



REQUEST FOR PROPOSAL

[CONSULTANT FOR MARKET ASSESSMENT]

RFP DOCUMENT # [1_____]

RFP ISSUE DATE: [JULY 08, 2024]

PROPOSAL SUBMISSION DEADLINE: [JULY 15, 2024 AT 03:30 PM]

CARE AFGHANISTAN

House#242, St#1, District10, Charahi Haji Yaqoob, Shar-e-Naw, Kabul

CONFIDENTIAL DOCUMENT

PREPARED BY

CARE®

Certified by	Name	Designation	Signatures & Date
Requesting Officer	Mohammad Aman	Sr Procurement Officer	
Certifying Officer	Abdul Azim Hakimzada	Procurement & Logistics Manager	

[Handwritten signature and date: JULY 08, 2024]



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1. ABOUT CARE

At CARE, we seek a world of hope, inclusion, and social justice, where poverty has been overcome and people live with dignity and security.

This has been our vision since 1945, when we were founded to send lifesaving CARE Packages® to survivors of World War II. Today, CARE is a leader in the global movement to end poverty. We put women and girls in the center because we know we cannot overcome poverty until all people have equal rights and opportunities. In 2019, CARE worked in 100 countries and reached 70 million people with an incredible range of life-saving programs.

To know more about CARE, visit: <https://www.care.org/our-work/>

2. GENERAL CONDITIONS AND CLAUSES

2.1. CARE's GENERAL CONDITIONS

The enclosed document is not an offer to contract, but a solicitation of a vendor's proposed intent. Acceptance of a proposal in no way commits CARE to award a contract for any or all products and services to any vendor.

CARE reserves the right to make the following decisions and actions based on its business interests and for reasons known only to CARE:

- To determine whether the information provided does or does not substantially comply with the requirements of the RFP.
- To contact any bidder after proposal submittal for clarification of any information provided.
- To waive any or all formalities of bidding
- To accept or reject a proposal in whole or part without justification to the bidder
- To not accept the lowest bid
- To negotiate with one or more bidders in respect to any aspect of submitted proposal.
- To award another type of contract other than that described herein, or to award no contract.
- To enter into a contract or agreement for purchase with parties not responding to this RFP
- To request, at its sole discretion, selected Vendors to provide a more detailed presentation of the proposal.
- To not share the results of the bids with other bidders and to award contracts based on whatever is in the best interest of CARE.



Any material statements made orally or in writing in response to this RFP or in response to requests for additional information will be considered offers to contract and should be included by vendor in any final contract.

2.2. CONFIDENTIALITY/ NON-DISCLOSURE

All information gained by any vendor concerning CARE work practices is not to be disclosed to anyone outside those responsible for the preparation of this proposal. Any discussion by the vendor of CARE's business practices could be reason for disqualification. CARE, at their discretion, reserves the right to require a non-disclosure agreement.

Reciprocally, CARE commits that information received in response to this RFP will be held in strict confidence and not disclosed to any party, other than those persons directly responsible for the evaluation of the responses, without the express consent of the responding vendor.

Finally, the information contained within this RFP is confidential and is not to be disclosed or used for any other purpose by the vendor.

2.3. PUBLICITY

Any publicity referring to this project, whether in the form of press releases, brochures, or photographic coverage will not be permitted without prior written approval from CARE.

2.4. LIABILITY

The selected vendor(s) will be required to show proof of adequate insurance at such time as CARE is prepared to procure the services. The participating vendor will also be required to indemnify and hold harmless CARE for, among other things, any third-party claims arising from the selected vendor's acts or omissions and will be liable for any damage caused by its employees, agents or subcontractors.

2.5. FORCE MAJEURE

- a. Neither Party shall be responsible for a performance that is delayed, hindered, or is rendered inadvisable, commercially impracticable, illegal, or impossible by a "Force Majeure Event." A Force Majeure event includes, without limitation, an act of nature, a pandemic, emergency, civil unrest or disorder, actual or threatened terrorism, war, fire, governmental action or interference of any kind, power or utility failures, strikes or other labor disturbances, a health warning issued by the Center for Disease Control (or similar agency), any other civil or governmental emergency and/or any other similar event beyond a Party's reasonable control.
- b. The Party that seeks to invoke this Force Majeure provision (the "Affected Party") shall provide the other Party (the "Unaffected Party") with a written notice within ten (10) days of the date the Affected Party determines a Force Majeure Event has occurred.



