

# Request for Proposal (RFP)

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**Opening Date:** July 10, 2024

**Closing Date:** July 28, 2024

**Subject:** Service Consultancy – CBED-II Project End-line Survey and Photographs

## **The Organization:**

Afghanaid is a British humanitarian and development organization operating in Afghanistan. For close to forty years, we have worked with millions of deprived, excluded, and vulnerable families in some of the poorest and most remote communities in Afghanistan. We build basic services, improve livelihoods, and strengthen the rights of women and children, help communities protect against natural disasters, adapt to climate change, and respond to humanitarian emergencies.

Our community-led approach gives ordinary Afghans a voice in their own development, making them active participants in shaping the future of their country. With our years of experience, the majority of the Afghan team, and our deep understanding of local, cultural, and ethnic issues, we have earned great trust and respect among the communities we work alongside. This has allowed us access to some of the most underserved areas of the country.

## **Project Background:**

Afghanistan is located in the Himalayan Hindukush Mountain range, and its ecosystem is classified as Mountain Ecosystem. Ecosystem plays a critical role in the lives of people whose livelihoods depend on their ecosystem. However, most parts of Afghanistan's mountain ecosystem are highly degraded and unable to provide the best ecosystem services to the people and communities dependent on them.

The CBED project is implemented in Afghanistan's 245 communities in 6 provinces (Takhar, Badakshan, Samangan, Jawzjan, Sar-e-pul and Bamyān). The first phase of the project (CBED-I), implemented between November 2018 and April 2021, focused on improving the ecosystem by undertaking Integrated Watershed Development (IWM) in 30 micro-watersheds and Community-Based Disaster Risk Reduction (CBDRR) in 245 communities. The project's second phase (CBED-II) is being implemented from April 2022 to March 2025 and focuses on improving the Livelihoods of vulnerable households in the 245 communities.

## **The Consultancy Assignment:**

This consultancy assignment is aimed at undertaking the end-line survey to collect end-line data and determine end-line values of output, outcome, and impact of the project provided in the project logical framework and compare them with their baseline values. These information will act as secondary data source for final evaluation of the project. Impact and outcome indicators of the project are given below:

1. Coping capacity of vulnerable households to natural disasters and climate change in CBED communities as per the Coping Strategy Index (Impact).
2. Levels of food security/insecurity among vulnerable households in CBED communities (Outcome #1.1).
3. Total production and productivity of all agriculture crops grown and livestock animals/birds reared by vulnerable households in CBED communities (Outcome #1.2).
4. Amount of income earned/generated from various livelihood activities being undertaken by vulnerable households in CBED communities (Outcome #1.3).

5. Quantum/value of destruction/disruption of livelihoods caused by natural disasters in CBED communities (Outcome #1.4).
6. Quantum and value of Eco-system services available for Livelihoods in CBED communities (Outcome #2.1).
7. Capacity of Community Institutions [Community Based Disaster Management Committees (CBDMCs) and Watershed Management Committees (WMCs)] as per Community Institution Maturity Index (Outcome #2.2).
8. Frequency and quality of Agriculture and Veterinary advisory services available to vulnerable households in CBED communities (Outcome #2.3).

To be conducted in 6 provinces (with target districts): Takhar (Chahab), Badakhshan (Argo and Kishem), Samangan (Aybak and Hazrat-e-Sultan), Jawzjan (Shebergan), Sar-e-pul (Sar-e-pul center) and Bamyan (Bamyan center and Yakawlang)

### **The Overall Responsibilities:**

#### **Consultant/firm:**

- Organize logistics and conduct the survey independently
- Coordinate with the field teams
- Follow partners' policies and security protocols
- Engage high-quality consultants and surveyors
- Manage time and complete the study on time

#### **Afghanaid:**

- Establish contact with the field teams
- Introduce the communities to the consultant teams

#### **Payment:**

- 40% on signing of contract
- 40% on submission of the draft report
- 20% on submission of the final report

#### **Timeframe:**

The study will take maximum 4 months and is expected to start as soon as possible

#### **Service Provider's Deliverables:**

1. Inception report
2. Draft Narrative
3. Final Narrative
4. Summary report
5. PowerPoint presentation
6. Pictures (original format) taken during the study

#### **Methodology**

The methodology should comprise, but not limited, of the following:

