



Asia Community Development Organization

د آسیا د ټولنی پرمختیایی موسسه / موسسه انکشاف جامعه آسیا

REQUEST FOR PROPOSAL

Money Service Provider – MSP for Salary distribution to Literacy Facilitators/Teachers in Kabul, Parwan and Samangan Provinces..

ACDO - RFP#03-2024

REQUEST FOR QUOTATION

1	Quotation Title	Money Service Provider – MSP for YALBE Teachers in Kabul, Parwan, and Samangan Provinces
2	Announcement Type	Request for Proposal (RFP)
3	Issue Date	May 16, 2024
4	Deadline and time	May 26, 2024 – 2:00 PM Kabul- Afghanistan Standard Time

1. INTRODUCTION:

Asia Community Development Organization (ACDO) is an Afghan non-governmental, non-political, and non-profit humanitarian organization established in 2014 and registered with the Government of the Islamic Republic of Afghanistan (GoIRA) under the supervision of the Ministry of Economy with a mission to provide humanitarian and development assistance to the vulnerable, at-risk and underserved people throughout the country. ACDO responds to the needs of deprived and marginalized rural and urban communities by managing and utilizing the available scarce resources in a well-organized, efficient, effective, transparent, and dignified manner to enhance resilience, boost access to education, health services, and infrastructure, ensure food and livelihood security, and promote social protection and inclusion. ACDO has an active presence in most parts of the country and intends to expand its operations to the remaining provinces, to transform itself into a leading and developed organization that will deliver to and support a large number of people who have been affected by the long-protracted and sudden on-set emergencies in Afghanistan. Recently ACDO has been engaged in building a partnership with UNESCO for the implementation of the provision of Basic, Education, for Youth and Adults in three provinces Kabul, Samangan, and Parwan provinces Afghanistan

2. SCOPE OF WORK:

ACDO requires experienced Money Service Providers (MSP) who can manage financial operations in specific districts of Kabul, Parwan, and Samangan provinces in Afghanistan. The organization aims to allocate a total of \$154,224.00 as stipends for YALBE teachers across targeted districts of Kabul, Parwan and Samangan provinces. The chosen MSP will be tasked with disbursing \$ 25,704.00 to 119 YALBE teachers on a monthly basis in the Khak-e-Jabar, Dah Sabz, Jabal-e-Siraj, Said Khail, Shikh Ali, Surkh Parsa, Khurm Srabagh, and Dar-e- Sof Payin districts of Kabul, Parwan, and Samangan Provinces. Each teacher will receive per month USD 216, equivalent to AFN according to the daily exchange rate USD@AFN, at the end of each month. ACDO will share the YALBE teachers' payroll with selected MSP, who will oversee the smooth transfer and distribution of monthly salaries in the designated districts.

The details breakdowns of each district YALBE teacher are as follows;

S. No	District	Province	# Of YALBE teacher	Monthly Salary
1	Dah Sabz	Kabul	21	\$ 4,536.00
2	Khak-e- Jabar	Kabul	21	\$ 4,536.00
3	Shikh Ali	Parwan	10	\$ 2,160.00
4	Surkh Parsa	Parwan	10	\$ 2,160.00
5	Jabul-e- Siraj	Parwan	11	\$ 2,376.00
6	Said Khail	Parwan	11	\$ 2,376.00
7	Khuram Sarbagh	Samangan	17	\$ 3,672.00
8	Dara-e-Sof Payin	Samangan	18	\$ 3,888.00
Total			119	\$ 25,704.00

3. CONFIDENTIALITY AND CONFLICT OF INTEREST:

- It is a further condition of proposing that, the information will be kept confidential and disclosed to you in all stages from invitation, proposal, and your responses.
- ACDO reserves the right to reject the proposal received in response to this RFP and to negotiate with any of the proposer or other firms in any manner deemed to be in the best interest of the organization.
- ACDO will reject any time the proposal response to this Request for Proposal – RFP to find any fraud in the past performance of the company.
- ACDO reserves the right to reject any proposals for inactive performance during Salary distribution in the fields.
- ACDO has zero tolerance for fraud. Therefore, any of the SPs will be suspended and rejected if any finding is observed at the time of Salary distributions.
- Any information received by ACDO regarding RFP will be kept highly confidential.
- A firm will not be considered if any of its partners, directors, or major shareholders is a member of the ACDO Board or staff.
- Firms must declare, as part of the application, whether any partners, directors, major shareholders, senior staff, or the partners/spouses of any of these listed;
 - Members of the ACDO Board or related to any such member
 - An employee of ACDO or related to any such employee.
- Firms should also identify any work currently undertaking, or bidding for, which could cause a conflict of interest, and indicate how they will deal with this potential conflict if the contract is awarded.