2.6. ERRORS AND OMISSIONS

CARE expects the vendor will provide all labor, coordination, support, and resources required based on the vendor's proposal and corresponding final SOW. No additional compensation will be available to the vendor for any error or omission from the proposal made to CARE. The only exclusions are add-ons, deletions, and/or optional services for which the vendor has received written authorization from CARE.

2.7. OWNERSHIP OF WORK

All work created during this evaluation must be original work, and no third party should hold any rights in or to the work. All rights, title and interest in the work shall be vested in CARE.

2.8. CONFLICT OF INTEREST

CARE encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to CARE if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFP.



3. COMPANY PROFILE & BIDDER'S DECLARATION

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of your proposal. No alterations to its format shall be permitted and no substitutions shall be accepted.

3.1. COMPANY PROFILE

Table 4.1.A Previous Work with CARE

Have you already had previous transactions with CARE?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
If marked "Yes" , please provide the year of the latest transaction with CARE and the requirement that was delivered. <i>(This is to inform everyone that this information is for system checking only. This will not be part of any evaluation process.)</i>		
If you marked, "No" on the table above, please answer the Table 4.1.A. below:		

Table 4.1.B Other Information

Item Description	Detail(s)
Legal name of bidder	
Legal Address, City, Country	
Website	
Year of Registration	
Company Expertise	
Bank Information <i>(Please answer below)</i>	
Bank Name:	
Bank Address:	
IBAN:	
SWIFT/BIC:	
Account Currency:	
Bank Account Number:	

Previous relevant experience: 3 contracts				
Name of previous contracts	Client & Reference Contact Details	Contract Value	Period of activity	Types of activities undertaken



3.2. BIDDER'S DECLARATION

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: By submitting this Proposal/Quote, I/we guarantee that the bidder has not engaged in any improper, illegal, collusive, or anti-competitive arrangements with any competitors; has not directly or indirectly contacted any buyer representative (aside from the point of contact) or gather information regarding the RFP; and has not attempted to influence or offer any type of personal inducement, reward, or benefit to any buyer representative.
<input type="checkbox"/>	<input type="checkbox"/>	I/We affirm that we will not engage in prohibited behavior or any other unethical behavior with CARE or any other party. We also affirm that we have read the general clause and conditions included in this RFP and that we will conduct business in a way that avoids any financial, operational, reputational, or other undue risk to CARE.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential or perceived Conflict of Interest in submitting this Proposal/Quote; or entering into a Contract to deliver the Requirements. CARE Procurement's Point of Contact will be notified right away by the bidder if a conflict of interest occurs during the RFP process.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal issues that could hinder the ability to conduct business.
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Proposal/Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any proposal you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorized by the Organization/s to make this declaration on its/their behalf

Name:
Title/Designation:
Company Name
Phone Number:
Email Address:
Date:
Signature:



4. CONDITIONS AND GUIDELINES FOR SUBMISSION OF PROPOSAL

4.1. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process.

All vendors must provide written notification via email to mohammad.aman@care.org of their intent to participate, or not to participate in the bidding process by [N/A].

Proposals will be accepted until **03:30 PM [July 15,2024], delivered via email solely to (mohammad.aman@care.org)**, no later than the above specified date.

Any proposals received after this date and time will not be accepted. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by the CARE legal department, and will include scope, budget, schedule, and other necessary items pertaining to the project.

You must respond to every subsection including statement, question, and/or instruction without exception.

Any verbal information obtained from, or statements made by representatives of CARE shall not be construed as in any way amending this RFP. Only such corrections or addenda as are issued in writing by CARE to all RFP participants shall be official. CARE will not be responsible for verbal instructions.

4.2. PROJECT PURPOSE AND DESCRIPTION

CARE is issuing this RFP (Request for Proposal) soliciting qualified bidders to submit proposals intended for the [provide requirement description and any other requirements].

