



AABRAR

Afghan Amputee Bicyclists for Rehabilitation and Recreation

د افغاني معلولينو لپاره د بایسکل چلولو او بیا رغونې تفریحي موسسه

Request for Proposals (RFP)

Title: "Development, Piloting, and Fine-Tuning of Video Lessons and Training Materials"

RFP Title: RFP 001/ Development, Piloting, and Fine-Tuning of Video Lessons and Training Materials /March 2024

Issuing Organization: AABRAR

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Activity Title: The Development, Piloting, and Fine-Tuning of Video Lessons and Training Materials

AABRAR Introduction:

Afghan Amputee Bicyclists for Rehabilitation and Recreation (AABRAR) is an Afghan non- governmental, non-political and not for profit organization dedicated to the social, civic and economic integration of persons with disabilities and other vulnerable groups as well as to the social and economic development of the civil society in Afghanistan. Established in 1992, AABRAR's first official service endeavor was a bicycle training program, the first such training offered in Afghanistan to help persons with disabilities enhance their mobility and ride bicycles to and from their work places which had a two-fold effect of improving their health conditions and saving them transportation costs to help them support their despondent families.

Observing desperate hopes and increasing problems of persons with disabilities due to loss of precious parts of their bodies, AABRAR decided to extend its scope of work and include other rehabilitation programs that would better help in healing the wounds of persons with disabilities and their families. AABRAR therefore started consulting national and international donor agencies as well as the government of Afghanistan for starting new initiatives to better help persons with disabilities and their families. At this stage, AABRAR with the help of its respected donor agencies was able to start physical rehabilitation, physiotherapy and vocational training programs that would help people with disabilities learn and practice vocations and by that means earn bread for their families. With almost 3 decades of war and ethnic conflicts, Afghanistan is assumed to have left with almost a million persons with different kinds of physical impairments and in most cases the disabled person is the bread earner to the family. The vocational training programs helped in preparing disabled persons to learn and practice different kinds of vocations such as bicycle repair, carpentry, cobbler, tailoring, embroidery, football and volleyball making etc. that helped them run their own small businesses on daily basis in the local bazaars and earn and support their families. Thousands of persons with disabilities who have received such trainings from AABRAR are happily living their lives with their families while practicing their earned skills. With success and achieving fruitful results from the above-mentioned activities, AABRAR expanded its services to other provinces of Afghanistan to help those in need and by the end of 2016, AABRAR had active presence in 24 provinces of Afghanistan, implementing different kinds of programs for the people of Afghanistan.

Since the expansion, AABRAR's scope of work has greatly enhanced and presently AABRAR offers services in a variety of areas that include but are not limited to civic education and democratization programs and trainings, peace building trainings, conflict resolution trainings, institutional capacity building workshops, literacy and numeracy programs, political awareness raising programs, Midwives Technical Trainings, HIV/AIDS awareness raising programs, physiotherapy and health care, bicycle training, vocational trainings in 30 different vocations, ramps construction, honey bee-keeping trainings, university entrance test preparation trainings, local government capacity development trainings, CSOs capacity development trainings, advocacy, gender equality trainings, capacity development trainings of CSOs in the policy reforms of our country, various sporting activities that include activities for both able persons and disabled persons and a series of other activities.

In the last 32 years of painstaking service to the people of Afghanistan, AABRAR has played a major role in helping the civil society of Afghanistan. It has provided various types of services to more than 400, 000 persons in different provinces of Afghanistan. AABRAR has registered more than 60 Civil Society Organization (CSOs), disabled persons' organizations.



Activity Introduction:

AABRAR is seeking Bids/proposals from qualified and experienced consulting firms to collaborate on an essential initiative—The Development, Piloting, and Fine-Tuning of Video Lessons and Training Materials. This program is a crucial component of the Master Trainer Development Program, designed to strengthen the competencies of Supervising Midwives in clinical, professional, and technical skills. The primary focus is on creating localized content in Dari, Pashto, and Uzbek languages to ensure effective communication and comprehension among the target audience.

Activity Background:

This initiative is driven by the necessity to empower Supervising Midwives with the knowledge and skills required to attain Master Trainer status. The development of 20 customized video lessons of 30-45 minutes each in Dari, Pashto, and Uzbek languages covering clinical skills, professional skills, and technical skills, aims to enhance the capacity of Supervising Midwives to support and train field-based Midwives effectively. The localized content will bridge language barriers, ensuring that Supervising Midwives with varied language proficiencies can access and engage with the training material, thus contributing to improved maternal and child healthcare outcomes.

Scope of Work:

1. Content production and support (Evaluation materials, Curriculum Development, materials would include Dari, Pashto and Uzbek languages).
2. Crafting 20 comprehensive and high quality video lessons through collaboration with a Media Firm.
3. Consultants to appear in video lessons (Midwives, Specialists and Trainers).
4. Each video length can be approximately (30-45 Minutes).
5. The video will shoot in the studio of Media Firm.
6. Localizing video lessons and training materials in Dari, Pashto, and Uzbek languages covering clinical skills, professional skills, and technical skills.
7. Conducting a 10-day piloting session with key stakeholders for feedback and fine-tuning.
8. Finalizing all training materials, including the agenda, refreshers, assessments, and presentations, based on the outcomes of the piloting phase.

