

Islamic Relief Worldwide

Request for Quotation (RFQ) and (RFP)

Address: HOUSE # 17, Street # 5, Old Taimani,
Kabul, Afghanistan



RFQ No: IRW/8190/2023

Please complete, sign and return to

Publish Date: 08 Nov 2023

Closing Date: 19 Nov 2023

Subject: Request for Price Quotation for Study on market mapping and Value chain analysis of agriculture products “Sector” in the following province and district, as per the TOR.

SN	Name of Province	Name of District
1	Kunar	Narang and Sarkani
2	Laghman	Aleshing and Alingar
3	Nangrahar	Khugiani and Shirzad
4	Balkh	chemtal and keshnda
5	Kabul	Chahar Asiyab – Mosahi

To

Attention: Please quote for your best price for the following services:

Name of item	Unit	Total Cost
Study on market mapping and Value chain analysis of agriculture products “Sector” in Narang and Sarkani district in Kunar, Aleshing and Alingar district in Laghman, Khugiani and Shirzad district in Nengarhar, chemtal and keshinda district in Balkh and Chahar Asiyab and Mosahi district in Kabul provinces. As per attached ToR,	LS	
Grand Total including tax and all other charges during consignment =		

Business Name:

Owner Name:

Phone Number:

Email Add:

Sign: _____ -

Stamp:

Terms & Conditions

General

TERMS AND CONDITIO

- Quoted prices for the above services shall be inclusive of all kinds of govt. taxes and duties as per prevailing Tax Laws of Govt. of Afghanistan, Transportation and any other task or activity included in the course of completion.
- All prices must be quoted in AFN.
- Withholding tax as per government prevailing rates shall be deducted at the time of payment.
- Payment shall be made through bank account transfer at the end of assignment within 21 working days after completion of the assignments.
- Islamic Relief reserves the right to reject any or all quotations without assigning any reason thereof.

Bid Submission Requirement

Interested firms are hereby advised to submit a detailed proposal including basic information of individual or firm i.e. qualification and expertise, relevant experience, availability and sample of similar project executed

Filled signed and stamped IR tender document

An updated copy of the license

Bank account details in AFN currency.

Sealed Proposals addressed to “**Procurement Committee**” should be drop in quotation box place at Islamic Relief main office located at HOUSE # 17, Street # 5, Old Taimani, Kabul, Afghanistan latest by **11:00 Am.** On Sunday Nov 19, 2023.

Validity of Bid

Bids shall remain valid for at least one year from the date of opening. If the last date falls on a holiday, the validity shall be extended to the next working day of the Company thereafter.

For any inquiry please contact procurement department at below address

Procurement.afg@islamic-relief.org.af

Terms of Reference (ToR)

1. BACKGROUND:

Islamic Relief Worldwide (IRW) is an international aid agency that provides humanitarian relief and development programmes in over 40 countries, serving communities in need regardless of race, political affiliation, gender, or belief. Founded in 1984 in the UK, it has international headquarters in Birmingham (Islamic Relief Worldwide) and a network of national offices, affiliated partners, registered branches, and field offices spanning 50 countries. Islamic Relief's key areas of work are humanitarian relief and disaster preparedness; development programmes that improve access to sustainable livelihoods, healthcare, education, water, sanitation, and hygiene; and advocating on behalf of those in need. Islamic Relief has been working in Afghanistan for more than 18 years, providing emergency relief and implementing life-changing development projects for some of the most vulnerable people in the country. Islamic Relief set up its Afghanistan field office in 1999. We have worked in 06 provinces across the country, and in sectors as diverse as sustainable livelihoods, education, health, child protection, water, sanitation and hygiene, and emergency response.

2. INTRODUCTION:

Islamic Relief Afghanistan plans to implement The HELP project which is an integrated intervention to help poor and vulnerable households in the 5 targeted provinces of IR-USA, project in the fields of Health, Education, and Livelihood development HELP. The three interrelated components of the project will be implemented in the same underserved communities to address the needs of vulnerable HHs in the multi aspects of living, which are complementary of each other for recovery and enhancing the well-being of most vulnerable HHs within the targeted communities. The project will provide direct support to 96,700 of the most vulnerable women, men, and children on the

of the conflict-affected population living in a highly fragile environment. Through conflict sensitive participatory approach, the project would contribute to building social cohesion, peace, and stability.

