



THE WELFARE ASSOCIATION FOR THE DEVELOPMENT OF AFGHANISTAN (WADAN)
REQUEST FOR PROPOSAL

Emergency Response Trainings for Women-Led CSOs/NGOs in the Southern Region

WARNING:

Prospective Offerors, who have received this document from a source other than the WADAN, should immediately contact WADAN and provide their name and mailing address in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued to offerors via email.

SYNOPSIS OF THE RFP

RFP No.	RFP-ERA/2024-001
Issue Date	March 2, 2024
Title	Emergency Response Trainings for Women-Led CSOs/NGOs in the Southern Region
Issuing Office	WADAN Program Unit
Deadline for Receipt of Proposals	Proposals are due in Kabul no later than 4:00 PM local time on March 21, 2024. Submit Soft copy of your quotation via email to bids@wadan.org and hard copies via the following address.
Point of Contact	bids@wadan.org - +93783464004
Anticipated Award Type	Purchase Order (PO)
Basis for Award	An award will be made based on the best value method. The award will be issued to the responsible and reasonable offeror, who provides the best value to WADAN using a combination of technical and cost/price factors.

SUMMARY:

The Welfare Association for the Development of Afghanistan (WADAN) is a non-governmental, non-political, not-for-profit, and independent organization that operates in all 34 provinces of Afghanistan. We are actively involved in various sectors, including health, education, emergency response, humanitarian assistance and community development.

WADAN is currently implementing Emergency Response and Resilience Activities in the Southern Region, funded by UNWOMEN. Among the project's key objectives is the Capacity Development of women-led CSOs/NGOs in Emergency Response. This initiative aims to bolster emergency preparedness by providing targeted capacity-building support to selected organizations. The intended outcome is to empower these organizations to efficiently scale up and respond to crisis situations. In line with this commitment, WADAN invites proposals from proficient consultancy firms to facilitate a comprehensive series of training sessions for women-led Civil Society Organizations (CSOs) and Non-Governmental Organizations (NGOs) in the Southern Region.

OBJECTIVE:

The primary objective of this initiative is to strengthen the emergency response capacity of women-led CSOs/NGOs in the Southern Region through targeted capacity-building interventions. Specifically, the training programs aim to:

- Enhance the preparedness of participating organizations to effectively respond to emergency situations, including natural disasters, conflict-related crises, and public health emergencies.
- Build the skills and knowledge of participants in key areas of emergency response planning, project implementation, financial management, and monitoring and evaluation.
- Foster collaboration and knowledge-sharing among women-led CSOs/NGOs, promoting a coordinated and efficient response to emergency situations in the Southern Region.
- Empower women leaders within CSOs/NGOs to play a proactive role in emergency response efforts, thereby contributing to gender-responsive and inclusive disaster management practices.

By achieving these objectives, the training programs seek to contribute to the overall resilience and capacity of women-led CSOs/NGOs to address the humanitarian needs of vulnerable populations in the Southern Region of Afghanistan.

RFP Summary:

The consultancy firm selected for this project will design and deliver customized training programs focusing on four key areas: Emergency Response Planning, Emergency Project Implementation, Financial Management of Emergency Projects, and Monitoring and Evaluation in Emergency. These programs aim to equip women-led CSOs/NGOs in the Southern Region with the necessary skills and knowledge to effectively respond to crisis situations.

Responsibilities of the consultancy firm include:

- **Development of Training Materials:** Creating interactive and tailored training modules, presentations, handouts, and case studies specific to each training topic. These materials will be designed to meet the unique needs and contexts of women-led CSOs/NGOs in the Southern Region.
- **Provision of Trainers:** Identifying and deploying experienced trainers with expertise in emergency response, project management, financial management, and monitoring and evaluation. Trainers will facilitate engaging and participatory training sessions to ensure effective knowledge transfer.
- **Training Delivery:** Conducting interactive training sessions over a five-day period for each topic, utilizing various instructional techniques such as group discussions, case studies, simulations, and practical exercises to enhance learning outcomes.

It's important to note that logistical arrangements, including venue booking, printing, transportation, and administrative support, will be managed by WADAN.

VENUE:

The trainings will be conducted in Kandahar City.

MINIMUM ELIGIBILITY REQUIREMENTS VENDORS:

To qualify for this RFQ, the vendor must:

- Hold a Valid Consultancy License.
- At least one Similar Contract
- Accept all WADAN's terms and conditions including Bank/Cheque Payment.

TAXES:

Withholding Tax on Subcontractor:

- **Government withholding Tax:** Pursuant to Article 72 in the Afghanistan Tax law effective March 21, 2009.
- WADAN is required withhold "contractor" taxes from the gross amount payable to all Afghan for-profit subcontractor/vendors with aggregate amount of AFN 500,000.00 or greater and transfer this to the Ministry of Finance. In accordance with this requirement, WADAN shall withhold 2% tax from all gross invoices from subcontractors/vendors under this Agreement with active AISA or Ministry of Commerce License. For subcontractors /vendors without active AISA or Ministry of Commerce license, WADAN shall withhold seven percent 7% "contractor" tax per current Afghanistan Tax law.

