



Swedish Committee for Afghanistan

Date: 26/Fab/2023
To: Interested Qualified Bidders
From: Swedish Committee for Afghanistan, Kabul Management Office
No. of Pages: Eight (17) with three sections (Sections I-IV)
Subject: Baseline Survey for Strategic Plan 2023-2025
RFP #: KMO- RFP-2023-003

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 Baseline Survey for Strategic Plan 2023-2025, (hereinafter called “the Service”) as specified in the Request for Proposal and attachments hereto (hereinafter called “the RFP Documents”).

Sincerely,

Swedish Committee for Afghanistan

Kabul Management Office



SECTION I

Tender Instructions

1. You must submit your technical and financial proposal in separate sealed envelope.
2. Your quotation shall be addressed and submitted at the below specified address or email address no later than 13/March/2023:
3. Email Address to submit your Proposals Bids@sca.org.af

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

4. Any quotation received by the SCA after the deadline will be rejected.
5. All questions will be responded through tenders@sca.org.af from 12/March/2023
6. Your quotation and all correspondence should be made in the English language.
7. Your quotation shall be according to these instructions:
 - 7.1 It shall contain the completed forms in Sections 2 and 3. Failure to complete these forms may result to rejection of your quotation
 - 7.2 All prices quoted shall be made on the terms specified in the RFP documents
 - 7.3 All prices should be quoted in AFN.
 - 7.4 All prices should be quoted including taxes reference to Article 72 of Afghanistan Tax Law. International companies 7%
 - 7.5 Your quotation shall be valid for a period of 90 days past deadline for receipt of quotation
 - 7.6 Your quotation shall bear the RFP Reference Number and Title indicated above.
8. 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:
 - 8.1 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.
 - 8.2 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.
9. 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.



10. 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.
11. 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.
12. The SCA shall compare all substantially responsive quotations to determine the quotation containing the best Quality and Cost.
13. 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.
14. 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.
15. 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.
16. 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 Business License (From Ministry of Commerce),
2. Valid Certificate of Registration from local regulatory bodies (From Da Afghanistan Bank),
3. Bank Account in the name of the company. Individual/personal bank accounts will not be accepted,
4. Local firms must have Tax Identification Number (TIN),
5. 50000 AFN of Bid Security,

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

Note: the above requirement is only Applicable for national firms.



SECTION II

Terms of Reference Baseline Survey of SCA's Strategic Plan 2023-2025

I. 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 around, 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, agriculture, and disability sectors in rural and urban areas. SCA is working 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.

SCA has a coordination office in Sweden working closely with Swedish government, donors such as Sida and SCA team in Afghanistan. In Sweden, SCA has been active since 1980 withing the areas of fundraising, communication, mobilizing support and commitment for the rights of the people of Afghanistan through the public and towards decision makers. In Sweden, SCA also has its base of over 3000 members organized in local associations that cover the whole country.

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, upholding a spirit of openness and sharing with stakeholders, while always prepared to be held to account for our actions.

II. Rationale

The implementation of the SCA strategic plan 2023-2025, has commenced from January 2023. SCA operations are shaped by several working approaches and cross-cutting perspectives. They are integrated at all levels of programme design, planning, implementation, and reporting, and are further elaborated under Strategic Intervention Areas. The SP 2023-2025 mainly focus on four intervention areas, namely Intervention Area 1- Health, Intervention Area 2 - Education, Intervention Area 3 - Rural Development and Intervention Area 4 - Building Commitment.

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 officially started the operationalization of the strategic plan 2023-2025, and therefore would like to conduct a baseline to inform programme stakeholders on the initial status of indicators to set benchmarks at the starting point and show the programmes' success at the end of the SP period. Hence, the assessment aims to provide baseline figures and information for programme objectives to set benchmark at the starting point and build an evidence base for measuring change to be brought by the programme over the course of implementation period.