The livelihoods component of the project will support 7,000 HHs including small-holder farming households. The livelihood component focuses on the enhancement of the socio-economic aspect of living of the targeted households through the provision of productive livelihood assets, small household-business development, income generation supports, marketable vocational skills training, and small business start-up/job placement. To improve policy and practice environment and improve access to the services to right holders, IRA would engage with the relevant departments and will organize strategy analysis workshops at provincial and national levels for all stakeholders. Recommendations for the workshops would be shared widely with stakeholders.

The project will work for increasing the profitability of smallholder farmers through promoting inclusive value chain development and will be organized and will be provided quality seeds and inputs for increasing their production. The producers will be trained and equipped on different crops. Community farmers will be supported to link with local and national markets directly. Market promotion, brand development, and private-sector engagement intervention will be implemented to create greater market access for smallholder different crop producers.

3. PROPOSE OF ASSIGNMENT:

❖ OBJECTIVES:

The propose of this assignment is promoting increased empowerment of poor and marginalized women and men and to conduct a comprehensive analysis of agriculture's different crop value chains, including all actors and activities involved in the selection of different identified crops, production, processing, market assessment, capacity building packages for improved agriculture production, easy access to markets and extension departments and organizing them into producer organizations for sustained livelihoods. And map the relevant market opportunities for farmers on those targeted villages of selected districts of five provinces. The logic for doing all this is to facilitate the poor women and men farmers for improving their access to markets and developing rural and agriculture based micro enterprises and be accepted into the economic mainstream at local and regional level. The analysis will help identify key challenges and opportunities in the value chain and provide recommendations for how to improve productivity, efficiency, and profitability for all actors involved. Additionally, the market mapping will provide insights into consumer demand and preferences opportunities.

❖ The specific objectives are:

1. The key objectives of the study are to carry out mapping of the agriculture including crops, vegetable, and agricultural value chains markets in and connected to project targeted districts include of local and national market to analyze the demand, supply and operational as well legal issues related to the markets and to develop organizational holistic understanding of the current situation of agricultural value chains operated by the small farmers in all project targeted areas.
2. Review existing Value Chain processes and Market Assessments of different crop in the targeted areas of the project and local and national markets.
3. To identify the key actors and activities involved in the different crops and value chains, from production to the final consumer.
4. To analyse current situation of local markets for those identified, selected crops and value chains.
5. Draft an appropriate methodology for primary data collection of livelihood and value chain processing analysis and develop data collection tools (e.g., market survey, interviews with market actors, key informant interviews) that will be used to conduct the Market Assessment and Value Chain Analysis. The methodology should specifically consult and identify opportunities for smallholder farmers and local producers.
6. Develop of questionnaire to conduct value chain assessment surveys in different sectors e.g., input supplier factors, producer, aggregators/middleman factors, processing factors, policy makers and market actors in targeted villages and district on four mentioned provinces.
7. Plan and conduct a Market Assessment and Value Chain Analysis focusing on:
 - Identification of major local and national markets.
 - Assessment of the size of markets, volume of sales, market integration/segmentation market actors (consumers, sellers, traders, middlemen, employers) and behaviour.
 - Finding the demand for the different crops at local and national markets.

- Need assessment of market requirements (Process standards, packaging, conditions for delivery) and prices, wage rates, taxes, regulation, registration, and employment conditions.
 - Other areas as identified by the methodology and data collection.
8. To provide recommendations for improving productivity, efficiency, and profitability in the different crops and value chains to be offer.
 9. Conducting market mapping in the targeted areas (Villages, districts, and provincial level)

4. SCOPE OF WORK OF THE ASSIGNMENT:

The scope of this assignment covers conducting market needs assessment and value chain analyses in project targeted areas include of local and national markets and provide specific recommendations for provision of required technical assistance, equipment, business development and production promotion, as well as potential of linkage to broader market and existing value chains based on local and national market demandable products. The specific activities to be undertaken by the consultant will include but not limited to:

- **Main Duties and Responsibilities:**

- Develop survey templates, questionnaires, and database for collecting information from the targeted areas.
- The Data compilation and analysis of information after collected data from the fields.

