

**Cordaid Afghanistan**

**Request for Proposal**

**Consultancy services for reviewing & upgrading, SOPs, policies and procedures of Local Partners**

**In**

**Nangarhar and Kandahar Provinces**

## Required Documents

### Contents :

1. Instruction to Applicants
  - I. Scope of Application, project background & expected deliverables
  - II. Definitions
  - III. Eligible Applicant
  - IV. Partial Application
  - V. Amendment of RFP
  - VI. Cancellation of RFP
  - VII. Extension of Application submission date
  - VIII. One Application per Applicant
  - IX. Cost of RFP
  - X. Contents of Application
  - XI. Application Submission
  - XII. Application Closing date
  - XIII. Application Evaluation
  - XIV. Communication and contact for clarification
    - 1- Statement of commitment to safeguarding
    - 2- Qualification information
  - I. General Information
  - II. Resources
    - i. Human Resource
    - ii. List of Equipment
    - iii. List of support facilities
  - II. Work Experience
    - i. List of similar projects completed in the past five years.
    - ii. Similar ongoing projects
  - III. Implementation work plan / Schedule
  - IV. Project specifications / BOQ

## **INSTRUCTION TO APPLICANTS**

### **1. Scope of Application & project background**

#### **Project Background**

The Dutch Relief Alliance (DRA) is a coalition of 4 Dutch Aid organizations in partnership with the Netherlands Ministry of Foreign (MoFA). The structure of the DRA enables participating NGOs to respond to Major international crisis in a timely and effective manner. There are two types of joint Responses(JRs), acute and protracted.

**Cordaid** implement the project through its two local implementing partners both OHW and RRAA in Nangarhar, the project aims to deliver in sector of MPC, WASH and FSL. Cordaid will implement jointly with local partners RRAA, OHW, BARAN based in Kandahar province, the local partner of INTERSOS and Your Voice Organization based in Nangarhar province, the local Partner of TdH. Partners have been working with Cordaid for a long time, during which Cordaid has been providing technical support, strengthening, particularly, RRAA's and OHW's capacity and expertise in humanitarian and development assistance. Cordaid has a mentor and monitoring role and also provides operational support to local implementing partners including financial support and expertise.

**Nangarhar:** The September SFSA and IPC analysis show that currently 45-50% of the people in Nangarhar are in IPC3+. During the upcoming lean period (Nov'21 – March '22) a projected 60% will be in IPC3 or worse. People are acute food insecure and only 12% of the population have an acceptable FSC (5% of the households are female headed , 10% of the heads of households is 65 years or older, and 26% of the household is headed by people with disabilities) people are applying different coping strategies for their survival; almost 90% of the people indicated to apply medium to high coping strategies; 93.6% of the households borrowed money in the last 3 months. The main reason for borrowing money is to cover food expenses (92.3%) or pay for health care (85.4%). Nearly three-quarters of the population saw their income decreased significantly in the last 3 months

and people experience different shocks including conflict, loss of livelihood and displacement. According to UNOCHA, 19,963 families (139,741 individuals) were recently displaced due to conflict. The province is hosting some 275,521 IDPs from neighboring provinces. Although the conflict between the (previous) government and Taliban has reduced, IS continues to be another threat. Since the Taliban took over, explosion and killing of people occur weekly and this is likely to have a further negative impact on food commodities and prices and may also trigger new internal displacement. Furthermore, the province is likely to temporarily host those who can afford to leave the country once the Torkham border with Pakistan will open.

### **Expected deliverables:**

CAF( Cordaid Afghanistan) would expect the following for the whole two months duration of the assignment which must be included ( Report for each local partner separately and one consolidated report)

- Improvement and standardization at local partners SOPs, policies and procedures.
- Cordaid focus is on enhancing and standardizing the standard operating procedures (SOPs), policies, and procedures of their local partners, aiming to improve their efficiency, effectiveness, and overall performance.
- Review of the current available SOPs, Policies and Procedures of the local partners.
- Aligning the Policies and Procedures and SOPs with Humanitarian Standards after sharing the comments with the BoDs of Local partners.
- To facilitate the implementation of the updated SOPs, policies, and procedures, conducting two separate training and practical sessions for the key staff of our local partner organizations.
- The training sessions cover both theoretical and practical aspects, allowing participants to gain hands-on experience and address any questions or challenges they may encounter.
- By investing in the training and development of the local organizations' key staff, including field-level management staff, aiming to enhance their capacity and ensure the successful implementation of the updated SOPs, policies, and procedures.
- Getting approval from local partners BoDs for the revised SOPs, Policies and Procedures.
- Closely coordinate all issues with DRA Cordaid Country JR Coordinator and will closely monitor/follow her/his training sessions and revisions of the SOPs and Policy and procedures.