III. Purpose and Objectives of the Baseline Survey

The main objective of the baseline study is to collect baseline values of which progress can be monitored against the specific programme output and outcome indicators. A baseline assessment will be completed at the start of the programmes, with local stakeholders and target communities, to measure the status of all indicators and to understand the starting point of key elements of key interventions against which progress will be measured later on. This will enable programme indicators at output and outcome level to be measured and tracked. The baseline report is to be used for monitoring benchmark of indicator tracking matrix (ITM) and evaluating the programme implementation.

Specifically, this study will aim to:

- Estimate baseline values for each Programme output and outcome indicators in four intervention areas.
- Provide recommendations on specific areas of focus that the programme should consider based on the findings.
- To refine and finalize programme M&E plan; including setting targets and refining programme design where needed.

IV. Scope of the baseline

The baseline will involve a desk review of programme documents such as SP and RFW, household survey/ KAP, FGDs and KIIs. The study will involve interviews and interaction with a range of stakeholders including beneficiaries/right holders and duty bearers in project locations, SCA partners, People with disability, local administration and government representatives, community-based organizations (CBOs), religious and community leaders as well as health professionals, teachers, students as well as women, girls, men, and youth. Geographically, the baseline will cover the following locations:



Geographical Scope per programme: In this strategic period 2023 – 2025, 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 | Total Population covered |
|-------------------|--|------------------------|---|
| Health | Wardak, Nooristan , | 15 | 834400 |
| Education | Ghazni, Balkh, Wardak, Nangarhar, Laghman, Samangan, Kunduz, Takhar, Badkshshan, Kunar, Baghlan, Bamayan and Paktika | 98 | Children: 133,456 (Boys 48,079, Girls 85,377) Adult: 11,187 (men 8,681, women 2506) |
| Disability | Ghazni, Balkh, Wardak, Nangarhar, Laghman, Samangan, Kunduz, Takhar, Badkshshan, Kunar, Jawzjan and Baghlan | 62 | <u>44500</u> <u>(DP actual target for 2023)</u> |
| Rural Development | Ghazni, Balkh, Wardak, Nangarhar, Laghman, Samangan, Jowzjan Kunduz, Takhar, Kunar, Bamyam and Paktika | 14 | 527,380 |

Programme Scope: The consultant is expected to collect specific baseline data (gender segregated) in the different thematic programmes as outlined in the Results Framework (RFW) below. Specifically, in

- Strategic Intervention Area-1: Health
- Strategic Intervention Area-2: Education
- Strategic Intervention Area-3: Rural Development
- Strategic Intervention Area-4: Building Commitments

Result Framework with Output and Outcome Indicators

| Results Hierarchy | Results Statement | Indicators | Data Sources |
|---------------------|---|--|--|
| SIA-1 Health | | | |
| Outcome 1 | Access to health, nutrition, and Integrated rehabilitation services improved in the target groups | Percentage of births attended by skilled birth attendant | Household survey, Focus group discussion |
| | | Penta 3 coverage (%) | Household Survey |
| Outcome 2 | Quality of health, nutrition and integrated rehabilitation services improved | Percentage of people with disabilities satisfied up to excellent level with the quality of services provided by SCA. | Interview/ structural survey, Focus group discussion |
| | | Percentage of clients satisfied with the health services provided | Household Survey, Focus group discussion |
| Outcome 3 | Health, nutrition, and rehabilitation behavior of SCA target groups improved | Percentage of people with disabilities under CBR intervention area practicing home based rehabilitation advice. | Structural interview of PWD, Focus group discussion |
| | | Percentage of persons with disability / caregivers satisfied with home-based/community-based therapy provided by SCA | Structural interview of PWD, Focus group discussion |