4. SERVICE CLARIFICATION:

ACDO is requesting the MSP to submit details clarifications of the service based on which strategy they can transfer the cash amount to the target area as well and they have to explain the following items.

- MSP experience in cash transfer, team, and capacity in cash delivery and distribution.
- Procedure of the salary distribution to teachers in the field.
- How to eliminate the conflicts at the time of salary distribution if happen?
- How to maintain the equality of beneficiaries during salary distributions?
- How do report to ACDO the progress of salary distributions?
- Specify the time of the transfer and duration of disbursement to the teachers.

5. NATURE OF RFP:

Interested service providers applying for the tender should study the following roles and regulations.

5.1 Service provider responsibilities:

- The Service Provider SP will set up, maintain, and manage a safe, effective, and efficient mechanism for physical cash distributions.
- The SP is responsible for loss, theft, and change of money.
- The applicant SP are required to indicate their physical presence, and present relevant business certificates and Financial Services, preference will be given to the local companies where they have full experience.
- The Service Provider is responsible for distributing each installment from their resource and ACDO will fund/transfer the distributed amount to the Service Provider account after 3-4 days of salary distribution.
- The SP is responsible for the distribution of \$154,224.00 amount to 119 YALBE teachers for six 06 months in six rounds/ installments.
- Payment to the teacher will be made in local currency Afghani- and the daily exchange rate will be considered at the time of salary distributions.
- The service provider is required to distribute the salary in Kabul, Parwan, and Samangan provinces in the designated districts
- Service providers are responsible for safely transferring cash to the target districts and teachers and distributing the allocated amount among the teachers introduced by ACDO.
- The service provider is required to prepare a 5% Performance bank Guarantee of the total cash distribution amount.

- The service provider will assign one representative to be the contractual focal point. The name and identity of such focal point will have to be shared with ACDO. the person will work closely with ACDO.
- SP will make sure; they have enough resources to execute the contract before signing the contract and will inform ACDO in advance of any issues.
- The SP must be accountable for ACDO, and required to maintain justice among YALBE teachers in the time turn for cash distributions.
- The SP will maintain proper records and documentation of funds received from ACDO and distribute them under the contract.
- SP will send all supporting documents required for payments promptly.
- Any extra, wrong, low, or payment to wrong beneficiaries made by the service provider and billed to ACDO will be recovered from the service provider. The recovery will be done by deducting the amount paid extra/wrong from the SP invoice. ACDO will carry out independent payment verification after each round of payment.
- SP is responsible for checking the National ID Card or Tazkira of the YALBE Teacher at the time of salary distribution and it is necessary to keep the record of the teachers for transparency.
- The SP will maintain an overview and checklist of all payments and other PPE materials for this project.
- SP must submit the plan and activities, and how they can transfer the value to the target area.
- SP has to share reports of each district before and after the commencement of the cash distributions with ACDO.
- SP is responsible for all unexpected risks related to money transfers, cash loss, cash damage, and any fraud that happens during the delivery process to the target center of the districts.

5.2. Salary Distribution:

1. ACDO is entitled to periodically request the SP to distribute the payment of its project implementation costs via written instruction as well as email/phone communication, and the SP undertakes to proceed with payments in compliance with this RFP.
2. Before each payment, ACDO shall supply the SP with the necessary information for the distribution, including the number of recipients the total amount paid to each beneficiary, and the agreed site, date, and time of the distribution. The cash distribution list will, above the mentioned information, bear the identification data of the recipients
3. The payments will only ever be made based on a Salary distribution/ payment shared by a duly authorized representative of an ACDO with the SP.
4. The SP shall be responsible for checking the identity of the recipients and collecting their signatures on the distribution list before handing them the cash together with the payment slip. After the distribution, the Provider shall hand over to the authorized staff of ACDO both the distribution list and other relevant supporting documentation. The SP shall deliver the full amount of money in cash and process payment to each recipient according to the provided payment

sheet. All the undeliverable payments need to be communicated to ACDO responsible person without undue delay.

5. ACDO reserves the right to monitor each cash handout on the distribution site. Should the SP proceed with cash distributions without following the instructions laid out hereof, ACDO will not deem the corresponding amount as eligible nor paid.
6. The delivery schedule for each cash payment to the recipients will be agreed upon with the SP based on the request of ACDO.
7. The exchange rate for the salary distributions in AFN will be based on the Da Afghanistan Bank official exchange rate, the SP will present a quote for ACDO to approve from the current market before proceeding with the cash distribution and ACDO has to approve the rate in writing. The SP has to be able to provide payments in AFN in higher amounts and distribute banknotes of small nominal value.

