



Medair Afghanistan
RFQ-KBL-24-008_Request for Quotation

REQUEST FOR PROPOSALS FOR MEDAIR NUTRITION PROJECT: SMART SURVEY IN URUZGHAN PROVINCE.

Medair within its humanitarian programme implemented in Afghanistan invites qualified Consultants/Firms to submit Proposals for provision of technical consultancy service referenced above. **For more details regarding the consultancy, please refer to Terms of References and Instructions below.**

All Proposals and additional documents should be submitted not later than **5th Feb 2024 by email** with the subject “RFQ-KBL-24-008 – Consultancy for Medair SMART Survey” to procurement-afg@medair.org

For any questions, please feel free to send an email to procurement-afg@medair.org before 5th Feb 2024.

Terms of Reference (TOR)
SMART Survey Consultancy in Uruzgan Province

Project code: AFG:220/221

Lifesaving integrated health and nutrition services to pregnant and lactating women and children under five years in Kandahar & Uruzgan Provinces of Afghanistan.

List of Abbreviations

ARI	Acute Respiratory Infection
ENA	Emergency Nutrition Assessment
GAM	Global Acute Malnutrition
H&N	Health and Nutrition
MEAL	Monitoring Evaluation Accountability and Learning
MoPH	Ministry of Public Health
MUAC	Mid Upper Arm Circumference
PLW	Pregnant and Lactating Women
PND	Public Nutrition Directorate
SAM	Severe Acute Malnutrition
SMART	Standardized Monitoring and Assessment of Relief and Transition
ToR	Terms of Reference
U5	Under-Five
WASH	Water Sanitation and Hygiene
WHZ	Weight for Height Z-Score

Background

Medair is an international humanitarian organization established in 1988. Medair has been operating in Afghanistan since 1996, providing a range of emergency relief and recovery services in Health, Nutrition, Food Security, and water, sanitation and hygiene (WASH). As signatories of the International Committee of the Red Cross and Red Crescent Code of Conduct, we believe that aid should be given to everyone in need and not be used to further a particular political, social or religious viewpoint. The needs of the people we serve are our utmost consideration. For that reason, we pursue the highest professional standards of quality, accountability and sustainability and carry out our projects in close connection with communities, listening to their needs, and supporting improvements and training for the future.

Medair implementing a project entitled *“Lifesaving integrated health and nutrition services to pregnant and lactating women and children under five years in Kandahar & Uruzgan Provinces of Afghanistan”*. A SMART Survey will be conducted for this project In Uruzgan province, and the project aims are to:

- Reduce excess morbidity and mortality by responding to humanitarian needs in conflict, drought and COVID-19 affected, hard to reach and underserved areas of Kandahar and Uruzgan Provinces.
- Enhanced access to quality integrated life-saving health nutrition services for vulnerable populations in conflict affected, hard to reach and underserved areas of Kandahar and Uruzgan Provinces.

Objectives of the Survey

The overall objective of this survey is to determine the retrospective mortality and nutrition status of children under 5 years of age and maternal nutrition status for pregnant and lactating women only in Uruzgan province.

Specific objectives

- To determine prevalence of malnutrition (Stunting, Wasting, and Underweight & Overweight) among children aged 0-59 months.
- To assess general morbidity (Diarrhea, ARI & Fever) among children under 5 based on a retrospective two week recall period.
- To estimate the first and second doses of measles vaccination coverage among children 9-59 months (for 1st dose) and 18 – 59 months (for 2nd dose)
- To assess deworming among children 12-59 months in the last 6 months.
- To assess Vitamin A supplementation in children 6-59 months in the last 6 months.
- To determine the nutritional status of pregnant and lactating women (PLW) based on MUAC assessment.
- To assess the crude and U5 death rate in Uruzgan disaggregated by various age groups and sex.
- To assess the MIYCF practices for children aged 0-23 months
- To determine the food security and livelihood situation in the survey districts.
- To assess household food consumption (quantity and quality).
- To formulate recommendations to guide nutrition programming in Uruzgan.

Scope of work

To achieve the survey objectives listed above, Medair is seeking the services of a competent consultant to lead the survey from the planning phase, to implementation and final reporting. This will enable Medair to have an updated assessment of the nutritional status of children 6-59 months and pregnant and lactating women, and to obtain mortality and morbidity data in Uruzgan province.