This RFP is an invitation to bid, not an offer of contract. Bidders must submit a response that complies with the minimum requirements contained herein.



4.3. PROJECT OVERVIEW

CARE is seeking a provider to submit proposals intended for the [provide requirement description]

Requirement & Specs	Qty.	Unit of Measurement	Required Delivery Lead Time	Delivery Address	Contract Period
Market Assessment for ADA Project as per attached ToRs.	1	Each	Please refer to attached ToR	Please refer to attached ToR	As per ToR

[Provide additional requirements]

Item #	Other Requirements	
1	Delivery Date & Time	Bidder shall deliver the service at least Four weeks after Contract signature.
2	Delivery Terms (incoterms)	<input type="checkbox"/> EXW [Ex-works (Place)] <input type="checkbox"/> FCA [Free Carrier (Port)] <input type="checkbox"/> FAS [Free Along-Side Ship (Port)] <input type="checkbox"/> FOB [Free On-Board (Port)] <input type="checkbox"/> CFR [Cost, & Freight (Port)] <input type="checkbox"/> CIF [Cost, Insurance & Freight (Port)] <input type="checkbox"/> CPT [Carriage Paid-To (Place)] <input type="checkbox"/> CIP [Carriage & Insurance Paid-To (Place)] <input type="checkbox"/> DAP [Delivered at Place (Place)] <input type="checkbox"/> DPU [Delivered at Place Unloaded (Place)] <input checked="" type="checkbox"/> DDP [Delivered Duty Paid (Place)]
3	Custom Clearance (Must be linked to Incoterms at origin)	<input type="checkbox"/> Not Applicable. Shall be done by _____ <input type="checkbox"/> Shouldered by CARE <input checked="" type="checkbox"/> Supplier/ Bidder <input type="checkbox"/> Freight Forwarder
4	Exact Address(es) of Delivery Location	Paktia -Gardez and Zurmat District.
5	Warranty Period	Standard Manufacturer's Warranty (if applicable)
6	Payment Terms	30 Days upon Receipt of items
7	Quotation Validity	The quote needs to be valid for 90 days to cover all the days from bidding up to the award process. However, once the contract has been released, it shall be valid for the same coverage as reflected in the requirement above.

[Provide additional requirements]



4.4. PROJECT TIMELINE

All bidders are advised to strictly follow the below timeline as noted.

Any technical questions arising during the preparation of your response to this RFP should be submitted in writing via email to [Mohammad Aman] (Banaras.Akbar@care.org) no later than **July 11,2024**].

Schedule of Activities/ To-do	Date of the Activity/ Deadline of Submission	Responsible	Remarks
RFP Issued	[July 08,2024]	CARE	
Supplier to notify CARE of intention to participate in bidding	[N/A]	Supplier	Deadlines must be strictly observed.
Deadline for submission of clarification questions to CARE	July 11 ,2024]	Supplier	Deadlines must be strictly observed.
CARE to answer all clarifications	July 15,2024]	CARE	
Supplier's Deadline of Submission of Proposal	July 15 ,2024][03:30 PM]	Supplier	Deadlines must be strictly observed.
Evaluation of Proposal	N/A]	CARE	
Vendor presentation (if required)	N/A	Supplier	
Finalists selected	As soon as possible	CARE	Upon notification, the contract negotiation with the winning bidder will begin immediately.

4.5. PROJECT REQUIREMENTS

a. Technical Requirements



a.1 Technical Proposal of the Product

REQUIREMENTS		Provide the necessary details. Attach document or provide separate sheet if needed.
A. Overall Proposal Suitability		
1	Please see the Scope of Work and any other required specifications for this project.	Please refer to attached ToR
2	Provide Delivery Lead Time	
3	Provide after-sales service (if applicable)	
4	Ability to provide sample (if applicable)	
5	Provide Warranty Period	
	(Any additional requirement that is deemed necessary for "Previous Works & Awards" Category)	

REQUIREMENTS		Provide the necessary details. Attach document or provide separate sheet if needed.
B. Previous Works and Awards		
1	Provide 3 or more client experiences or testimonials (References whose environment, size, and scope are most like CARE. Include a summary of the work completed for each account. Include reference contact names, with telephone numbers and email addresses.)	
2	Provide previous records of performance and service.	
3	Provide citations and awards. This encompasses reviewing the citations and awards a vendor has received from other customers and award-giving bodies.	
4	Provide any testimonials, survey response/s from previous buyers and/or partners.	
5	(Any additional requirement that is deemed necessary for "Previous Works & Awards" Category.)	

