

Date: 15 December 2022
To: Interested Qualified Bidders
From: Swedish Committee for Afghanistan, Kabul Management Office
No. of Pages: seventeen (17) with three sections (Sections 1-3)
Subject: Endline Evaluation of SCA's Strategic Plan 2018-2022
RFP #: KMO- RFP – 2022 - 19

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 Endline Evaluation of SCA's Strategic Plan 2018-2022 of Swedish Committee for Afghanistan (SCA) (hereinafter called “the Service”) as specified in the Request for Proposal and attachments 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 29 December 2022:

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

Email for Electronic submissions: bids@sca.org.af

3. Any quotation received by the SCA after the deadline will be rejected.
4. All questions will be responded through tenders@sca.org.af from December 15, to 20.
5. Your quotation and all correspondence should 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 RFP documents
 - 6.3 All prices should be quoted in AFN.
 - 6.4 All prices should be quoted including taxes reference to Article 72 of Afghanistan Tax Law. International companies 7%
 - 6.5 Your quotation shall be valid for a period of 90 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, & 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

The firm must provide evidence for the following criteria and submit it along with the technical and financial proposal.

1. Valid Certificate of Registration (For example: From AISA or Ministry of Commerce)
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).
4. **Bid Security:** all interested bidders are required to submit a bid security of (AFN. 50,000) Bidder must deposit the amount from their company bank account to the designated SCA Bank account, which is attached, and **a copy of deposit receipt must be attached with their offer while submitting, 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.

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

International companies are exempted from bid security.

Terms of Reference

Endline Evaluation of SCA's Strategic Plan 2018-2022

Background Information about Swedish Committee for Afghanistan

SCA has been operational in Afghanistan for the last 40 years. Currently, SCA operates in 18 out of 34 provinces in Afghanistan. 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 8000, Afghan employees, it is one of the largest organizations in Afghanistan. SCA utilizes the Rights Based Approach in its humanitarian and development programming in the education, health, and disability sectors in rural and urban 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 and 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'*.

Core Values:

All our work is based on the following values:

Responsiveness: We work in respectful cooperation with target groups to address their needs and legitimate demands with an emphasis on local ownership.

Impartiality: While upholding the duty to be inclusive and non-discriminatory in our approach, we do not take sides in conflict and we do not support specific factions or parties representing various interests in society.

Equality: We promote equal opportunities and facilitate equal access to resources for all citizens, including women, girls, boys and persons with disabilities.

Social Justice: We strive to be fair to all with whom we work. While working to affirm the rights of all individuals, we recognize that differences in gender, individual capabilities and identities give rise to varied needs and interests.

Integrity: We are true to our mission, maintaining honesty and transparency in all of what we do and say, up-holding a spirit of openness and sharing with stakeholders, while always prepared to be held to account for our actions.

Rationale

The implementation of the SCA strategic plan 2018-2021, extended to 2022, commenced in January 2018. The strategic plan and results framework covers programmes in health, education, rural development, disability, advocacy and communication. Within the strategic plan, gender & human rights-based approach, environment, conflict sensitivity and support to civil society and capacity development are cross cutting issues in all the SCA programmes. SCA has finally concluded the implementation of the strategic plan 2018-2022, and therefore would like to conduct a study that correspond to its baseline and, evaluate the relevance, impact, efficiency, effectiveness, and sustainability of the strategic interventions as. This will inform current strategy for the new strategic period 2023-2025 and serve as a baseline accounting for feedback from staff, donors, project participants, stakeholders, as well as changes in the operating environment. He

The evaluation will also serve as a starting point for the future Strategic Plan. The evaluation will draw from experiences in the implementation of the strategic plan, lessons learnt and propose changes where necessary to ensure the plan provides a useful roadmap to the organization.