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| Results Hierarchy | Results Statement | Indicators | Data Sources |
|--------------------------------|--|--|---|
| | | Percentage of ever married women age 15-49 years with a child of 0-59 months seeking care for their child with fever in a health facility. | Household Survey, Focus group discussion |
| | | Contraceptive prevalence rate | Household survey, Focus group discussion |
| | | % of targeted community people using safe water sources for drinking | Household survey, Focus group discussion |
| | | Percentage of women who practice exclusive breast feeding. | Household survey, Focus group discussion |
| | | % of targeted community people washing hands with soap at critical times | Household survey, Focus group discussion |
| SIA-2 Education | | | |
| Outcome 1 | Access to safe, protective, and inclusive education in SCA target education settings improved. | % of enrolment of children with disabilities to education in SCA target areas | Household survey/School registration book |
| | | Gross Enrolment rate (Up to Grade 12) | Household survey/School registration book |
| Outcome 4 | Influence of Civil Society Organizations (CSOs), Professional Associations and Rights holders in education improve | Percentage of CSOs and professional associations lobbying for improved girl's education | Interview/secondary data review |
| SIA-3 Rural Development | | | |
| Outcome 1 | Improved livelihoods of SCA target groups | % of households with increased annual income as a result of programme interventions | HH Survey, focus groups, secondary data |
| | | % of households with diversified livelihood opportunities | HH Survey, focus groups, secondary data |
| | | % of households that are able to make savings (saving money) | HH Survey, focus groups, secondary data |
| | | % of persons with disabilities increased income due to support from the SCA livelihood intervention | HH Survey, focus groups, secondary data |
| Outcome 2 | Increased disaster risk reduction (DRR) and climate change adaptation (CCA) | % of targeted community people reporting preparedness to face disasters | Household Survey, focus groups |
| | | % of targeted community people adopted disaster risk | Household Survey, focus groups |



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| Results Hierarchy | Results Statement | Indicators | Data Sources |
|---|---|--|--|
| | capacity of SCA target groups | mitigation and climate change adaptation measures % of targeted communities / CBOs implementing disaster risk management plan | Household Survey, focus groups and KII |
| Outcome 3 | Improved capacity of community-based organizations and civil society organizations to enhance target group participation, equitable access to services and community resilience | % of targeted community people reported they are actively participated in community-based decision making processes | Household Survey, focus groups and KII |
| | | % of targeted households with women actively engaged in household economic decisions | Household Survey, focus groups and KII |
| Output 3.4 | Increased community awareness on the rights of women, persons with disabilities and other vulnerable groups | % of target community people with positive attitudes towards persons with disabilities | Household Survey, focus groups and KII |
| | | % of target people with positive attitudes towards women's economic participation | Household Survey, focus groups and KII |
| Outcome 4 | Improved capacity of local duty bearers to deliver quality public services | % of targeted people reporting they are satisfied with the services provided by local public agencies/institutions | Household Survey, focus groups and KII |
| | | % of target CBO members reporting they actively participated in the local decision-making process | Household Survey, focus groups and KII |
| SIA-4 Building Commitment | | | |
| Outcome 2 | Increased public support for the rights of the people in Afghanistan | Share (%) of respondents from the public in Afghanistan having a positive view of SCA. | Household Survey, focus groups |
| Gender Equality as Cross-cutting theme | | | |
| Outcome | Improved inclusion and active participation of women and girls in target areas | % Of women and girls reporting active participation on different levels (household, CBOs, shura, schools) | Household Survey, focus groups |
| | | % Of community members/leaders who have supportive attitude to human rights, gender equality, equal gender norms | Household Survey, focus groups |

Baseline Survey Participants: the information will be collected from the following information sources/respondents:

- Community members/Households (women and men including persons-with-disability in the targeted communities)
- A group of children (girls and boys in the community).
- Community based organization (CBOs), People with disability organizations (PDOs), Associations and male and female representatives in targeted communities.



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- 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)

V. Approach and Methodology

SCA will select an international and National firm to conduct the baseline survey. The selected research firm will be required to prepare detailed research methodology in partnership with SCA. The firm is expected to present a detailed methodology covering the entire baseline scope in the technical proposal submission which will be further refined in consultation with SCA evaluation team during the inception phase. The survey methodology should clearly explain how women target groups and firsthand responses from them to be gained.