REQUIREMENTS		Provide the necessary details. Attach document or provide separate sheet if needed.
C. Technical Expertise and Organizational Experience		
1	Provide 5 Availability of vendor's representatives to call upon and consult with.	



2	Any proof that the vendor has the Ability to render satisfactory service in this instance.	
3	Provide Years of experience in providing the same requirement to other companies.	
4	Provide the latest audited Financial Statement	
5	(Any additional requirement that is deemed necessary for "Technical Expertise and Organizational Experience.	

REQUIREMENTS	Provide the necessary details. Attach document or provide separate sheet if needed.
D. Others	
1	Provide any relative requirements which were not mentioned above. (delete if not applicable)

b. VALUE & COST (Financial Requirements)

*(Provide below requirements, payment terms, etc., if there's any)
 See attached template (in Excel File) to be used for your financial bid.*

Compliance with Requirements

	Yes, we will comply	No, we cannot comply	If marked as "No", please provide counter proposal
Minimum Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	
Delivery Term (INCOTERMS)	<input type="checkbox"/>	<input type="checkbox"/>	
Warranty Period (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	
Payment Terms (30 Days)	<input type="checkbox"/>	<input type="checkbox"/>	
Other Requirements (Please specify)	<input type="checkbox"/>	<input type="checkbox"/>	

4.6. EVALUATION CRITERIA

CARE will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- **Overall Proposal Suitability:** proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner.
- **Previous Work and Awards:** Bidders will be evaluated on examples of their work pertaining to the requirement as well as client testimonials and references.
- **Technical Expertise and Organizational Experience:** Bidders must provide descriptions and documentation of staff technical expertise and experience.



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*REQUEST FOR PROPOSAL
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Bidders also need to provide their experiences as an organization which include but not limited to years of experiences, financial stability, expertise, and edge to other competitors.

- **Value and Cost:** Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project.

Note for Country Offices (CO): The specific criteria must closely represent the objective and scope given the nature of the procurement required. Evaluation criteria reflected above can be added and or adjusted depending on the requirement and the type of purchase. The final evaluation criteria must be reflected above prior to releasing of this RFP.

CARE will review proposed budgets and pricing after the initial review of the criteria above.*



TERMS OF REFERENCE
Market Assessments:

Work funded from
Austrian
Development
Cooperation

Project Title	Emergency Lifesaving Health & Nutrition, Food Security & Livelihood and Winterization Intervention in Afghanistan
Project code (FC/AID)	FC: AT734.
Budget manager	Akbar Banaras
Project start and end data	15 Mar 2024- 14 Mar 2025
Date of the survey	June/July 2024
Type of survey	ADA. PID: CAUTAF0007
Location of the survey	Paktya- Gardez and Zurmat districts
Attached documents	Result framework &, work plan and Project proposal

Introduction: CARE has received funding from Austrian Development Agency (ADA) to implement the Emergency Lifesaving Health & Nutrition, Food Security & Livelihood and Winterization Intervention in Afghanistan in targeted locations detailed above. The objective of the project is to contribute to enhancing the resilience of vulnerable households in the designated areas against shocks through comprehensive health and nutrition services and livelihood interventions. The project has the following three outcomes:

- ✓ Outcome 1: Improved access and quality of primary health and nutrition services in the vulnerable targeted communities in Paktia province
- ✓ Outcome 2: Vulnerable households have improved food security through income-generation opportunities
- ✓ Outcome 3: Vulnerable women, men, girls and boys have adequate access to cash to address their winterization needs

Through this project, CARE will reach a total of 30,000 (M 10,200 F 19,800) beneficiaries in the target province and districts.