Context

During the strategic period 2018 – 2022, SCA has implemented programmes in 19 provinces of Afghanistan with a total of 146 districts. SCA programme coverage is as below:

Programme	Provinces Covered	# of Districts covered
Health	Wardak, Laghman, Samangan, Balkh,	53
Education	Ghazni, Balkh, Wardak, Nangarhar, Laghman, Jawzjan, Samangan, Kunduz, Takhar, Badkshshan, Kunar, Baghlan, Bamyán and Paktika	98
Disability	Ghazni, Balkh, Wardak, Nangarhar, Laghman, Samangan, Kunduz, Takhar, Badkshshan, Kunar, Jawzjan and Baghlan	78
Rural Development	Ghazni, Balkh, Wardak, Nangarhar, Laghman, Samangan, Kunduz, Takhar, Kunar, Bamyán and Paktika	14

SCA has implemented its interventions under five strategic objectives as listed below:

- a. Strategic Objective 1: The health and nutrition conditions of SCA target groups are improved
- b. Strategic Objective 2: All children in targeted communities have improved learning achievements
- c. Strategic Objective 3: SCA Target Groups are more engaged in Community-Driven Development and are better able to secure their means of living providing them resilience against shocks and emergencies

- d. Strategic Objective 4: Strengthened public and political commitment for the right of the people in Afghanistan.
- e. Strategic Objective 5: SCA is a more credible and sustainable organization, working together towards achieving its mission

Purpose and Objectives of the Evaluation

The evaluation is intended to assess the relevance, impact, efficiency, effectiveness, and sustainability of the strategic interventions for target groups/communities, identify successes and challenges and generate key learning for similar future strategic interventions. It will generate information to be used as baseline for the new strategic plan.

This consultancy will moreover cover an endline study to provide SCA with data on the existing situation of the target communities/groups at the end of strategic period 2018-2022, so that the level of change, in comparison to baselines, can be measured. The key objectives of the assessment are listed as below:

- a. To determine the extent to which the implementation of SCA's Strategic Plan (2018-2022) was achieved
- b. To determine the relevance of Strategic Design in responding to community needs
- c. To determine strategic planning performance and impact of its interventions contributed to the lives of the targeted communities/groups.
- d. To determine efficiency and effectiveness of strategic plan interventions
- e. To measure strategic interventions performance and compare the end results with the baseline for outcome indicators
- f. To explore and identify successes and challenges for sustainability of strategic interventions of SCA.
- g. To generate lessons learned and recommendations for similar strategic planning and interventions in the future

h. And specifically:

To collect contemporary primary data for SCA indicators (Strategic Objectives 1-5)

- a) To determine the level of households and community knowledge, attitude, and practice (KAP) of good hygiene practices including persons with disabilities.
- b) To determine the proportion of households in target areas with access to safe drinking water
- c) To determine proportion of households in target areas with access to proper human waste disposal facilities (improved sanitation facilities)
- d) To determine contraceptive prevalence rates in target areas
- e) To provide comparative analysis on selected child health key indicators
- f) To determine the household income acquisition and distribution in target areas including that of persons with disabilities
- g) To identify the sources of household livelihoods and coping mechanisms in lean times
- h) To determine maternal health practices related to exclusive breast feeding
- i) To assess the results of humanitarian responses like covid-19 and the earthquake
- j) To determine the level of change SCA has influenced through its' interventions given all the above specific objectives
- k) Extent of teenage and adolescent girls' participation in education

- 1) To assess the extent of integration/synergy between programme units and cross-cutting teams

Key Evaluation questions

Key objectives	Key questions to be asked
To determine the relevance of Strategic design in responding to community needs	<ul style="list-style-type: none"> • Were the planned interventions appropriate for the target community problems identified in the selected target areas? Have the strategic planning interventions focused on community's high priority needs, were there any gaps? • Do the framework, assumptions and design match the overall national livelihood conditions? What were the gaps in causal linkages of development framework? What about the assumptions? How did the external conditions affect (positively and negatively) strategic framework? • Were there better ways of addressing the needs than the strategic interventions that SCA developed? Did the most vulnerable (including women and people living with disability) benefit from the strategic interventions? • Was the strategic plan developed in alignment with thematic and technical national priorities
To determine strategic planning performance and impact of its interventions contributed to the lives of the targeted communities/groups	<ul style="list-style-type: none"> • To what extent the strategic interventions contributed to improving the health conditions of the people including persons with disabilities in target communities? • To what extent the strategic interventions contributed to improving access and quality of education to boys, girls with and without disabilities in SCA target areas? • To what extent the strategic interventions helped farmers to diversify the production? • To what extent the strategic interventions contributed to increased HH incomes including households of persons with disabilities? • To what extent farmers have adapted and using improved production inputs and techniques. • To what extent the strategic interventions helped community members including persons with disabilities actively engaged in decision-making and influencing development? • To what extent the strategic interventions supported women's participation and decision-making process? • To what extent strategic intervention improved access to public services such as health, education and rehabilitation and life of people with disabilities in SCA target communities? • What significant changes the strategic interventions brought to impact/outcome indicators as compared to the baseline? Are the changes statistically significant? • What behaviour, attitude and policy changes are observed? To what extent capacity of civil societies built to advocate for their rights? • What impacts related to change in life of the target communities observed?
To determine efficiency and	<ul style="list-style-type: none"> • To what extent did the strategic interventions address the needs of targeted people in its operational areas? Was the strategic approach effective to meet the intended objectives?