Key tasks for the consultant to carry out in accordance with the terms and conditions of the consultancy contract include:

- Lead the finalization of the survey protocol, training materials and any survey job aids in line with the SMART survey standards.
- To present and defend the survey methodology and preliminary findings to the AIM WG (Information Management working group, MoPH/PND and Nutrition cluster and partners at national and provincial level. Finalize the set of data collection tools (in coordination with Medair)
- Conduct a pre-test of the methodology and questionnaires as part of the training before starting the survey.
- Conduct and analyze pre-posttest training results for accuracy of anthropometric measurements and address any weaknesses with targeted training.
- Develop a clear survey plan (movement plans, sequence of data collection/mapping/list of selected villages) and ensure it is understood by all who need to participate and support its execution, with coordination of Medair
- Medair will prepare an introduction letter to introduce the consultancy and then the consultancy is responsible for coordinating with related departments in terms of the permission letter to start the

data collection in the field.

- Hiring Data collectors/ Enumerators: This includes hiring of data collectors both (male and female) and cover all the expense for the data collection process. Considering the social norms, the female enumerators must be included.
- Design and carry out training of data collectors and supervisors on the survey methodology, anthropometric measurement techniques, effective interview techniques, and essential infection and prevention control methods in the context of COVID-19.
- Ensure all necessary equipment is in place and functioning before the survey starts
- Coordinate data collection from the field and supervise the team daily to ensure quality data is collected. This will involve developing quality control measures, supporting the team in sampling of households and taking anthropometric measurements and interviews in accordance with COVID-19 prevention measures.
- Provide daily field briefing to the Medair H&N adviser and MEAL manager on progress and any challenges from the field.
- Closely supervise the data collection process and ensure quality control.
- Clean and analyze the survey results using the standard ENA software and for those indicators that fall outside the core ENA analysis function (software must be agreed ahead of time with Medair and consultant must provide it themselves)
- Provide a draft report in an agreed standard format with preliminary results for all indicators, including confidence intervals for indicators and a full plausibility report for review.
- Present preliminary results to Medair, MoPH, PND, AIM-WG, and Nutrition cluster for feedback (verbal and written) and facilitate a discussion on relevant and practical recommendations for finalization of the survey reporting
- Based on feedback, finalize the report with clear and relevant recommendations and present findings to a wider group as requested
-

Geographical scope

The SMART survey will be conducted in Uruzgan province. Uruzgan includes 7 districts (Chora, Chinarto, Chinarto, Dehrawood, Gizab, Khas Uruzgan, Shahidi Hassas, and Tarinkot). The district will be used to create the sample frame from which the sample will be drawn for the target location. When on the ground, if areas are not accessible due to security and population movement/displacements, they will be replaced with a standard replacement method.

Methodology

A cross-sectional two-stage cluster sampling following SMART methodology will be adopted for the selection of households and children. All women of childbearing age in the selected households and their children 0-59 months and 6-59 months will be measured for anthropometry. The villages are considered as the primary sampling unit (clusters) and Households will be considered as the secondary sampling unit. Emergency Nutrition Assessment (ENA 2020[1]) for SMART will be used for sample size calculation. A more detailed survey methodology will be designed by the Consultant in consultation with Medair and Nutrition Cluster for approval of the survey protocol. The detailed design must include among others; survey design, sample size determination using ENA software, quality control, data collection, and management process.

Expected Deliverables

- Detailed full SMART survey work plan including clear calendar of survey activities.
- Survey protocol presented to AIW-WG, PND/MoPH Nutrition Cluster for approval. This should detail the approach and methodology to be used, sampling, village mapping/list, and survey tools.
- Final data collection tools (including translation of tools into local languages (Dari, Pashto)). Tools are expected to be finalized after Medair review and piloting.
- Final dataset used for analysis and code book for any additional variables created for the dataset.
- Draft report with preliminary results for all indicators (and confidence intervals) and plausibility report submitted to Medair within the agreed timeline between Medair and the Consultant.
- Presentation of the key findings and recommendations to Medair, MoPH, PND, AIM-WG, and Nutrition Cluster.
- Final survey report within two weeks after preliminary presentation/submission, incorporating all feedback, including agreed practical and relevant recommendations in standard format which follows closely that of the ENA software output.

Time frame

In total, the consultant will be expected to complete the SMART survey in 60 days, starting from February 2024. The consultant will receive a briefing at the country office, will coordinate, collect data in the field, write the report and will present the key findings and recommendations to Medair, MoPH and Nutrition Cluster.

