



Request for Proposal (RFP)

for Developing an Access to Information Manual

1. Introduction

The Afghan Journalists Safety Committee, hereinafter referred to as "AJSC," invites qualified and experienced consulting firms or individuals to submit proposals to develop an Access to Information Manual specifically tailored to the context of Afghanistan. This RFP document outlines the scope of work, requirements, and instructions for submitting quotations.

2. Background

Access to information is a fundamental right that enables transparency, accountability, and good governance in a society. In Afghanistan, the importance of access to information remains critical even in challenging circumstances. Given the complex environment, AJSC aims to create a comprehensive Access to Information Manual that addresses the specific issues and challenges exist in Afghanistan.

3. Objectives

The primary objective of this project is to develop an Access to Information Manual that:

- Conforms to the legal framework of Afghanistan, including the previous Access to Information Law.
- Complies with international standards and best practices related to access to information.
- Provides clear and practical guidance for government agencies, public institutions, and citizens on requesting and providing access to information.
- Promotes transparency, accountability, and the responsible use of information.

4. Scope of Work

The selected consultant or firm will be responsible for the following tasks:

a) Review of Legal Framework

- Review and analyse the existing legal framework in Afghanistan related to access to information, including the Previous Access to Information Law.
- Identify any gaps or inconsistencies in the legal framework that need to be addressed in the Manual.

b) International Best Practices

Research and compile international best practices and guidelines related to access to information, especially those recommended by organizations like United Nations.

c) Manual Development

- Develop a comprehensive Access to Information Manual that incorporates the findings from the legal framework review and international best practices.
- Ensure that the Manual is written in a clear and user-friendly manner, with practical guidance and templates for government agencies to use.
- Submit the first draft to AJSC for comments and feedbacks.
- Manual should be developed in Dari language.

d) Training Resources

- Develop accompanying training resources, including presentation slides and quizzes, to facilitate access to information training workshops.

e) Finalization

- Incorporate feedback from the AJSC team and finalize the Access to Information Manual.
- Submit the final Manual, training materials, and any other deliverables to AJSC.

5. Proposal Submission Requirements

Interested consultants or firms are invited to submit their quotations in response to this RFP. Proposals should include the following:

a) Cover Letter

- A brief cover letter introducing the consultant or firm and expressing interest in the project.

b) Technical Proposal

- Technical proposal outlining the approach, methodology, and timeline for the project.
- A description of the consultant's or firm's relevant experience in access to information and legal research.
- An overview of the consultant's or firm's team, including qualifications and roles.
- Details of any previous similar projects completed by the consultant or firm.

c) Financial Proposal

- A clear and detailed financial proposal that includes a breakdown of costs, including fees, expenses, and any other relevant costs.

d) References

- Contact information for at least three professional references who can speak to the consultant's or firm's qualifications and previous work.

6. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Relevant experience and qualifications of the consultant or firm.
- Clarity and comprehensiveness of the technical proposal.
- Cost-effectiveness of the financial proposal.
- Ability to meet project deadlines.
- References and past performance on similar projects.

7. Submission Deadline

Proposals must be submitted no later than November 20, 2023 to info@ajsc.af. Late submissions will not be considered.

8. Contact Information

All questions and requests for clarification should be directed to info@ajsc.af prior to November 15, 2023. Any changes or updates to this RFP will be communicated directly to interested parties.