Cordaid Afghanistan (Referred as Employer in these documents) invites Application for **IT Expert/Consultant** (as defined in these documents and referred to as the "Consultant/Consultancy firm")

## **2. Definitions**

- 2.1. The term “**Consultancy**” shall refer to the **IT Expert/Consultant** and delivery of consultancy services in **Nangarhar & Kandahar** Provinces.
- 2.2. The term “**Applicant**” shall refer to the entity that has submitted Application in response to this Request for Proposal.
- 2.3. The term “**Contractor**” is referring to the Applicant to whom the contract is awarded.
- 2.4. The term “**Day**” as used in this RFP shall, unless otherwise stated, be interpreted as meaning calendar days.
- 2.5. The term “**Month**” as used in this Request for Proposal shall, unless otherwise stated, be interpreted as meaning calendar month.

### 3. Eligible Applicant

- 3.1. All Applicants must have been duly registered with the government and the local authority (whenever applicable) and with valid business license during the time of Application submission.
- 3.2. If the Applicant is representing a consortium, evidence of authority to act on behalf of the consortium shall be enclosed with the Application. Failure to furnish proof of authority shall be a reason for rejection of the bid.
- 3.3. An Applicant shall not have a conflict of interest. Any Applicant found to have a conflict of interest shall be disqualified. An Applicant may be considered to have a conflict of interest for the purpose of this procurement process, if the Applicant:
  - 3.3.1. Receives or has received any direct or indirect subsidy from another Applicant; or
  - 3.3.2. Has the same legal representative as another Applicant; or
  - 3.3.3. Has a relationship with another Applicant, directly or through common third parties, that puts it in a position to influence the application of another Applicant, or influence the decisions of the Employer regarding this pre-qualification process; or
  - 3.3.4. Participates in more than one application in this RFP process, Participation by an Applicant in more than one application will result in the disqualification of all applications in which such Applicant is involved.
  - 3.3.5. Any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the consultancy services that are the subject of the RFP; or
  - 3.3.6. Has a business or family relationship with a professional staff of the Employer who are directly involved in the RFP evaluation process.

### 4. Partial Application

Applicants must submit a complete Application covering all aspect of this RFP. Partial applications will not be accepted.

### 5. Amendment of Request for Proposal (RFP)

Cordaid reserves the right to amend or delete one or more of the terms, conditions, or provisions of RFP prior to the date set for the RFP closing. Such action will be announced by

an amendment or amendments to this RFP, if an amendment is for a nature, which requires changes in specification, quantities, the date set for the RFP closing will, if necessary, be extended. In such case, the amendment will include an announcement of the new date for the RFP closing.

## **6. Cancellation of RFP**

Cordaid reserves the right to cancel this Request for Proposal entirety at any time. No legal liability on the part of Cordaid for payment of any sort shall raise and in no event will a cause of action lie with any Applicant for the recovery of any costs insured in connection with applying in response hereto. All effort initiated or undertaken by the Applicant shall be done considering and accepting this fact.

## **7. Extension of Application Submission Date**

An extension of the Application submission date may be requested by any Applicants, directly to the Procurement Unit of Cordaid Afghanistan, but it must reach in writing, not later than (5) calendar days prior to opening date and must include a justification for the request, Approval subject to Cordaid's decision.

## **8. One Application per Applicants**

Each Applicant shall submit only one Application. Alternative Application is accepted unless it is aligned with Bill of specification and met project requirements.

## **9. Cost of Application**

The Applicants shall bear all cost associated with the application preparation and submission of his/her application, and Cordaid will in no case be responsible and liable for those costs.

## **10. CONTENTS OF APPLICATION**

### **10.1. Management information**

- Explain how your company is organized. Use an Organization Chart or clearly written paragraphs. Who is the head of your company? Who is the top Manager? Who is the head of technical team? And what are his qualifications? And who collects the Payment? Who are your site supervisors for this project and what are their Qualifications? Do not include labor, steel fixers, drivers, or cooks.
- In the Implementation Plan, say how the site will be organized, who will do which activities, and who will inspect the work from your company prior inspection by technical team from Coraid.
- In the Quality Assurance Plan, say how your company will make sure the specifications are followed and a good quality project is achieved.

## **10.2. Technical information**

- Show the equipment that will be used specially for this project. Say what equipment you own and what equipment you will hire or rent or purchase.
- This package should include drawings, structural analysis calculations, to show how well your company has thought about this project.

## **10.3. Installation and Implementation plan**

- Show how the project will be supervised and constructed to meet the Statement of Work, Time Schedule, and Quality Assurance Plan.
- Detailed breakdown of the project into activities.
- Use drawings, diagrams, or schematics to make the plan easy to read.

## **10.4. Previous experience**

- List your company's experience in similar projects. Show whom your company was working for.
- Say if you were the Prime Contractor or a Sub-Contractor, or if your company joined with another company to do this job, give names, and email addresses of the client.

## **11. Application Submission**

### **11.1. Language**

Application should be submitted in English Language

### **11.2. Signature**

All copies of the Application submitted must be signed by the individual legally authorized to commit the Applicant with company seal

### **11.3. Application Sealing and Marking**

Proposals should be submitted in hard copies both technical and financial proposals envelopes should be sealed and marked separately and submitted to the address given below:

**Address:** Kolola Postha, Next to Municipality Residentials, Qomandan Gada road, House number# 45.

**General Phone No. 0730956830**

If the envelopes are not sealed and marked as given above, the employer will assume no responsibility for the misplacement.