<p>effectiveness of strategic interventions of plan</p>	<ul style="list-style-type: none"> a. Did SCA implement all planned interventions and outputs? If not, what happened? b. Did the interventions lead to the achievement of the desired objectives? c. Were interventions sufficient to produce the desired results? d. Were the interventions planned with contingency to accommodate unexpected emergencies? e. Did SCA consider external influences that may hinder smooth operations and was the organisation able to navigate through <ul style="list-style-type: none"> • To what extent were the proposed interventions efficient to solve livelihood problems of the target community including men and women with disabilities? What are the constraints linked to the strategic interventions proposed by SCA? • To what extent did the strategic plan address crosscutting issues – that is, gender, environment, child protection, peace building, and disability? To what extent did the strategic interventions achieve the cross-cutting expected results/outcomes? • Have cost-effective measures been duly considered? Where, if at all, have there been synergy effects in terms of cost savings and enhanced quality? • How effective was the programmes management structure and the management of the programme How effective were working with stakeholders? How were the decisions made? What are some of the strengths and weaknesses of the strategic design or management system and processes: <ul style="list-style-type: none"> a. Were programmes output costs reasonable? b. Was the type of funding sufficient for strategic interventions and emergency responses? c. Was the M&E relevant to the strategic plan and easy to use? How effective is the system? How can this be improved? d. Did the strategic plan change to adapt to the changing situation? e. Did the strategic plan accommodate operational constraints like international medical procurement?
<p>To explore and to identify successes and challenges for sustainability of strategic interventions of SCA.</p>	<ul style="list-style-type: none"> • To what extent the programmes implemented have contributed to the sustainability of interventions? • To what extent outcomes of strategic plan become sustainable? Which outcomes are likely or unlikely to be sustainable, and why? What can be done to increase the sustainability? • To what extent is the strategic interventions embedded in local or national institutional structures? Are the relevant institutions likely to be capable of continuing the flow of benefits if the programmes end? What have been the changes in the capacity of local stakeholders to continue programmes interventions? • What are some existing factors that contribute positively to sustain the strategic interventions? What are some of the existing challenges to sustainability?
<p>To generate lessons learned and recommendations for similar strategic</p>	<ul style="list-style-type: none"> • What were the most significant constraints and/or difficulties in implementing the strategic plan and, where appropriate, how did the programmes overcome them? What lessons learned does the review team identify that have implications for future strategy?

planning and interventions in the future	<ul style="list-style-type: none"> • What needs to be done differently for future similar strategic planning? •
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Scope of the Assessment

The Endline assessment will cover all the SCA target regions depending on which regions the programmes are operational (see section **context** above). The assessment will focus more on collecting data for key outcome level indicators that will be compared with the baselines. In addition to programmes, the endline study will cover indicators for cross-cutting units such as gender and advocacy. The assessment will cover a sample of SCA staff, beneficiaries, government representatives both in Kabul at the regional level (province and districts), beneficiaries, representatives of NGOs and donors to SCA. The actual sample will be determined by the consultant in consultation with SCA

Indicators that are expected to be assessed in this evaluation (but not limited) includes:

Indicator Title	Measurement Unit	Baseline (%)	Endline (%)
Percent of people citing at least three critical times of washing hands with soap for maintaining good personal hygiene and preventing water borne diseases	Percentage	16.3%	
Percent of mothers who know the three rules (fluid, feeding, care seeking) of home-based diarrhea case management	Percentage	72.2%	
Percent of children aged 0- 6 months (0-181 days) who are exclusively breastfed	Percentage	74.9%	
Percent of women of reproductive age who are using (or her partner is using) a contraceptive method at a particular period of time	Percentage	47%	
Percent of people in SCA WASH coverage area with awareness of personal hygiene (hand washing) and have access to safe drinking water and proper sanitation services (sanitation facilities)	Percentage	78% 91% 21%	
Incidence of diarrhea with their child/children in the last two weeks	Percentage	57.3%	
Livelihoods and Coping Strategy Index (CSI)	score		
Women Empowerment Index (WEI)	Score		
Child diarrhea prevalence rate	Percentage		

Percentage of children aged between 0-11 who received three doses of the Pentavalent vaccine	Percentage	60%	
Percentage of mothers who know the three rules (fluid, feeding, care seeking) of home-based diarrhea case management.	Percentage	72%	
School retention rate of students (grade 1-6)	Percentage	Girls=84%, boys 85%	
Percent of girl students who completed 12 grade education	Percentage		
Percentage of vulnerable women and men trained by the support of SCA who are employed or self-employed.	Percentage		
Percentage of Persons with disabilities whose living condition improved as a result of SCA 's CBR intervention	Percentage		

Approach and Methodology

The consultancy firm should clearly explain and clarify their approach and methodology for performing this assessment. The firm should explain how they ensure quality at different stages of the assessment. The study requires a mixed data collection methodology including both quantitative and qualitative data analysis. Consulting firm shall come up with additional methods to cover the gaps in the methodology, keeping in mind consistency with the baseline.

Overall Process

There are three types of sources of information that are available for addressing the evaluation information needs:

- Quantitative data collected through HH survey
- Qualitative Data collected through
 - Focus Group Discussions
 - Key Informant Interviews
- Document Review of relevant project documents such as Strategic Plan, Result Framework, strategic plan mid-term review report, baseline and Macro reports etc.
- Case studies

Evaluation Respondents: the information will be collected from the following information sources/respondents:

- Community members/Households (women and men in the targeted communities)
- Community based organization (CBOs), People with disability organizations (PDOs), Associations and male and female representatives in targeted communities
- Religious leaders in targeted communities, shuras
- Teachers and health institution staff
- Department of public health (DoPH)
- Department of Education (DoE)
- Department of Agriculture, Irrigation and Livestock (DAIL)
- Department of Rural Rehabilitation and Development (DRRD)
- Afghanistan national Disaster Management Assembly (ANDMA)

Sampling

The endline assessment will collect data from approximately 2,000 households distributed over SCA programme implementation areas. Alternatively, consulting firm should come up with statistically significant sample size. Considering the indicators and scope of the evaluation, it is required to have sampling distributed among the target groups. The survey will adopt a two-stage sampling procedure where districts and villages will be purposely sampled to ensure only districts and villages where SCA implements programmes are included in the survey. The second level of sampling will be to randomly pick households in the selected villages where SCA programmes are implemented. This sampling approach should be influenced by that in the baseline study. Furthermore, sampling for qualitative data collection can be finalized in consultation with SCA. However, the consulting firm can suggest the sampling that sounds relevant for the evaluation but supports the methodology used during the baseline assessment.

Guiding Principles and Values

The evaluators will have to abide by SCA code of conduct during this exercise. During fieldwork, the enumerators will be expected to seek direct consent either in writing from the respondents before proceeding with conducting interviews or administering questions. Utmost confidentiality will need to be guaranteed for the respondents throughout this exercise.

- 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
- d) Seek audience with the relevant staff in matters of data collection, taking photos, interacting with women and men 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 assessment and then make follow-ups to seeking solutions to those concerns.
- h) Use language that is acceptable with all persons.
- i) Maintain high respect of human rights, neutrality, cultural values and religious values.
- j) Avoid discussions on religious matters as they are held very closely to the hearts of Afghans.

Management of Task

SCA PMER unit is the lead of the proposed study. A panel consisting senior management team including representatives from SCA Programme Department and Planning, Monitoring, Evaluation and Reporting will be involved in the process reviewing the ToR, Inception report, the draft report, approval of the final report and review of the Management Response.