- **Activities “criteria”:**

- Assess the existing value chains, local and national markets of agriculture products and crops.
- Assess challenges specific to farmers and local agricultural producers for access to business development training and improve their local products.
- The farmers and enterprises have received or are receiving support from existing NGO’s or international or national organizations.
- Assess the on-going and planned initiatives at local and provincial level aimed at employment creation including the promotion of local and alternative local agricultural products.
- Determine the skills gaps in the business development sector in general and production of local agricultural required products/crops.
- Assess past and current experience farmers on value chains including in the production and processing locally.
- Assess the technical capacities of the farmers and their technical needs for improving and supporting value chains.
- Develop and design database and enter all required information of focus groups of farmers and those who are interviewed include of questions and answers.

5. METHODOLOGY:

The following methodology can be applied (but not be limited to):

- The assessment shall propose a detailed methodology and work plan complying with the objectives.
- Develop and design the questionnaires based on the objective and specific objectives of the value chain analyses and market need assessment.
- The data collection method must be clearly mentioned in the methodology (say primary sources like visit to the field visits, desk interview with local authorities, FGDs, consultation meetings with IRW, etc. and from the secondary sources like reports, websites etc.).
- Household and business surveys include value chain analysis and RMA in all targeted areas and collect the required information through interviews with relevant stakeholders.

6. PROCESS AND DELIVERABLE:

Phase 1: Plan of Action

- Based on this TOR the consultant will draw up a Plan of Action (1-2 pages). The Plan of Action will be sent to the Project Coordinator and Head of Programme Development and Quality by the end of the first week of the assignment. The Plan of Action will include the proposed approach of the Livelihood Value chain candidate, methodology, a broad time frame, and budget. It will also explain how the involvement of IRA experts and stakeholders will be ensured. The Plan of Action will include a clear description of the different enterprise groups to be analysed.

Phase 2: Desk Review

- Based on the desk review a revised Plan of Action will be presented. This plan of action includes Based on the Livelihood and value chain of different crop analysis plan report presenting the initial results, information on gaps, and the proposed approach to fill these gaps.

Phase 3: Fieldwork

- The Analyst will deliver and present the draft report covering the key findings and results from the field regarding the Livelihood and Value chain of different crops and other existing crops on the targeted field to the IRA staff, and other relevant stakeholders. Feedback on the draft report will be incorporated into the final version of the report.

Phase 4: Dissemination of final drafted manual

- The final market assessment and VCA manual will be circulated to IRA and key stakeholders as identified by IRA.
- As stated above in the deliverables section the final document must clearly and explicitly indicate: The added values the HELP project could bring to these value chains define the challenges and the opportunities the selected value chain holds for small household farmers. This includes, at least:

- Identification of the types of value chains that offer better opportunities in the local and national markets and what requirements must be met to exploit those opportunities.
- Areas of improvement for better production and productivity to increase the competitiveness of the smallholder farmer engaged in the value chain process.
- Opportunities for better employment and income for the smallholder group farmer producers Identification of sustainable development potentials in the value chain process.
- Prepare a complete value chain map of (different crops) of the targeted field showing who is the chain actors, stakeholders, supporters, and influencers, how many they are, values and volumes handled, and all units disaggregated by gender including a detailed stakeholder's analysis.
- The potential for integration of small producers in the Livelihood and value chain process.
- Identification of possible improvements that can lead to significant increases in employment and income for the small producers (smallholder groups of farmers).
- Provision of analysis of potential risks that may hamper reaching IRA goals for the value chain. The analysis should provide narratives if the hardship or limit is critical (i.e., the project would fail to increase opportunities for small produce if the restriction is not removed as planned and the level of risk that the restriction identified will not be removed in the short-term, within the project life span
- A recommendation on how the project shall pursue its interventions in the face of findings on the ground.
- The Analyst will then facilitate the selection or ranking of different value chains based on specific attributes such as market availability, Profitability analysis, the potential for value addition, the potential for creating decent jobs, and as agreed upon by teams in Phase 1.
- Identify priority value chains for both traditional agriculture and livelihoods through a consultative process and using participatory appraisal tools.
- For each of the selected value chains, the analyst together with PPT and PT will map out the actors, inputs requirements, and products, and identify existing strategic investments and economic income for better livelihood and economic situation.
- In addition, the Analyst will assess the performance of the value chains (production level, value addition, and market performance) as well as identify systemic constraints or problems.
- The Analyst will also identify and evaluate critical support functions or systems, such as Livelihood Value Chain required to support selected value chains.