1. Purpose of the assessment

The overall purpose of the market survey is to:

- To describe current good practices and techniques and innovation for the project implementation (in relation to livelihood, growth niches to women led businesses and MSMEs and advise locally adapted solution.
- Identify priority areas for Micro, Small and Medium Enterprises (MSMEs) led by women in the target areas in close cooperation with the private sector and other relevant stakeholders where MSME's priority areas should be based on market demand with potential for growth, as well as value chains. .
- Identify enterprise opportunities and growth for Micro, Small and Medium Enterprises (MSME) women start-ups.
- Identify highly demanded enterprises/businesses in the market and assess existing and potential livelihood opportunities and key gaps related to priority areas.
- Assess capacity of existing private sector to respond to the market requirements for women, list MSMEs gaps and challenges.
- Identify critical value chain interventions across Afghanistan's industry (mainly focus in targeted province) sectors that have key business enabling attributes. For value chains, make recommendations for business development support services (business planning, management advice and support, and microfinance, incentives for demand-driven product or service innovation and implementation, etc.) to reduce the constraints and stimulate observable economic growth and competitive potential for women.
- Provide recommendations for the project team on the value addition for MSMEs for enhancement

2. Survey methodology

This market has the following key directions with relevant accountabilities:

- **Design tools, training enumerators:** This will be done by consultancy firm; where the consultant will develop initial draft of the tools and CARE will support in review. The consultant/consultancy firm will be responsible for defining and carrying out the overall assessment approach. This will include specification

- of the techniques for data collection and analysis, structured field visits and interactions with beneficiaries and the assessment team.
- **Field data collection, data cleaning and verification:** data collection & the interview tools to be developed by the consultant firm as well as a thorough study of project documents, analysis of the collected data and writing of the report.
 - **Literature review, cross-sectional analysis and report writ-up:** this is expected from the consultancy to manage and provide contextualized, evidenced based, and technically appropriate report and finding meeting donors requirement. The process, retrieving existing documents and data, will include: a desk review of existing literature including the project proposal, result framework, formative research, implementation plans, M&E data, formal policy documents, official statistics, and other relevant quantitative and qualitative secondary data that will support the evaluation implementation strategies. Information will be provided to the external evaluation team as per the proposed evaluation schedule.
 - **Presentation, donor discussion and dissemination:** CARE Afghanistan will present finding and discussion with the stakeholders, CARE will also engage the consultant support in presentation of the technical finding where required.

4. Responsibilities and tasks

1. Preparation phase	Who implement	Who ensure quality control and verification	Who validate the final version	What deliverables and what is the audience
Inception report	Consultancy firm/consultant	CARE Afghanistan MEAL and program team	MEAL unit / Program	Inception report should detail out understanding about the ToR/ assignment, implementation work plan, data collection methodology, sampling strategy, data collection questionnaire/ tools, output table (which related with the questionnaire) to MEAL unit and program team
Questionnaire Design	Consultancy firm/consultant	MEAL Unit	program	Tools to be developed by consultancy and approved by CARE
Questionnaire translation	Consultancy firm/consultant	MEAL unit and program team	MEAL unit	Tools to be translated in local language (Dari/ Pashto) by consultancy and approved by CARE AFG.
2. Field work				
Trainings/orientation to surveyors	Consultancy firm/consultant	MEAL unit	MEAL unit / Program	Orientation session on tools to be delivered to the surveyors by consultancy firm
Field test	Consultancy firm/consultant	Consultancy firm/consultant	MEAL unit	Tools will be tested in field for one day by consultancy firm and after provision of possible required amendment to be finalized for final implementation
Implementation of the survey- Data collection	Consultancy firm/consultant	MEAL unit	Program	Consultancy will lead field data collection
3. Data entry				
Database creation Data entry Data cleaning	Consultancy firm/consultant	MEAL unit and Consultancy firm/consultant	MEAL unit	Database for FGD and survey (creation of kobo) to be developed by consultancy. Quality of data collection and data entry, provide drafting and finalization of database is responsibility of the consultancy firm. Raw, compiled & cleaned database including quantitative output and syntax files, qualitative transcripts, field notes and verified Questionnaires to be delivered to CARE by consultancy and to be attached as annex of report as well
4. Data analysis				
Data analysis	Consultancy firm/consultant	MEAL unit and Consultancy firm/consultant	Program	Consultancy is responsible to compile, assure quality, analyze data and produce a consolidated baseline and market analysis report

