

Cordaid Afghanistan

Request for Proposal

For Hiring a Training Institute for Capacity Strengthening of Cordaid Staff

In

Kabul Province of Afghanistan

Required Documents

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INSTRUCTION TO APPLICANTS

1. Project background

Cordaid is an internationally operating value-based emergency relief and development organisation, working in and on fragility. Cordaid has been active in Afghanistan since 2001, working for a stable and prosperous country. Abiding by the humanitarian principles of humanity, neutrality, impartiality, and operational independence, Cordaid is committed to stand by the people of Afghanistan and deliver its lifesaving support.

Cordaid has around 200 staff in Afghanistan. This include both female & male staff who are working with Cordaid in Kabul and in field offices.

We are active in significant parts of the country and deliver much need humanitarian, livelihood and development aid in several provinces (Kabul, Daikundi, Ghor, Herat, Nangarhar, Kandahar, Paktika, Logar, and Khost). We provide health care services in eight provinces (Balkh, Ghazni, Herat, Kabul, Kandahar, Nangarhar, Nimruz, and Paktia); and we promote private sector development in three provinces (Kabul, Kandahar, and Herat).

Objective:

We are looking for a Training Institute/firm who can deliver quality trainings in specified topics to Cordaid staff around the country. The Service Provider will be responsible to provide trainings to Cordaid staff as per staff Capacity Building Plan and provide recognized training certificates for those staff who are attending the training.

Deliverables:

- The selected Training Institute, Firm will provide employable skills/ trainings as per approved Capacity Development plan and time duration in the identified topics and will ensure active participation of all Cordaid staff in the trainings as per the plan.
- Conduct a quick pre training assessment to gauge the existing levels of skills, plan each session as per the need and be able to evaluate progress/improvement achieved at the end of each training.
- Prepare an acceptable training curriculum/training modules for each topic in coordination with HR and relevant units.

- Training modules should be a mixture of theory and practice however, more focused towards practical session rather than only class based theoretical knowledge.
- Facilitate the trainee to receive Skill Training Certificate and organize Certificate Distribution Ceremony after completion of each training.
- Progress report on completion of training of each batch as per agreed standards. Document success stories or case studies, pictorial evidence of the training program.

Training Plan:

Training should be more focused in practical session rather than theoretical knowledge. Name of topics corresponding to the number of expected trainees is as follows;

S/N	Staff Category	Capacity Development Intervention			Number of responses	Tentative Timeline		Implementation		Responsible Person (Coordinator)	Training Cost (\$)	Remarks
		Capacity Needs	Needs Assessment Source	delivery format preference for professional development.		Start Date	End Date	Internal Resources/Capacity Available	External			
1	Admin, ICT and Logistic- HR- Finance- Procurement- Programm- Security- PMEAL	Strategic Planning	https://ecv.microsoft.com/4KANICJNOI	Instructor-Led Class Based Training	19	01-Feb-24	15-Feb-24			Human Resource Department	5,000.00	Two Phase Training
		Leadership Development			15							
		Management Fundamentals			6							
		Communications and Business Reporting			8							
		Result Base Management			1							
Critical Thinking	5											
2	Admin, ICT and Logistic- HR- Procurement- Programm- Security	Time Management	https://ecv.microsoft.com/4KANICJNOI	Instructor-Led Class Based Training	7	01-Mar-24	06-Mar-24			Human Resource Department	200.00	
		Performance Management			8							
		Dealing with Difficult Employees			3							
3	Admin, ICT and Logistic- HR- Finance- Procurement- Programm- Security- PMEAL	PMP from a recognized institution	https://ecv.microsoft.com/4KANICJNOI	Class Based and or Online Training	6	15-Mar-24	31-Mar-24			Human Resource Department	1,000.00	
4	Admin, ICT and Logistic- Finance- Programm	Accounting	https://ecv.microsoft.com/4KANICJNOI	On the Job Training	10		Ongoing			Human Resource Department	200.00	
		Financial Reporting			5							
		Power BI Advance Course and AX Complete Course			2							

		Payroll and Benefits			1							
		Financial Fundamentals			1							
5	Admin, ICT and Logistic- HR- Procurement- Programm	Logistics Certification, or Coordination Management	https://ecv.microsoft.com/4KANICJNOI	Instructor-Led Class Based Training	1	10-Apr-24	23-Apr-24			Human Resource Department	300.00	
		Contracts and Negotiations			7							
7	Admin, ICT and Logistic- Community Worker- PMEAL- Programm	Planning, Monitoring and Evaluation	https://ecv.microsoft.com/4KANICJNOI	On the Job Training and Instructor Lead	15	14-May-24	30-May-24			Human Resource Department	200.00	
		Kobo Toolbox			1							
		Data Analysis			6							
8	Admin, ICT and Logistic- Community Worker- Procurement- HR- Programm- Security	Conflict Resolution	https://ecv.microsoft.com/4KANICJNOI	Instructor-Led Class Based Training	11	03-July-24	23-Jul-24			Human Resource Department	3,000.00	
		Stress Management			10							
		Analytical & Problem Solving Skills			1							
		Risk Management			4							
		Negotiation and Partnership Skills			4							
9	Support Staff	Safety and Security	https://ecv.microsoft.com/4KANICJNOI	Instructor-Led Class Based Training	6		Ongoing			Human Resource Department	200.00	

2. Definitions

- 2.1. The term “**Consultancy**” shall refer to the **Consultant/firm** and delivery of consultancy services in **Herat, 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.

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?.
- In the Implementation Plan, say how this consultancy service will be organized, who will do which activities, and who will inspect the work from your company prior to inspection by Cordaid team.
- 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 capacity that will be used specially for this project. Say what you own and what

equipment you will hire or rent or purchase.

- This package should include methodology, implementation plan, capacities/human resources to show how well your company has thought about this project.

10.3. Implementation plan

- Show how the project will be supervised and implemented to meet the requirement, 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. Reporting requirements

- Detailed work plan, methodology along with an inception report.
- Report on identified, assessed and selected list of trainees of the training program for the selected occupations.
- Report on identified and selected list of trainers/facilitators for providing practical training on the selected occupation(s) to the trainees.
- Report on completion of training of each batch and training outcomes.

10.5. 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 **Monday January 29, 2024 (03:00PM local time)** 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. 3 years of relevant experience with international organizations, particularly in skills development and accredited trainings for INGO/NGO staff
2. Have relevant human resource such as instructors holding master's degree with 5 years of relevant experience, finance person, administration etc.
3. Adequate financial capacities.
4. Valid business registration.
5. Evidence of successful completion of similar previous projects
6. Technical Application.
7. Implementation workplan / Schedule
8. Most competitive proposal below Cordaid's ceiling prices

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/Consultants 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

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 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