Phase 5: In General Deliverables:

- Survey template and database development, Data-gathering methodology developed and analyzed, Data collected and entered to the database, Data analyzed and documented, Support needs identified, lesson learned, conclusions as recommendation and Final report submitted.

7. EXPECTED OUTPUTS AND REPORTING:

The main output of the market mapping and value chain analyst must provide and arrange the best easy way as a manual "comprehensive report" for the Livelihood value Chain of different crops to increase smallholder farmer group their product and value chain access on the targeted field as well as facilitate the project team on the implementation of the project properly up the end of the project period.

The consultant will submit the following reports to Livelihood component team of HELP Project:

a) Inception report: with assessment methodology, program for the marketing mapping and value chains analyses, etc. and outlining the detailed findings, to be submitted one week after the completion of the site work.

b) Draft report: a report incorporating feedback from the major HELP Team and IRW and related stakeholders within local authorities, and the private sector if required. This shall be submitted within one week after receiving feedback. The HELP technical team will coordinate the comments with the all-project technical team including IRA senior management.

c) Final report: The Consultant shall document the assignment in a final report, which will be completed in English by the final day of the assignment. The report shall include: (A Preamble giving, the principal features of the assignment shall include objectives and the plans of work of the assessment itself).

- Executive Summary (no more than 1,500 words).
- Details of the Assignment methodology and analysis.
- Support needs and Lessons learned.
- Conclusions and Recommendations.
- Other emerging policy and research initiatives
- Findings of RMA (SWOT analysis, potential for growth, profitability of each sector)
- Annexes:

The report should not exceed 50 pages excluding annexes.

8. TIME SCHEDULE:

On the basis of the proposed time schedule outlined in these Terms of Reference, the consultant shall prepare a brief work plan. The work plan should set out the Consultant approach for conducting research activities. The period for the consultancy should not exceed 10 weeks starting with the day of signing the agreement.

S. No	Activity	W 1	W 2	W 3	W 4	W 5	W 6	W 7	W 8	Remarks
1										
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9. BUDGET AND RESOURCES:

The consultant fees will be charged from the HELP project – Livelihood component deducted from government taxes. The payment will be made as 20% in advance, 50% on submission of the draft report and 30% on submission of the final report. IRW will not be responsible for any further expenses incurred by the consultant during the consultancy visits and for any loss and/or damage to him/her. IRW will facilitate the consultant to carry out field visits and meetings with local communities, local and national markets/ project beneficiaries.

10. MODE OF PAYMENT:

All agreed payments will be made via cross cheques or online bank transfers in the name of the Consultant,

11. Location of Assignment:

Narang and Sarkani in Kunar, Aleshing and Alingar in Laghman, Khugiani and Shirzad Nengarhar, chemtal and keshnda in Balkh and Chahar Asiyab – Mosahi in Kabul provinces.

ASSIGNMENT PROHIBITED AND TERMINATION:

The consultant may not assign or sub - grant any part of the activities without prior written consent of IR – Afghanistan. Where such prior written consent is given, it shall not relieve the consultant of any of its responsibilities under this agreement IRA shall have the option to terminate this contract if the consultant is unable to Fulfill his/her obligations under the terms and conditions of this TOR for whatever reasons.