- Visit the watershed development and irrigation infrastructures created by the project
- Visit the Agro-Service centers, Veterinary Field units and Bio-climatic potato stores established by the project
- Discuss with the farmers, livestock owners and non-farm beneficiaries directly supported by the project

- Discuss with farmers and livestock owners indirectly benefitted from the infrastructure created by the project
- Visit the agriculture fields and assessment of standing and harvested crops
- Discuss with the project team and go through the project records
- Taking high quality and geo tagged photographs of Agriculture crops and animals

Note: Activity period of the project will continue till 31<sup>st</sup> December 2024. While majority of the activities will be completed by June 2024, but some activities might be implemented towards the end of the project. Due to the seasonal nature of Agriculture in Afghanistan, the endline survey will be conducted towards harvest time of 2024 agriculture crop, before end of the project. This timeline is expected to capture majority of agriculture related project information. This should be the basis for preparing the draft report. However the consultant is expected to discuss with the project team later and update the information in the final report.

### **Reporting Line:**

The consultant will work closely with the ARC Deputy Director, the MEAL Specialist, and the ARC Secretariat team.

### **Expertise, experience, and qualification**

- The consultancy firm should have Experience in undertaking similar assignments
- The firm must have a clear understanding of impact and outcome areas of the project
- The firm must have a good knowledge of Agriculture and Livestock based livelihoods
- The firm must have a good understanding of DRR and Climate Change
- The firm should have qualified technical specialists and available in country
- The firm should have presence in the target provinces
- The firm should be able to produce high quality reports with very good analysis
- The firm should be able to take very high quality photographs
- The firm must have a good track record in past assignments

### **Ability to travel (to Afghanistan and working area of ARC)**

The firm should be able to travel to Afghanistan and all target province and communities of the project.

### **Indicative completion deadline**

The field study of the assignment must match with current agriculture season of major crops grown in Afghanistan. The study must be undertaken while the crops are on the ground and/or being harvested. The study has to be undertaken simultaneously in all provinces.

The field work should be conducted between July and September 2024. The final report and photographs have to be submitted by 31<sup>st</sup> October 2024.

## **REQUIREMENTS FOR RFP:**

### **1) Contact Information**

Provide a Primary Contact Person and Lead consultant, Company Name, Address, Phone Number, E-mail Addresses.

### **2) Background and Experience**

- In detail, describe your methodologies for providing the deliverables listed in the ToR/assignment.

- Describe your organization's expertise and experience related to assignments with other NGOs by providing your clients' names, project details, location, total contract value, and other relevant information.
- Detailed background and qualifications of your team experts who will execute the assignment.
- Attach recent relevant work samples from at least two recent organizations where the services of the consultant/ team or firm have been utilized.

## 2) Key Staff/Lead Consultant

- Identify key staff that will be dedicated to providing this consultancy.
- Describe the education and experience of key staff relevant to the requested services.
- Team composition and time allocation

## 3) Consultancy Cost

- Provide a detailed budget for the consultancy services and a breakdown of consultancy costs for the overall assignment in USD.

## CONTACT DETAILS & SUBMISSIONS

National/International firms/individuals that meet the above requirements should submit their applications to [jobs@afghanaid.org.uk](mailto:jobs@afghanaid.org.uk) by **4:30 pm (Kabul time) on 24<sup>th</sup> July 2024**, including the following as the subject line: **"RFP No. AAD-07-2024 Proposal for CBED-II Project End-line Survey"**. Applications without the proper subject line or submitted after the deadline will not be considered. Due to the high volume of applications we receive, we are unable to respond to every application. If you have not heard from us within 3 weeks of the deadline, then you have not been successful for shortlisting.

The application should include the following:

- A letter of interest including complete contact details, previous relevant experience and references
- CV or company profile
- Technical and Financial Proposals

If you have any questions regarding this request for proposal, please email [jobs@afghanaid.org.uk](mailto:jobs@afghanaid.org.uk) no later than **4:30 pm (Kabul Time) on 20<sup>th</sup> July 2024** so that we have time to respond to your request before the deadline for applications.

Electronic copies of the Proposals/Quotations in response to this request are to be submitted by **4:30 pm (Kabul Time) on 28<sup>th</sup> July 2024**.

Only qualified applications meeting the above criteria will be shortlisted. Due to the high volume of applications we receive, we are unable to respond to every application. If you have not heard from us within 2 weeks of the deadline, then you have not been successful for shortlisting.