Baseline survey will apply both quantitative and qualitative data collection methods. About 19 provinces of Afghanistan with a total of 146 districts will be target areas for this baseline survey. The firm is expected to demonstrate the use of mixed method approach in arriving at plausible findings. The study will be participatory through engagement with key stakeholders including project's direct and indirect beneficiaries, women, girls, men, boys and youth, persons with disabilities, government officials at various levels as relevant, health professionals, and religious leaders among others. The baseline should ensure that the respondents are representative of diversity across the target locations in Afghanistan.

Quantitative data collection methods: Base of this survey is the SP Result Framework. Programme units are intended to have baseline data at outcome and if applicable, output levels. Possible key respondents or data sources are initially determined by programme units; however, the detailed data source and methods, and full questionnaires are required from consultant team/firm. Programme-direct-benefitted families will be systematically selected before data collection, which will be covered through those selected households/families. HH survey questionnaires are based on indicators of outcomes/outputs which are shown in result framework and baseline objectives. The selected consultant team should submit the draft questionnaires when they provide the inception report to SCA.

Qualitative data collection methods: Key methods will be focus group discussions and key informant interviews with stakeholders and SCA staff. Key stakeholders included in the part of programme audiences/participants. The consultant/firm in consultation with SCA evaluation team will propose the number of FGDs and KIIs. Moreover, consultant team is possible to suggest staff and stakeholders to be interviewed based on information needs. All suggested tools will be discussed with SCA evaluation team to finalize.

Document Review: The baseline team will use all Strategic Plan and programme documents. Once the firm is selected, the SCA evaluation team will provide relevant documents. The documents include Strategic plan (SP), SP result framework, other assessments, and evaluation reports etc. Also, secondary data sources will be used for further data analysis.

Data analysis and interpretation: Primary data and data analysis process will be disaggregated by the gender, disability, province etc. Collected data will be processed using data analysis software like STATA or SPSS. Draft findings will be presented with programme units, evaluation team and regional management office to validate.

Sampling

The baseline survey will collect data from sampled households and stakeholders distributed over SCA programme implementation areas. Taking into consideration of the size of target community members, time and resource limitation, sample size will be determined based on the comparative study sampling method. The baseline study will apply systematic random sampling with a margin of error 5% and confidence level of 95% with 10% correction factor. With design effect D=2 (district/village and households) the sample size for the study will be determined. The baseline survey considered all target villages and in sampled villages households will be selected



based on random sample. The household to be interviewed in each village is allocated based on population proportion ratio. The sample size can be calculated using the following formula with 10% correction factor.

$$n = D * (Z\alpha + Z\beta)^2 * [p1(1-p1) + p2(1-p2)] / [(p2 - p1)^2 * (1-r)]$$

n = minimum sample size required

D = design effect; D = 2 if you use two-stage cluster sampling design

p1 = estimated value of the key indicator at baseline (or control group)

p2 = expected value of the key indicator at the end-line (or intervention)

Z α = Z-score for the desired degree of confidence ($\alpha = .95$, Z α =1.645)

Z β = Z-score for the desired level of power ($\beta = 0.80$. thus Z β =0.84)

r = non-response error (normally = 0.1, 10%)

Alternatively, the firm should come up with statistically significant sample size. Considering the indicators and scope of the study, 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 or and systematically sampled to ensure 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. Furthermore, sampling for qualitative data collection can be finalized in consultation with SCA. However, the consultant/firm can suggest the sampling that sounds relevant for the baseline study.

VI. Guiding Principles and Values

The baseline study will have to abide by SCA code of conduct and child protection policy 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.



VII. Management of Task

SCA's Planning, Monitoring, Evaluation and Reporting (PMER) unit is the lead of the baseline 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. This should be covered 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.
7. Facilitate in country logistics, communication, and coordination with target groups and stakeholders.

Specific Duties of the Consulting firm:

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

1. Review of key documents necessary for the baseline survey.
2. Develop baseline design and submit inception report along with data collection tools and survey protocols.
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.
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.