Content Production and Support

- Content production and support (Evaluation materials, Curriculum Development, materials would include Dari, Pashto and Uzbek languages).

Development of Video Lessons:

- Create 20 video lessons (6 on Clinical Skills, 8 on Professional Skills, and 6 on Technical Skills) through a Media Firm. Ensure the content is comprehensive, of High quality, engaging, and aligns with the project's objectives.

Localization:

- Localize all video lessons and training materials in Dari, Pashto, and Uzbek languages covering clinical skills, professional skills, and technical skills to enhance accessibility and engagement for Supervising Midwives with diverse language proficiencies.



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Piloting and Fine-Tuning:

- Conduct a 10-day piloting session with key stakeholders (10 to 15 participants) to gather feedback. Fine-tune the video lessons based on the evaluation results, ensuring cultural appropriateness and accuracy.

Finalization of Training Materials:

- Finalize the training agenda, refreshers agenda, pre- and post-assessment tools, formats, monitoring tools, questionnaires, presentations, and other standardized training materials based on the piloting outcomes.

Expected Outcomes:

The consultant is expected to deliver the following outcomes:

1. Content production and support (Evaluation materials, Curriculum Development, materials would include Dari, Pashto and Uzbek languages.
2. Development of 20 Video Lessons of 30-45 Minutes in Dari, Pashto and Uzbek languages.
3. Localization of Video Lessons and training materials in Dari, Pashto, and Uzbek covering clinical skills, professional skills, and technical skills.
4. Finalization and sharing of Video Lessons post-piloting and fine-tuning.
5. Finalization of all training materials, ensuring standardization and relevance.

Bids/Proposal Submission:

Interested consulting firms are invited to submit comprehensive Bids/proposals addressing company license and profiles, relevant experience, methodology, work plan, and financial proposal.

Samples of previous similar projects will also be considered during the evaluation process.

Beyond the AABRAR Bid Form, the following documents must be contained with the bid:

- a. **Annex A (Request for Proposal (RFP))**
- b. **Annex B (General Term and Conditions)**
- c. **Annex C (Supplier Information Form)**
- d. **Annex D (BoQs)**
- e. **And any other document if required**

Hard Copy Submission of Bids/Proposal:

- The bidders are requested to submit their proposals in separate sealed envelopes one for financial (Annex D) and one for technical proposals.
- Bidders are required to register their bids before dropping to AABRAR tender box located in entrance of main gate of AABRAR office.
- Name of the company, contact information of the company, RFP title, and submission date should be placed in the cover page of each envelope.

Currency:

The currency of the Bid must be USD, so that to avoid un-necessary time wastage while evaluating bids on financial aspects.

Validity of the Bid/Proposal:



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This bid shall be valid for 60 days, The Bids/proposals should include:

1. Company license, profile, and relevant experience.
2. Approach and methodology for video lesson development, training materials development and localization.
3. Detailed work plan with milestones.
4. Financial proposal with a breakdown of costs.
5. Samples of previous similar projects.

Conflict of Interest:

A Bidder must not, and must ensure that its employees, officers, advisers, agents or subcontractors do not place themselves in a position that may, or does, give rise to an actual, potential or perceived conflict of interest between the interests of AABRAR and the Bidder's interests during the procurement process.

If during any stage of the procurement process or performance of any AABRAR contract a conflict of interest arises, or appears likely to arise, the Bidder must notify AABRAR immediately in writing, setting out all relevant details of the situation, including those cases in which the interests of the Bidder conflict with the interests of AABRAR, or cases in which any AABRAR official, employee or person under contract with AABRAR may have, or appear to have, an interest of any kind in the Bidder's business or any kind of economic ties with the Bidder. The Bidder must take steps as AABRAR may reasonably require, to resolve or otherwise deal with the conflict to the satisfaction of AABRAR.

Evaluation Criteria:

Bids/Proposals will be evaluated based on the following criteria:

1. Experience in developing video lessons and localized training materials.
2. Understanding of cultural nuances and proficiency in Dari, Pashto, and Uzbek.
3. Proposed methodology and approach.
4. Technical supporting documentation.
5. Cost-effectiveness.

Timeline:

1. Bids/Proposal Submission Deadline: [09-April-2024]

Tax:

AABRAR withholding 2 or 7% tax from winner of the process in accordance to Article 72, Afghanistan tax law, this amount will deposit to Ministry of Finance (MoF) account by AABRAR and a proof certificate will be providing to supplier upon need and received from MoF. 2% tax: will apply for those companies have valid business license for operation in Afghanistan. 7% tax: will apply for those companies have not valid business license, expired license, not meet with their scope of issuance license, individuals and those companies working outside of Afghanistan (international companies and have no office in Afghanistan).

Contact Information:

For inquiries and submission of proposals, please contact [Mohammad Irfan Raqeebi, Senior Project Manager at irfanraqeebi@aabrar.org.af and Zabeehullah Maroofkhel, Procurement Manager at zabeehullah@aabrar.org.af and contact number. +93(0)703710173



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AABRAR reserves the right to accept or reject any Bid/proposal and to withdraw the selection process at any time prior to contract award, without thereby incurring any liability to the affected consultants.

AABRAR Address:

House # House# 24, Street# 2, District# 10, Shahr-e-Naw , Kabul, Afghanistan (Qasr-Bakhtawar Street that leads to Sherpure Masjid)