**TERMS OF REFERENCE**

**Identification of Local Partner for CARE Afghanistan**

**Background:**

CARE is an International humanitarian non-governmental organization (INGO) committed to working with poor women, men, boys, girls, communities, and institutions to have a significant impact on the underlying causes of poverty. CARE is an independent, non-political, and impartial aid organization that works around the globe to save lives, defeat poverty, and achieve social justice. CARE seeks to contribute to economic and social transformation, unleashing the power of the most vulnerable women and girls.

CARE International organization operates in over 94 countries around the world implementing over 1000 poverty-fighting development and humanitarian aid projects. CARE has been operational in Afghanistan since 1961 and is currently implementing projects directly, or through partners, in ten provinces through five main thematic areas: education, health, nutrition, food security and livelihoods and protection. Most of the programs implemented under these sectors are humanitarian in nature. CARE implements projects in Kabul, Herat, Kandahar, Khost, Paktia, Paktika, Parwan, Kapisa, Ghazni and Balkh provinces. Today, CARE is one of the leading humanitarian international NGOs in Afghanistan fighting poverty and injustice and providing life-saving assistance to vulnerable Afghans. CARE puts women and girls at the center of humanitarian and development work, because poverty cannot be overcome until all people have equal rights and opportunities. In Afghanistan, CARE has operational presence in ten of the thirty-four provinces with multi-sector and integrated programme. In addition to its community-based work, CARE Afghanistan advocates with and on behalf of vulnerable and marginalized Afghans for national and international policies that support and protect their interests and maximize their chances to break out of the cycle of poverty.

**Purpsoe of the Local Partner identification:**

The purpose of identifying local partners is to establish collaborative relationships with organizations within the target community or region. These partnerships are essential for leveraging local knowledge, resources, and networks to effectively implement projects. By engaging local partners, we aim to enhance project sustainability, promote community ownership, and ensure the cultural appropriateness of interventions. Additionally, working with local partners fosters capacity building and empowers local communities to address their own needs and challenges effectively. CARE aims to solicit Expressions of Interest (EOIs) from National NGOs to update their partner mapping, shortlist organizations for due diligence, and pre-select organizations for strategic and implementing partnerships.

**Objective:**

The objective of this TOR is to invite expressions of interest (EOIs) from eligible local organizations interested in partnering with CARE Afghanistan to implement humanitarian and development projects in Afghanistan. CARE is

**Scope of Work:**

1. Interested organizations are invited to submit EOIs indicating their capacity, expertise, and experience in areas relevant to CARE Afghanistan's programmatic focus, including but not limited to:

* Food Security and Livelihoods.
* Women's Economic Eempowerment
* Health and Nutrition
* Education and Education in Eemrgnecies.
* Water, sanitation, and hygiene (WASH)
* Emergecy Resposnce

1. The selected local partners will collaborate with CARE Afghanistan in project planning, implementation, monitoring, and evaluation, adhering to CARE's principles of partnership.
2. Local partners will be expected to demonstrate a commitment to gender equality, inclusion, and community participation in their approaches.

**Eligibility Criteria:**

Interested national NGOs are required to provide the following documents:

1. Legal Registration: local non-governmental organizations (NGOs) and civil society organizations (CSOs), must be registered and compliant with relevant governmental regulations and laws in Afghanistan. Registration certificate with Government of Afghanistan are required.
2. Operational Capacity: NGOs should demonstrate the operational capacity to effectively implement projects, including human resources, logistical capabilities, and administrative structures.
3. Experience: NGOs should have prior more than five years experience in implementing projects related to CARE Afghanistan's thematic areas, such as Food Security & livelihoods, education, health, Nutrition, gender equality, Women Economic Empoweremnt, Emrgency response, and water, sanitation, and hygiene (WASH). Documents that can demonstrate at least five years of experience in implementation of emergency response projects in Afghanistan.
4. Technical Expertise: NGOs should possess technical expertise relevant to the proposed CARE Afghanisan’s thematic arreas and activities, such as community development, disaster response, and advocacy.
5. Financial Management: NGOs should have sound financial management practices, including transparent accounting systems and mechanisms for financial reporting. Financial/accounting policies, chart of account, and any other documents explaining the use of codes for projects.
6. Parnter should managed at least $0.5 milion program portfolio within last two years.
7. Governance and Accountability: NGOs should demonstrate strong governance structures and mechanisms for transparency, accountability, and oversight.
8. Commitment to Gender Equality and Social Inclusion: NGOs should have a demonstrated commitment to promoting gender equality, social inclusion, and the empowerment of marginalized groups in project activities.
9. Geogrhaphical presence: NGOs should have an active presence in the provinces where CARE has active presence and meaningful engagement with local communities, including participatory approaches to project design, implementation, and monitoring. As well as partner should be able to cover the nearest provinces of CARE offices during Emergency Situations.
10. Monitoring and Evaluation Capacity: NGOs should possess the capacity to monitor and evaluate project activities effectively, including data collection, analysis, and reporting.
11. Clusters membership: Relevant clusters membership of the local NGOs at national and reginal level in Afghanistan. ACBAR membership certificate/confirmation or any other documents that demonstrate partnership with I/NGOs in any humanitarian program
12. Multisectorial experiances: Demonstrated experience in implementing projects in one or more of the sectors mentioned above.
13. Partnerships and Networking: NGOs should have the ability to collaborate with other stakeholders, including government agencies, civil society organizations, and community groups, to maximize project impact and sustainability.
14. Organization’s mission, vision and core values.
15. Organization’s portfolio, brochures, program overview, project report, etc. that can demonstrate the knowledge and experience in key thematic areas for the proposed humanitarian project.
16. Recommendation letter/ confirmation email from at least one relevant cluster on their active participation.
17. Any working experience in partnership with CARE Afghanistan.
18. Organization’s organogram or organizational chart.
19. Last year’s audit report, letter of confirmation from external auditing firm, and any other documents demonstrating the annual audit is carried out for certified external auditors
20. Annual report, Board members list or any other documents that indicate composition of the organization’s board members.

**Submission of Expressions of Interest (EOIs):**

1. Interested organizations must submit their EOIs electronically by April 30, 2024.
2. EOIs should include the organization's update profile, relevant experiences, donor information, management structures, implemented projects overview, portopolio and budget turnover, capacity statement, and any other supporting documents.
3. Late submissions will not be considered.

**Evaluation and Selection:**

1. EOIs will be evaluated based on the eligibility criteria and the organization's capacity, expertise, and alignment with CARE Afghanistan's programmatic priorities.
2. Shortlisted organizations may be invited for further discussions or presentations.
3. CARE Afghanistan will conduct a full due diligence assessment from the pre-selected local NGOs.
4. The final selection of local partners will be made by CARE Afghanistan in the light of the full due diligence assesemnt findings.

**Duration:**

The selected local partners will enter into partnership agreements with CARE Afghanistan as strategic and implementing partners and renewable based on performance and mutual agreement and availiabity of funds.

**Confidentiality:**

All information provided by organizations in their EOIs will be treated confidentially and used solely for the purpose of selection.

**Amendment of TOR:**

CARE Afghanistan reserves the right to amend this TOR at any time prior to the submission deadline, and all interested parties will be notified accordingly.

**Submission Guideline**

Interested Local NGOs and CSOs are requested to submit their EOI and supporting documents to the email address: [afg.procurement@care.org](mailto:afg.procurement@care.org)