DISCLAIMERS AND PROTECTION CLAUSES:

- WADAN may cancel solicitation and not award and may reject any or all responses received.
- Insurance of solicitation does not constitute award commitment by WADAN.

- WADAN reserves the right to disqualify any offer based on offeror failure to follow solicitation instructions.
- WADAN will not compensate offerors for responses to solicitation and reserves the right to issue award based on initial evaluation of offers without further discussion.
- WADAN reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition
- WADAN will be contacting offerors to confirm contact person, address and that bid was submitted from solicitation

CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:

- a) The offeror certifies that--
 - The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror, including but not limited to subsidiaries or other entities in which offeror has any ownership or other interests, or any competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;
 - The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror, including but not limited to subsidiaries or other entities in which offeror has any ownership or other interests, or any competitor before bid opening or contract award (in the case of a negotiated or competitive solicitation) unless otherwise required by law; and
 - No attempt has been made or will be made by the offeror to induce any other concern or individual to submit or not to submit an offer for the purpose of restricting competition or influencing the competitive environment.

- b) Each signature on the offer is considered to be a certification by the signatory that the signatory-
 - Is the person in the offeror's organization responsible for determining the prices being offered in this bid, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
 - I. Has been authorized, in writing, to act as agent for the principals of the offeror in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above;
 - II. As an authorized agent, does certify that the principals of the offeror have not participated, and will not participate, in any action contrary to subparagraphs (a) (1) through (a)(3) Above; and as an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.

- c) Offeror understands and agrees that --
 - Violation of this certification will result in immediate disqualification from this solicitation without recourse and may result in disqualification from future solicitations; and
 - Discovery of any violation after award to the offeror will result in the termination of the award for default.

ANNEX 1 – Scope of Work for Services

The selected consultancy firm will be tasked with designing and delivering tailored training programs encompassing the following key areas:

- **Emergency Response Planning:** Developing comprehensive emergency response plans tailored to the specific needs and contexts of women-led CSOs/NGOs in the Southern Region. This includes risk assessment, contingency planning, and the establishment of communication and coordination mechanisms.
- **Emergency Project Implementation:** Equipping participants with the necessary skills and knowledge to effectively implement emergency projects, including resource mobilization, project management, and stakeholder engagement.
- **Financial Management of Emergency Projects:** Providing training on financial planning, budgeting, accounting, and reporting specific to emergency projects. This will ensure transparency, accountability, and efficient utilization of resources during emergency response efforts.
- **Monitoring and Evaluation in Emergency:** Building capacity in monitoring and evaluation methodologies relevant to emergency response activities. This includes developing monitoring frameworks, data collection techniques, and methods for assessing project impact and effectiveness during crisis situations.

The consultancy firm will be responsible for delivering each training program over a period of five days, ensuring interactive and participatory learning experiences for a total of three participants from each CSO/NGO.

The selected consultancy firm will be primarily responsible for the development of comprehensive training materials and the provision of qualified trainers to facilitate the training programs.

Specific responsibilities include:

- **Development of Training Materials:** Designing, developing, and customizing training modules, presentations, handouts, case studies, and other relevant materials for each of the training topics outlined above. The training materials should be interactive, engaging, and tailored to the specific needs and contexts of women-led CSOs/NGOs in the Southern Region.
- **Provision of Trainers:** Identifying and deploying experienced trainers with expertise in emergency response, project management, financial management, and monitoring and evaluation. Trainers should possess strong facilitation skills and a track record of delivering high-quality training programs to diverse audiences.
- **Training Delivery:** Conducting interactive and participatory training sessions for a period of five days for each topic, ensuring active engagement and knowledge transfer to participants. Trainers should employ a variety of instructional techniques, such as group discussions, case studies, simulations, and practical exercises, to enhance learning outcomes.

Note:

Logistical arrangements, including venue booking, printing, transportation, and other administrative support, will be coordinated and managed by WADAN.

EVALUATION CRITERIA

WADAN will evaluate applications based on the following criteria:

The firm's technical proposal takes the technical requirements in the RFP and creates a logical, efficient, and realistic depiction of the training. (40 Points)

Capability and experience to deliver the training. (30 Points).

Price and cost proposals are competitive considering the current market. (30 Points).

SUBMISSION GUIDELINE:

Each bidder must submit the following:

A technical proposal, describing the firm's understanding of the above requirements, capability to

A detailed, competitive budget proposal including a description of costs for personnel, and non-personnel services.

All interested bidders should read the whole RFP and submit their quotation accordingly. Interested bidders should electronically submit their proposals in accordance with the requirements detailed above through email: bids@wadan.org. AND

In Hard Copy in Sealed Quotation to WADAN's Head Office in Kabul to the following address.

Kabul, Darul Aman Road, Opposite Ministry of Trade and Commerce.

Deadline for submission of quotations is March 21, 2024 - 04: 00 PM, Kabul time. Companies who do not submit their quotation by this deadline will not be considered.

Interested bidders can send their questions to the above email address or call **+93783464004**

Interested bidders are required to provide us the below documents to be eligible for the initial bidding process.

- A Valid Business license (Consultancy).
- Bank Account on Company Name.
- Copy of at least one similar contract.
- Company TIN.
- Proposal (Technical and Cost)