Specific duties of SCA:

The major roles and responsibilities of SCA includes:



1. Provision of relevant information and documents
2. Provision of space for the meetings, if needed
3. Covering the costs of consultancy fee, flight tickets, and other transportation, as per agreement which may be deposited to bank or issue cheque, and others in case of national and international consultancy, should cover in the financial proposal. SCA only pays the cost stated in the financial proposal.
4. SCA, if deemed necessary, will facilitate logistics for the evaluations for international consultants.
5. Provision of necessary security updates and guidance during the stay of consultant in Afghanistan/regions if need.
6. Provide feedback on the inception report, tools and draft report. Upon satisfaction, approve the tools and reports.

Specific Duties of the Consulting firm:

The consulting firm will possess wide knowledge on and experience in qualitative and quantitative evaluation of the programmes and strategic plan, data analysis and report writing particularly Sida (Swedish International Development Agency) related programmes. Specifically, the consultant will:

1. Review of key documents necessary for the evaluation
2. Develop design of the evaluation and submit inception report along with data collection tools plus the translation, when required.
3. Train enumerator, pilot the tools and collect data from the field
4. Conduct field visits, more importantly by the lead consultant
5. Keeps SCA updated on the field work from time to time.
6. Conduct data analysis (Precede this with data cleaning and conducting error checks)
7. Present the findings to those involved from SCA
8. Provide a draft report in line with the terms of reference and the feedback received during the presentation
9. Submit final report addressing comments from SCA
10. Submit any other documents or reports as reflected in the deliverables.

Professional Qualifications

Essential qualifications:

- A relevant academic qualification, at least a master's degree in relevant field from a recognized university for the lead consultant such as development and social studies. The contracting agency should submit curriculum vita of the evaluation team members too.
- At least 5 year practical experience in conducting similar evaluations for the lead consultant, specialist in evaluations, especially in developmental projects.
- Proven experience in evaluations for NGOs and private firms by the lead consultant and other consultants who will be members of the evaluation (Attach any two consultancies conducted).
- Proficient in the design and use of participatory methods; and qualitative and quantitative evaluation,
- Result-oriented and committed to respect deadlines,
- Highly proficient in written and spoken English,

Desirable qualifications:

- Knowledge on and experience of lead consultant and/or team members in SCA’s all thematic areas.
- Background knowledge of the historical and political situation in Afghanistan,
- A good understanding of the aspirations and challenges of rural communities in Afghanistan is desirable,
- knowledge of spoken Dari or Pashto will be considered as added value

Eligibility Criteria:

- Proposal submitted by or before the deadline,
- Proposal meets all bidding specifications,
- The contracting agency/consultant to be able to conduct and complete the evaluation during specified period of the assignment.

Deliverables, timelines, and payment schedule

The consulting firm will be hired for 39 working days as shown below. The deliverables for this assessment will be in a report format provided by SCA. The deliverables shall be in English. The specific deliverables of this assignment will be as:

Expected deliverable, timelines, and payment schedule upon successful completion and approval of deliverable by SCA			
#	Deliverables	Working Days	Payment ¹
1	<p>Inception report:</p> <p>To be submitted within 5 days by the consulting firm after signing of the contract. The inception report will cover a summary of consultancy, the methodology to be used, sample and sampling, a draft work plan to guide implementation and questionnaires. The inception report will be preceded by:</p> <p>A briefing from SCA and receipt of key programme documents; Desk review of key documents and interviews in Kabul by the consulting firm and development of data collection tools and schedules.</p>	10	20%
2	Travel to and from provinces	5	-
3	<p>Field work (visiting intervention areas in the provinces)</p> <p>Based on agreed sample size, the consulting firm must collect data from the respondents in the field.</p>	15	-
4	Compilation of data and drafting report	3	-

¹ **Payment method:** Payments will be done upon submission and approval by SCA of deliverables 1, 6 and 7 as indicated above through wire transfer to contractor bank account or through cheque.

	The draft report (soft, hardcopies and summary power-point presentation) will be submitted to SCA for discussion. The feedback of the draft will be given to the consulting firm after receipt of the draft report for review.		
5	Presentation of findings and recommendations The consulting firm will conduct a debriefing session at Kabul Management Office (KMO) by highlighting the key findings at the end of the assessment period prior to submission of the 1st draft of the final report.	1	-
6	Draft Report: After the validation of findings is completed, consulting firm will come up with a draft report using the SCA reporting template.	3	50%
7	Preparation of final report The final report (soft, hardcopies, summary power-point presentation and summary of the final report) shall be submitted by the consulting firm to SCA in not later than three days after getting and addressing SCA's feedback on first draft final report based on an agreed format.	2	30%
8	Back up day	1	-
Total		39	100%

The end-line evaluation will commence in mid-January 2023, and the final version of evaluation report should be made available by end of February, 2022. Consulting firms are required to come up with a practical timeline given the aforementioned date and the table above.