5. Reporting	Consultancy	CARE Afghanistan	Program	Consultancy is responsible to submit final assessment report incorporating 2-3 rounds of feedback depending upon quality of report. Final products should gain approval of CARE Afghanistan and UNDP SER Afghanistan
6. Dissemination and follow-up	PM	SPC/PQ	DCD-P	CARE Afghanistan has the authority to disseminate final product as required and final version of the report will be shared with UNDP-SER

5. Coordination

MEAL unit and program team will provide the consultant/consultancy firm with necessary support to undertake and implement the assignment and execute the objective of this ToR. This will included:

- Provide initial briefing and existing work overview,
- Provide relevant documents and technical support,
- Monitor regularly, and provide feedback and ensure effectiveness of the contract,

6. Chronogram of the survey

The following tables delineate the assessment timelines and milestones during the evaluation process:

1. Preparation phase	July				Aug		
	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3 & 4
Terms of References							
Procurement Announcement							
Contract/POs							
Consultant's Kick-off meeting with CARE							
Review of project documents and other publicly available material from other agencies etc.							
Development of methodology/sample size							
Questionnaire Design, finalization and translation of tools							
Field team recruitment (external to the project team)							
2. Field work							
Trainings to surveyors							
Field test							
Implementation of the assessment							
3. Data entry							
Database creation							
Data entry							
Data cleaning and processing							
4. Data analysis							
Data analysis and cross sectorial analysis							
5. Reporting							
Submission of draft report to Afghanistan							
Feedback of CARE on the draft report							
Final submission of the report							
Submission of final datasets to CARE							
6. Dissemination and follow-up							

7. Reporting Template

It is recommended to use CARE template for the report and, where required, incorporate any additional donor-required components. That will help standardize reporting across evaluations and to ensure key information is not missing from reports. Below key recommended key components that provides section headings and descriptions as guidance for the organization

Rule of thumb: The report should not exceed 50 pages (excluding all annexes) in MS Word and use consistent page formatting, margin, fonts, and line spacing.

Suggested component includes but not limited to:

- Cover Page (1 page)
- Table of Contents (1 page)
- List of Acronyms (1 page)
- Acknowledgements
- Executive Summary (1-2 pages)
- Introduction (up to 5 pages)
- It should include the follow subsections:
 - Purpose and survey objectives (1 page)
 - Survey/assessment Questions (1 page)
 - Methodology and Study Design (up to 5 pages)
 - Results (by survey Question) (up to 10 pages)
 - Analysis (up to 8 pages)
 - Limitations and Challenges (up to 3 pages)
 - Conclusions and Lessons Learned (up to 7 pages)
 - Recommendations (up to 8 pages)
 - Annexes (no page limit)
 - Annex reporting on the CI indicators

IMPORTANT NOTES:

- The external consultant/consultancy firm **must submit a FINAL version of the report** within the timeline and comply with data protection, ethical concerns, and others as relevant. A final report needs to be received prior to allocation of final payment. assessment report titled draft will not be accepted as final.

8. Data protection and management

Data Disclosure: The consultant/consultancy firm should deliver, at minimum, all files including: quantitative data sets (raw and refined products), transcripts of qualitative data and others in an easy to read format, and maintain naming conventions and labelling for the use of the project/program/initiative and key stakeholders.