Medair's Roles and Responsibilities will be for the following:

- Recruit the external Consultant and finalize the consultancy agreement.
- Share all necessary documents to the Consultant to finalize the SMART survey design, protocols and tools for data collection tools
- Provide input in the SMART survey methodology, data collection tools and report
- Guidance and coordination throughout all the phases of SMART survey, keeping communication with the Consultant throughout all phases
- Inform the SMART survey audience including MoPH, Nutrition cluster of their involvement and validation of the findings.
- Medair will establish an evaluation team to oversee all the related tasks. The MEAL manager will be responsible for the overall coordination of all the SMART survey tasks with the Consultant. In addition, the Deputy Country Director, H&N Adviser, H&N Deputy Adviser and GSO MEAL Adviser among other project staff will provide all the necessary technical support required throughout the SMART survey process.

Ethical approval and considerations

All participants will be asked for informed consent verbally. No participants will be forced to provide information for this survey; all participation is voluntary. The survey objectives will be clearly explained to all the survey participants before gathering data from them. The enumerators will abstain from collecting data from those who deny or show any kind of disinterest in providing information. The enumerators must be committed to maintaining the privacy of survey participants' information and sources of data and making every effort to be unbiased in collecting data. No sick participant or the corresponding households (especially those with COVID-19 signs/symptoms) will be included in the survey, and all IPC (Infection prevention and control) measures will be followed during the study. The consultancy and the enumerators will be required to adhere to Medair's Code of Conduct, Harassment Policy, and PSEA policy.

Security and Facilities Arrangement by Consultant

The consultant will be responsible for its own arrangement for security, transportation, communications, accommodation and insurance towards implementation of this assignment as well as in the field in Afghanistan.

SMART Survey Report

It should be submitted in the standard format including the followings:

I. Introduction and Background

II. Objectives of SMART survey.

III. Methodology

- o Full SMART survey design
- o Sampling
- o training Survey teams and others
- o Data quality control and plausibility checks

IV. Results This will correspond to the sampling method that has been applied in the field. At a minimum, the following chapters should be included;

- Point GAM and SAM estimates according to WHZ and/or oedema and low MUAC with 95% confidence interval
- Report should be supported with the plausibility check to be added in annex
- The limitations of the results.

V. Discussions including the interpretation of the results

VI. Conclusions and recommendations

VII. Annexes: Maps, tools used, plausibility check, raw data etc.

Application Instructions:

Interested Consultants/Firms are requested to provide proposals for the services outlined in the SMART Survey Terms of Reference above. For more details regarding instructions for submission of Proposals for consideration, please refer to the Technical Bid document; **Annex A** below:

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ANNEX A: Bid Ref: RFQ-KBL-24-008 Request for Proposal - SMART Survey Consultant - Medair Uruzgan Province.

Medair International Humanitarian Organization, Afghanistan Program hereby invites interested qualified Consultants/Consultancy Firms to bid for the consultancy assignment detailed in the above TOR.

1	Title of Consultancy	TERMS OF REFERENCE: SMART Survey on Retrospective mortality and nutrition status of children under 5 years of age and maternal nutrition status for pregnant and lactating women in Uruzgan Province.
2	Medair Contracting Office	Medair Uruzgan Project Office
3	Period of Consultancy	60 days, with effect from Feb 2024
4	Consultant type required	Individual or Consultancy Firm.
5	Responsibility for Logistics arrangements and Costs	The consultant/ Consulting Firm will cover the logistics arrangements and costs; including food, accommodation, and local transport.
6	Taxation Provisions	Consultant/Consulting Firm shall be responsible for all Taxes arising from the consultancy in line with the local Tax regulations applicable to Afghanistan as a country and local authorities with the Medair Project Office
7	Travel requirements	The consultant/Consulting Firm will cover the travel costs (tickets) and arrange local travel to field sites.
8	Security requirements	Consultant/Consulting Firm will comply with standard Medair Security procedures, including receiving Medair security briefings prior to travelling to field sites.
9	Qualification and Experience	<ul style="list-style-type: none"> • The consultant(s) should hold an Advanced University Degree in Nutrition, Public Health, Epidemiology, Biostatistics, Social Sciences or related discipline with the relevant technical knowledge in Survey Methodology, Research Methods etc. • Have significant experience in conducting SMART surveys (Design and methodology, staff recruitment, training, supervision, and data analysis) In a humanitarian context. • Familiarity with Nutrition data analysis packages specifically ENA for SMART, EPI/ENA. MS Word, MS Excel and PowerPoint • Excellent written & spoken English incl. editing documents in English, fluent in any of the local languages in Uruzgan, have adult learning skills, Presentation skills and high organizational skills. • Proven ability to contextualize the training will be an added advantage. • Thorough knowledge of relevant thematic areas & Uruzgan context • Prior experience with SMART survey report validation. • The capacity and willingness to be extremely flexible and