12. CONFLICT RESOLUTION:

In case any conflict arises during the assignments between both parties, the IRA technical team or implementation department shall discuss and resolve the conflict as soon as possible.

13. OWNERSHIP and BENEFICIARIES OF THE STUDY:

All documents produced under this assignment shall be the sole property of IRA and may be used for any purpose whatsoever without the need to consult with the author.

The key beneficiaries of the study are the local communities within the project area, as the study will support them in understanding the local market dynamics and support those interested in the value chain of their different crop. In addition, the assessment analyst report will be aimed at a range of stakeholders such as donors, the findings of this study will also be used to raise the awareness level of the alternative mechanisms for small producers for better livelihood options.

14. COMPETENCIES AND SELECTION CRITERIA FOR CONSULTANT ON CONSULTANCY SERVICES:

- Evidence of the researcher's in-depth knowledge of the sector / issue
- Previous studies and written publications in this or relevant fields.
- Clarity of analysis and written expression.
- Skills in research methodology in particular access to data and information sources,
- including contacts within government and industry.
- MS in the Agribusiness and value chain with 4/5 years of experience.
- BSC on the Agribusiness and high-value crops value chain with 7 years of experience.
- Strong analytical skills in high-value crops and Capacity to dialogue with different sectors.
- Fluent with the English language (written, reading, speaking) as well as Pashto and Dari.

- Determination and focus on goals and results.

15. Deliverables:

- Survey template and database development, Data-gathering methodology developed and analyzed, Data collected and entered to the database, Data analyzed and documented, Support needs identified, lesson learned, conclusions as recommendation and Final report submitted.

1. Queries..... please write us

If you have any query on tender document than please write to procurement.afg@islamic-relief.org.af

7. Supplier Code of Conduct

1 Islamic Relief Worldwide requires all firm to adhere to:

- 1.1 The Modern Slavery Act 2015
- 1.2 The International Labour Standards as defined by the ILO (International Labor Organization). This Code of Conduct developed by the Inter Agency Procurement Group (IAPG) is inspired by the International Labour Standards.

2 Corporate Social Responsibility (CSR)

This information is to advise you, our service provider of the Corporate Social Responsibility (CSR) element in our supplier relationships:

- 2.1 Goods and services purchased are produced and developed under conditions that do not involve the abuse or exploitation of any persons.
- 2.2 Goods/services produced and delivered by organizations subscribe to no exploitation of children
- 2.3 Goods/services produced and manufactured have the least impact on the environment
- 2.4 Goods and services are produced and delivered under conditions where:
 - 2.4.1 Employment is freely chosen
 - 2.4.2 The rights of staff to freedom of association and collective bargaining are respected.
 - 2.4.3 Living wages are paid
 - 2.4.4 There is no exploitation of children
 - 2.4.5 Working conditions are safe and hygienic
 - 2.4.6 Working hours are not excessive
 - 2.4.7 No discrimination is practiced
 - 2.4.8 Regular employment is provided
 - 2.4.9 No harsh or inhumane treatment of staff is allowed.
- 2.5 Environmental Standards:
Service provider should as a minimum comply with all statutory and other legal requirements relating to environmental impacts of their business. Areas to be considered are:

- 2.5.1 Waste Management
- 2.5.2 Packaging and Paper
- 2.5.3 Conservation
- 2.5.4 Energy Use
- 2.5.5 Sustainability

3 Business Behaviour:

Islamic Relief will seek alternative sources where the conduct of service provider demonstrably violates the Modern Slavery Act 2015, and there is no willingness to address the situation within a reasonable timeframe.

Islamic Relief will seek alternative sources where companies in the supply chain are involved in the manufacture of arms or the sale of arms to governments which systematically violate the human rights of their citizens.

Qualifications to the statement:

Where speed of deployment is essential in saving lives, IAPG members will purchase necessary goods and services from the most appropriate available source.

Please submit the technical and financial proposal in a sealed envelope at the IRW Afghanistan Country Office's tender box by 19, Nov 2023 (11:00Am).