## **12. Application closing Date**

Your Proposals should be received before or on **Tuesday October 31, 2023 (02:00PM)** Afghanistan time at Cordaid office, Kabul – Afghanistan, please make sure to register your Application documents when submitting it to Cordaid Country Office – Afghanistan.

### **12.1. Late Application**

The Applicant must make every effort to ensure that his/her Application reaches the location stated above before or on the exact date and time fixed for the Application closing. Applications received after closing date/time are late Application. Late Applications cannot be considered for award; and will be treated as non-responsive and will be returned unopened to the Applicant, at his/her own expenses.

### **12.2. Application Validity**

Application submitted shall be valid for a period of sixty (60) calendar days counted from the Application closing date. The employer may request an extension of validity if a decision cannot be made within this time. Applicants will be entitled either to grant or deny this extension of validity.

### **12.3. Application Withdrawal**

An Applicant may withdraw his Application up to the date and time specified for the Application closing, by written notice (Mail) to the procurement unit. The Application will then be returned unopened to the Applicant, at his/her expense.

### **12.4. Application Evaluation Responsibility**

The evaluation of Applications and the determination as to the responsiveness to technical adequacy of the services, products and materials offered shall be the responsibility of the evaluation committee and shall be based on information provided by the Applicants. The evaluation committee will not be responsible for locating or securing any information, which is not identified and available in the Application.

### **12.5. Confidentiality**

Confidentiality enables the contracting agency to prevent inadmissible interference. The employer agency oversees the evaluation and preparation of the recommendation.



From the deadline for submission of applications to the time of notification of the results of the selection, any Applicant that wishes to contact the Employer on any matter related to the process may do so, but only in writing.

Any effort by an Applicant to influence Cordaid's processing of Application may result in the rejection of his / her Application.

#### **12.6. Evaluation Process**

Cordaid will employ its own criteria (Approved by Cordaid management in collaboration with technical team) in identifying the eligible Applicant.

#### **12.7. Evaluation criterion:**

1. Experience in the execution of Similar projects.
2. Availability of qualified technical personnel.
3. Adequate financial capacities.
4. Valid business registration.
5. Evidence of successful completion of previous projects
6. Technical Application / Technical design as per BOQ / Products brochures.
7. Implementation workplan / Schedule

#### **12.8. Clarification of Application**

During the bid evaluation process the evaluation committee reserve the right to discuss any Application with the Applicant to clarify what is being offered and to resolve any potential areas of non-compliance. However, no changes to the content of the Application, including technical, and schedule changes shall be permitted.

#### **12.9. Request for proposal**

The results of the evaluated RFPs will be a list of experienced consultancy firms/companies which will be eligible for financial proposal evaluation phase.

### **13. Communications and Contacts for Clarification**

#### **13.1. Communication in General**

Any communications related to this RFP, between a prospective Applicant, and Cordaid Afghanistan only be through below email address.

[CAF-Procurement@cordaid.org](mailto:CAF-Procurement@cordaid.org)

### **13.2. Applicants Request for Clarification**

- a. Applicants should seek clarification as soon as possible. Any explanation desired by an Applicant regarding the meaning of interpretation of this RFP, specification etc., must be requested in writing via email, letter addressed to Cordaid Office. Such request for clarification must be received through given contact details no later than 5 days before the closing date.
- b. Information given to a prospective Applicant will be furnished to all prospective Applicants, as an amendment to this RFP, only if such information is necessary to Applicant in submitting offers or if the lack of such information would be prejudicial to their Applications. The clarification will be sent to the prospective Applicants no less than 3 days prior to the closing date of the Application. Oral explanation or instruction will not be binding unless confirmed in writing by the responsible person from Cordaid.

### **13.3. Point of Contact**

Email: [CAF-Procurement@cordaid.org](mailto:CAF-Procurement@cordaid.org)

## **QUALIFICATION INFORMATION**

The information to be filled in by the Applicant in the following pages will be used for evaluation (Technical capacity) of the Applicant. This information will not be incorporated in the contract.

### **1. General Information**

- a) Name of the company :
- b) Business Registration (Attach copy) :
- c) Company's Permanent Address :
- d) Power of attorney of signatory of Application (Attach) :
- e) Phone No. :
- f) Email address :

## 2. Resources

- A. Human resources (Qualifications and experience of key personnel proposed for administration and execution of the Contract. Attach CV of proposed personnel)

S.#.	Name	Position	Qualification	Years of Experience (General)	Years with company	
					Full time	Part time



### 3. Work Experience

A. Work completed as prime contractor on projects/works of a similar nature over the last five years)

[illegible]

#### 4. Implementation Work Plan

The Applicant should provide his proposed implementation work plan or project schedule. The Applicant should attach descriptions, drawings, and charts as necessary to comply with the requirements of the Bidding documents.

## **5. Project Specification / BOQ**

Each Applicant shall prepare their Application as per project specification / BOQ.