5.3 ACDO responsibilities:

- o ACDO will execute the payments in six (6) installments to the service provider.
- o ACDO will transfer the cash distribution amount through the banking account of the service provider.
- o The final list of YALBE teachers will be provided by ACDO to SP.
- o The ACDO project team will monitor the process in the time of salary distribution process.
- o ACDO will not be responsible for any tax or other expenses related to the service provider.
- o ACDO will not give the authority to the service provider to engage in any communities to discuss or advise in the selection of the teachers for the salary distributions.
- o ACDO will consider and maintain its role and project objective during the implementations. And the organization will significantly maintain its independence.

5.4 Service Provider Internal Control and Risk Management:

The Service Provider will ensure that appropriate internal control and fraud prevention mechanisms are in place, although such mechanisms may vary depending on the type of Service Provider and strong management of the SP. The internal control mechanisms provided shall be specified as a written statement. The submission should detail the SP Business Continuity Plan, measures for monitoring and regular testing of security procedures, and the mechanism of monitoring detection and response in real-time to technical problems and potential fraud.

1. **Compliant Procedure:** ACDO has zero-tolerance against fraud and corruption. to maintain the transparency. SP will follow up the ACDO complaint mechanism that complaint will be followed up by ACDO M&E and Management teams.
2. **Cost of the quotation:** ACDO requesting form Service Provider to submit the quotation in consideration of the role and responsibilities mentioned above. Quotation must have been submitted in USD.

6. OBLIGATIONS OF PARTIES:

- o ACDO will guarantee that the requested payments for (each installment) will be delivered after 3-4 days of SP cash distribution through the banking system to the Service Provider account. The SP is responsible for and obliged to ensure that the SP uses the cash solely in compliance with the ACDO instructions. Neither the SP nor any other entities are entitled to use the cash for any other purposes without prior written approval of ACDO.
- o The SP will provide an invoice for the amount paid and commission charged along with the signed distribution list and other supporting documentation if required by ACDO.
- o ACDO is not liable for any loss of cash, cost (both human & assets, tangible, or intangible) related to an accident or any other incident on the way while transporting cash by the Provider, or any other associated cost (not defined in this agreement). Whereas ACDO liability and responsibility is only up to an amount disbursed on the ground based on an approved list verified by an ACDO-authorized person.
- o Bank transfers between ACDO and the SP are sent in the SHARED regime. This means that bank fees and commissions from the sending bank are covered by ACDO. Bank fees and commissions from the intermediate bank are shared equally between ACDO and the SP. Any fee, commission or other duty to pay from the Provider's bank shall be borne by the Provider.

7. EVALUATION AND SELECTION:

ACDO is committed to transparency and smooth work in all stages of activities, Selection of the tenders will take place through evaluation committees. Company's experience and, the lowest price will be significantly considered during the evaluation process. Besides the mentioned criteria priority will be given to the tender's cash distribution experiences in remote areas.

8. ELIGIBILITY CRITERIA:

The firm must have the following qualifications

- ✓ Capacity, capability, and experience in Salary distribution. (Technical proposal, Budget, and Plan)
- ✓ Having a valid license. (Copy of valid license and ID Card (Tazkira) of President and V. President)
- ✓ Having professional personnel to be assigned to the engagement and quality of the firm's management support personnel available. (List and CVs of key personnel and number of current staff)
- ✓ Similar experience with cash distribution in Afghanistan. (List similar projects and copies of contracts)

9. DISCLAIMER:

ACDO is not bound contractually or in any other way to any proponent to this request for quotation/bid. The organization is not liable for any costs or compensation in relation to the

consideration of this Request for submission of quotation/bids by the Proponents whether or not the organization terminates, varies, or suspends the process or takes any other action permitted under this request for quotation/bids. The organization may, at its absolute discretion, elect to abandon any part or whole of the process without giving prior notice to the Proponents or potential Proponents.

10. Clarification and bid Submission:

You can reach out to the ACDO procurement team over following contact if you required any further question or clarifications. Our procurement team will provide clarification up to 3 days remain to the closing of the deadline for the announcement.

Email to: procurement@acdo-af.org Phone#: +93777616716

Please submit your bids in accordance with the requirements detailed below:

Complete Hard sealed bid documents should be submitted to Asia Community Development Organization (ACDO) Head Office at **House # 14, Street# 6, (Sherpur), PD # 10, Kabul, Afghanistan no later than **May 26, 2024- 4:00 PM Afghanistan Kabul Time.****