VIII. 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 survey team members too.
- At least 7 years practical experience in conducting similar baseline survey for the lead consultant, specialist in baseline and evaluations, especially in strategic planning and developmental projects.
- Proven experience in baseline and evaluations for NGOs and private firms by the lead consultant and other consultants who will be members of the evaluation (Attach any two similar consultancies conducted).



- Proficient in the design and use of participatory methods; and qualitative and quantitative research methodology and evaluation,
- Experience in developing and managing Focus Group Discussions, Interviews, and Surveys
- Result-oriented and committed to respect deadlines,
- Excellent written and spoken English skills required, including demonstrated ability in writing briefing papers and other information products.
- Experience in doing similar assignments in a country where the security situation is tight and volatile.
- Willing to travel to Afghanistan

Desirable qualifications:

- Knowledge and experience of lead consultant and/or team members in SCA's all thematic areas (health, education, rural development, disability, gender, environment, and other cross cutting themes)
- 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 to be able to conduct and complete the evaluation during specified period of the assignment.

IX. Deliverables, timelines, and payment schedule

The consultant/firm will be hired for 51 working days as shown below. The deliverables for this survey 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 Evaluation lead. | | | |
|--|---|--------------|----------------------|
| # | Deliverables | Working Days | Payment ¹ |
| 1 | <p>Inception report:</p> <p>To be submitted within 10 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 outside the country | 5 | - |
| 3 | <p>Field work (visiting intervention areas in the provinces)</p> <p>Based on agreed sample size, the consulting firm must supervise data collectors and collect data from the respondents in the field.</p> | 15 | - |
| 4 | <p>Compilation of data, analysis and drafting report</p> <p>The consulting firm should compile the data collected from field, check its quality and consistency, analyze and draft reports. The draft report (soft, hardcopies and summary power-</p> | 10 | - |

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.



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|--------------|--|-----------|-------------|
| | 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. | 5 | 50% |
| 7 | Preparation of final report The final report (soft and hardcopies) 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. | 3 | 30% |
| 8 | Back up day | 1 | - |
| Total | | 50 | 100% |

The baseline survey will commence in beginning of February 2023, and the final version of evaluation report should be made available by mid of April 2023. Consulting firms are required to come up with a practical timeline given the date and the table above.

X. Proposal Submissions

- Interested consultant/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 baseline survey with details on which methods will be used for which kind of target population d) Practical work plan 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 baseline survey (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 (only for Afghan based firms)
- 2 samples of previous similar baseline surveys conducted by the firm.

XI. 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.

XII. 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)

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 survey (10 points)
 - d. Detailed implementation plan indicating the start and end dates (4 points)
 - e. Previous experience in conducting similar surveys (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 baseline survey (15 points)
 - c. Demonstrated practical experience in conducting similar baseline surveys (5 points)
 - d. Demonstrated proficiency in oral communication skills (5 points)
 - e. Indication of availability of the lead consultant in-country during the survey (10 points)

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

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 = $100 \times \text{Lowest price} / \text{price of relevant quotation}$.

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)

XIII. Award of contract

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



SECTION III

Section III – Quotation Forms

(Complete and sign the Quotation Forms and Section 2 Additional Requirements)

Section III – A

QUOTATION SUBMISSION FORM

Date: (Bidder to insert the date)

RFP No. KMO- RFP – 2023-003

Baseline Survey for Strategic plan SCA 2023-2025

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 Baseline Survey for Strategic plan SCA 2023-2025 that conforms with your RFP No. KMO- RFP –2023-003

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 III – 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 IV

CONSULTANCY COST/PRICE SHEET

| Items | Unit | Qty | Unit Price (AFN) | Total (AFN) |
|---|-------|-----|------------------|-------------|
| Consultancy Fees for the total assignment | Total | 1 | | |
| Total Amount (AFN) | | | | |
| Comments | | | | |

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



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