All documents should be compliant with the following conditions (see [data format requirements](#)):

- MEAL unit will have ownership of all survey/assessment-related data and documentation. Communicating the findings from this survey/assessment and all communications will be dealt as per CARE's communication policy.
- CARE requires that the datasets that are compiled or used in the process of baseline survey and market assessment are submitted to CARE when the survey is completed.
- **Data must be disaggregated by gender**, age and other relevant diversity, etc.
- Datasets must be anonymized with all identifying information removed. Each individual or household should be assigned a unique identifier. Datasets which have been anonymized will be accompanied by a password protected identifier key document to ensure that we are able to return to households or individuals for follow up. Stakeholders with access to this document will be limited and defined in collaboration with CARE during evaluation inception.
- In the case of textual variables, textual datasets or transcripts please ensure that the data is suitable for dissemination with no de-anonymizing information **unless** these are case studies designed for external communication and suitable permission has been granted from the person who provided the data. In these

circumstances, please submit, with the case study, a record of the permission granted, for example a release form¹.

- Where there are multiple datasets (for example both tabular and textual datasets) identifiers must be consistent to ensure that cases can be traced across data lines and forms.
- CARE must be provided with a final template of any surveys, interview guides, or other materials used during data collection. Questions within surveys should be assigned numbers and these should be consistent with variable labelling within final datasets.
- Formats for transcripts (for example: summary; notes and quotes; or full transcript) should be defined in collaboration between CARE and the consultant/consultancy firm at the evaluation inception
- In the case of tabular datasets variable names and variable labels should be clear and indicative of the data that sits under them. Additionally, the labelling convention must be internally consistent and a full codebook/data dictionary must be provided.
- All temporary or dummy variables created for the purposes of analysis must be removed from the dataset before submission. All output files including calculations, and formulae used in analysis will be provided along with any Syntax developed for the purposes of cleaning. We require that datasets are submitted in one of our acceptable format types.
- CARE must be informed of and approve the intended format to be delivered at the inception phase. Should this need to be altered during the project CARE will be notified and approval will be needed for the new format.
- The consultant/consultancy firm will be responsible for obtaining all necessary permissions, approvals, insurance, and other required permits needed for data collection. These include required permits related to data collection from human subjects, including necessary ethical review board approvals (ERB) and health and accident insurance for survey/assessment team members.

9. **Eligibility Criteria:** The successful consulting firm/consultant will have a solid track record on the criteria below, with examples/list of evidence for each:

General criteria

- Demonstrable relevant expertise and conducting similar assessment, studies, and research,
- Both independent consultant (individual) and consultancy firm can apply for the assignment to meet the criteria and provide quality services including design methodology, analysis of the data and report.

Technical Evaluation criteria

- Minimum 3 years of experience with, and knowledge on designing and conducting quantitative and qualitative survey/research with special focus on the food security/livelihood, social sciences, or developmental studies, contract/ completion certificates to be attached as proof– **45 marks**
- List of successfully designed and managed large-scale robust research and assessment and in similar nature and field (food security and livelihood, Market assessment)– **30 marks**
- Study team leader and key teams need to have relevant degree/experience in livelihood/food security, social sciences, or developmental studies or equivalent education and experience - **15 marks**
- Team composition with M&E and research experts (preferably international staff for writing the narrative) – **10 marks**

10. **Required External Response to Terms of Reference**

A technical and cost proposal based on this Terms of Reference (ToR) is requested from the consultant or consulting firm. The proposal should contain:

1. Detailed plan of action for field work indicating staff-days required
2. Specific roles and responsibilities of the team leader, supervisory chain and other core members of the survey/assessment team.
3. Schedule of key activities preferably in a format such as a Gantt chart.
4. Detailed budget with justification. The consultant/consultancy firm proposal should include a reasonable detailed budget to cover all costs associated with the evaluation. This should be submitted by major activities

¹ All release forms should be agreed in advance with CARE.

and line items for CARE's review and decision. This includes a break-down of the cost to contract consultant/consultancy firm team members, international and local travel, and in-country lodging and per diem. Other related costs that might be in the budget include expenditures for hiring local personnel (drivers, translators, enumerators and other local technical experts), translating reports, and renting meeting rooms for presentations/workshops.

5. Updated CV of Team Leader and other core members of the Team
6. A profile of the consulting firm (including a sample report if possible)

11. **Submission Guideline: *Interested candidates are requested to submit their proposals clearly defining their work approach and a proposed costing for the work to CARE Afghanistan Procurement Department Head - email address***