		<p>accommodating in difficult working circumstances, incl ability to travel within Uruzgan independently.</p> <ul style="list-style-type: none"> • Commitment to the aims, vision, and principles of Medair.
10	Evaluation Criteria	<p>The Consultant/Consulting Firm must meet the above-required qualifications and experience to be considered. The Evaluation will be conducted in 3 phases and scored as follows;</p> <p>Phase 1: Review of the submitted documentations/Company Profile. Only those Consultants/Firms fulfilling the requirements of this evaluation Phase will be considered for next phase. The following will be considered for phase 1 analysis;</p> <ul style="list-style-type: none"> - Signed and stamped Complete TOR document. - Signed and stamped terms and condition document. - Supplier Registration Form duly completed, signed, and stamped. - Copy of Valid Business License for operation in Afghanistan (in the case of registered Consultancy Firms. CVs/academic documents in case of individuals. - Copy of Tax Identification Number (TIN) Certificate / Tax card. - Evidence of tax payments in 2023 to the Tax Office in Afghanistan - Personnel national ID document of the Consultant/Consultancy Firm representative - Consultancy Firm/Company profile. - Dully filled in Consultancy Firm/Company Senior Management Verification Form. <p>Phase 2: Bidders selected after Phase 1 evaluation will qualify for phase 2 technical analysis.</p> <p>The following factors will be considered for technical analysis;</p> <ul style="list-style-type: none"> - Technical proposal on how the assignment will be conducted including <u>methodologies, data analyses, and interpretation, reports, and detailed work plan, including software to be used for analysis.</u> (20%). - Copy of Tax Identification Number (TIN) Certificate/Tax card. - Prior experience in conducting SMART Survey (at least similar assignment). (40%) - Detailed financial proposal with budget breakdown. (10%). - Update Company or Individual Profiles and Understanding of the TOR. (10%) - Copies of the sample of previous relevant reports relevant (at least 2 reports). (20%) <p>Overall rating out of 100%</p> <p>Note: For the technical analysis, a Consultant or Consulting company must score 75% and above to be considered in the financial analysis.</p>

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		<p>Phase 3: Successful bidders after Technical evaluation will be considered for Financial analysis. The following factors will be assessed;</p> <ul style="list-style-type: none"> - Total Value of the Consultancy. - Payment Terms. - Delivery Lead Times. - Quality/Clarity of the Budget. - Clear Tax computation.
11	Application Procedure	<p>Interested consultants/Firms should submit their Proposals via email to procurement-afg@medair.org. No hard copies will be accepted.</p> <p>proposals (bids/applications) should be submitted in PDF format with NOT more than 7 attachments, comprising of; Technical and Financial sections as detailed below.</p> <ol style="list-style-type: none"> 1. Signed and stamped Complete TOR document and this document (Annex A). 2. Signed and stamped terms and condition document (Annex B). 3. Supplier Registration Form duly completed, signed, and stamped (forms to be issued upon request) (Annex C) 4. Copy of Valid Business License for operation in Afghanistan (in the case of registered Consultancy Firms). 5. Copy of Tax Identification Number (TIN) Certificate / Tax card. 6. Evidence of tax payments in 2023 to the Tax Office in Afghanistan. 7. Personnel national ID document of the Consultant/Consultancy Firm representative. 8. Consultancy Firm Company profile or Consultant CV(s). 9. Dully filled in Consultancy Firm/Company Senior Management Verification Form (form to be issued upon request). (Annex D)

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10. A technical proposal with a detailed response to the TOR, with specific focus on the scope of work, methodology to be used and key selection criteria.

11. Initial work plan based on the methodology outlined, and indication of availability.

12. A financial proposal detailing professional fee daily rate expected, accommodation cost, transportation cost and visa if applicable.