Proposal Submissions

- Interested consultancy firms are required to submit a technical proposal clearly outlining a) Their understanding of the terms of reference b) Company profile c) Methodology for conducting the assessment with details on which methods will be used for which kind of target population d) Practical workplan e) Data Quality Control and Analysis Plan
- Financial Proposal detailing the consultant(s) professional fees, travel costs and any other costs related to this consultancy and any other costs associated with the evaluation (flight tickets, visas, etc., Afghanistan tax, which is 2% for registered with the Afghanistan Investment Support (AISA) and 7% for non-registered consultants and firms
- 2 samples of previous evaluations or surveys of the same nature conducted by the consulting company

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 one consultancy firm.

Quality Evaluation (Technical)²

1. Technical and Quality evaluation plus oral interview (100 points)

- a) Institutional Capacity/Institutional Credentials and Personal Capacity (30 Points),
 - a. Individual/Company Profile relevant to ToR (10 points)
 - b. Technical Capacity and Qualification of the Lead Consultant and the team members (15 points)
 - c. Demonstrated likelihood to complete the evaluation within the stipulated period (5 points)
- b) Technical Proposal Comprehensiveness – demonstrates a complete understanding of the TOR and all aspects of the technical design (30 points)
 - a. Completeness and comprehensiveness of the proposal (6 points)
 - b. Demonstration of understanding of the terms of reference (6 points)
 - c. Proposed Methodology and Approach to conduct the assessment (10 points)
 - d. Detailed implementation plan indicating the start and end dates (4 points)
 - e. Previous experience in conducting similar assessments (4 points)
- c) Oral Interview (40 points)
 - a. Demonstration of understanding of the terms of reference (5 points)
 - b. Highlighted proficiency in methodology/approach to be used during the assessment (15 points)
 - c. Demonstrated practical experience in conducting similar assessments (5 points)
 - d. Demonstrated proficiency in oral communication skills (5 points)
 - e. Indication of availability of the lead consultant in-country during the assessment (10 points)

Financial evaluation (Maximum 100 points)

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 Technical and Quality Evaluation plus oral interview, and Financial Evaluation scores using the following weights: T = Technical and Quality evaluation weight, 70%; F = Financial evaluation weight, 30%

Final score = 0.7 * T (Technical score) + 0.3 * F (Financial score)

Award of contract

Award will be made to the consultancy firm whose quotation achieved the highest combined technical and financial score. If the final score is equal between two consultancy firm, the score of quality will prevail.

² **Important Note:** Only consultancy firm who scores a minimum of 60/100 in the Technical and Quality Evaluation which also includes score of oral interview qualify for financial evaluation.

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 - 19

Endline Evaluation of SCA’s Strategic Plan 2018-2022

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 Development of an FX Quotation Software for KFU Swedish Committee for Afghanistan (SCA)_that conforms with your RFP No. KMO- RFP – 2022 – 19

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)

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. Registration or License Number:
12. Tax Identification Number (TIN):
13. Number of staff employed:

Section 3**CONSULTANCY COST/PRICE SHEET**

Items	Unit	Qty	Unit Price (USD)	Sub-total (USD)
Consultancy Fees	Lump sum	1		
Total Amount (USD)				
Comments				

Note: SCA will deduct applicable tax as per Afghan government tax law while making payment.



Swedish Committee
for Afghanistan

Kabul Management Office (KMO)
Kabul, Afghanistan



عزیزی بانک

Azizi Bank

MAIN BRANCH



Name : S.C.A GENERAL FUND RESI
Account No : 000101101831122
Customer ID : 483184
Type of Account : CA. AFN 01130

Corres Bank: COMMERZ BANK AG. FRANKFURT

Account No: 4008701062 00 USD

Correspondent Bank SWIFT: COBA DE FF



Swedish Committee
for Afghanistan

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