25

** Note: The training will be conducted in local language(s), however, documents submitted to Colombo Plan will need to be provided in Dari and English.*

7. Period of consultancy

The training is to be completed within 5 days (10 days if conducted online). Contract duration is planned for 25 business days, providing sufficient time for the Contractor to complete due deliverables specified in this ToR. Please note that CPGAP will extend the duration date if it is decided that the training will be conducted virtually, providing enough time for the Contractor to complete all deliverables. The assignment will commence upon the signature of contract. Any additional contract extension(s) will need to be requested in advanced and approved by the CPGAP Director.

8. Reporting and administrative support

- The consultancy firm/ service provider will be contracted by Colombo Plan in consultation with the CPGAP Director.
- The consultancy firm/ service provider will work under the overall supervision of the CPGAP Leadership (inclusive of Director, Deputy Director, and the Chief Programme Officer (CPO) based in Kabul, Afghanistan).
- The CPGAP Contract Manager and Designated Officer will work directly with consultancy firm/ service provider for the purposes of technical, logistic and coordination support.
- The consultancy firm/service provider will be expected to provide their own computers and work from their own office.
- All due deliverables will be submitted to the CPGAP Management – inclusive of the Director and Deputy Director.

9. Required qualifications

It is envisaged generally that the consultant firm/ service provider will have the following competencies:

- Demonstrated experience in conducting similar training activities in a difficult environment in fragile/ conflict states.
- Demonstrated experience in professional report writing.
- The consultant firm is not to outsource implementation of activities to other companies but expected to have such qualified staff in house.

Consultancy competencies, experience and skills:

Specifically, the consultant firm/ service provider will provide a team of experts working together for the duration of the task, the team should comprise at least:

a. A Training Team Leader, who is to:

- Hold a master degree in relevant field and with a strong professional writing and training background.
- Extensive experience of 5 years in professional report writing in development settings and preferably covering sensitive information.
- Outstanding interpersonal communication skills with experience of facilitation of trainings/workshops and presentation.
- At least some experience as a trainer of adults in fragile/ conflict settings.
- Have excellent writing, computer and analytical skills.
- Extensive experience on building capacity within organization.
- Experience in fragile/ conflict settings.

The overall responsibility of the Training Team Leader is to provide oversight and quality control on the training methodology and provide guidance on the technical content and be the main channel of communication between the consultant firm and CPGAP.

- b. A trainers with Professional reporting training experience and experience of working in Afghanistan or other fragile states as well as working with local government institutions who can provide training of high quality to development professionals.

The trainer is to:

- Have at least a bachelor's degree in the relevant field.
- Be proficient in both national languages (Dari/ Pashto) and English languages.
- Have at least 5 years of experience as a trainer.
- Have a minimum of 5 years of experience in providing advisory services across a range of service in the area of results reporting and professional reporting in the development field.
- Demonstrated experience in conducting similar activities in a difficult environment in fragile/ conflict states.
- Experience in provision of similar assignments in Afghanistan.
- Demonstrated knowledge of government regulations in countries of work, donor requirements and regulations would be an added advantage.
- Demonstrated experience in coaching of individual participants and adult learning techniques.