13. At least 2 Sample reports of recently conducted SMART surveys by the Consultant/Consultancy Firm.

14. Names, addresses, and telephone numbers of three organizations that will act as professional referees

Proposals should also indicate the date of availability to start work on the consultancy.

All Proposals MUST be submitted on or before the closing date below to be considered for the assignment.

Please Note: The following documents will be **issued upon request**. It is critical that you reach out to Medair. Without these documents, your proposal/quotation will be deemed incomplete and ineligible.

- **Medair Supplier Registration Form (Annex C)**
- **Firm/Company Senior Management Verification Form (Annex D)**

Deadline for receiving Proposals: **05th - Feb - 2024**

Only shortlisted Candidates/Firms will be contacted.

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ANNEX B: TERMS AND CONDITIONS

Please read the general Terms & Conditions document for more requirements and information!

Specific rules and Conditions for this procurement:

- Any participating Individual or Firm must be legally licensed and registered in Afghanistan !
- Any quotation/proposal submitted after the dead line will not be considered!
- This is not a tender and no open tender meeting will be held. Medair will contact only short-listed applicants/Firms.
- Medair reserves the right to choose a Consultant/Firm not only depending on the lowest price but other factors such as ; quality and reliability e.t.c will be considered.
- For this procurement « the best technical aspect and total cost of the proposal » will form the main selection criteria.
- Medair reserves the right to accept or reject any or proposal or cancel the process without any obligation to inform the affected interested individuals or firm about reasoning for acceptance, rejection or cancellation.
 - Medair reserves the right to split the offer into different lots and to award contracts to multiple service providers/firms.
 - All Medair and its Donor terms, conditions and policies must be accepted by the individual consultant or Firm.
- Medair will not cover any cost related to the creation and submission of the proposals, regardless of the result.
- Medair expects individual or Firm with whom it partners with to follow ethical business practices and be socially accountable. Those expectations are set out in Medair's Code of

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Ethics, which, along with the associated policies available on Medair’s website at <https://www.medair.org/accountability/> , and are subject to periodic updates.

- The quote shall be valid for a minimum of 90 days after date of submission.
- The Consultant/Firm should expect payment at least 30 days after completion of work/invoice submission.
- Payment by cash or bank payment, bank payment is preferred (for cash payment Medair will deduct 4% commission fee from the payable amount)
- Medair is obliged by the Government of Afghanistan to pay income TAX on behalf of service provider if a single invoice exceeds 500 000 AFA or if the total amount spent with one Service Provider within one calendar year exceeds 500 000 AFA.

For all Service Providers who are registered and have TINs and Business licenses, Medair is obliged to submit on the Service Provider’s behalf, 2% tax to Government of Afghanistan.

For all Service Providers who aren’t registered and don’t have TINs and Business licenses, Medair will submit on behalf of the Service Providers’ 7% tax to the Government.

How the 7% TAX is calculated:

- a. *Invoice amount 100% - 2% withholding tax = 98% payable to Service Providers (in case TIN and business license are available)*
- b. *Invoice amount 100% - 7% withholding tax = 93% payable to Service Providers (in case TIN and Business licenses are not available)*

Individual/Firm Details

1. Individual/Firm/Company Name: _____
2. Authorized Representative Name: _____
3. Tazkera number: _____
4. Firm’s Registration No _____
5. Firm’s Specialization _____
6. Business Address _____

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7. Contact Numbers (Mobile No): _____

8. E-mail Address _____

I/We certify that I/We have read and understood the Medair Terms & Condition and the Medair Code of Ethics. I/We further certify that the above-mentioned person/Firm has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, any Contracts.

Name: _____

Date: _____

Signature and Stamp: _____

SUMMARY OF TOTAL COST FOR THE CONSULTANCY (USD CURRENCY).

Technical fees, logistics Total Costs		
Individuals/Firms with Tax number and registration withholding tax -2%		
Individuals/Firms without Tax number and registration withholding tax -7%		
Payable total in USD		

Consultant/Firm's Remarks

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Consultant/Firms Terms and Conditions

1. Validity of the offer (3-month minimum) _____
2. Terms of delivery _____
3. Number of days for service delivery _____
4. Payment Mode (Bank, Cheque, Cash) _____

Note! If payment term is; cash payment, Medair will deduct 4% commission charges of the payable amounts!