



# Islamic Relief Worldwide

Islamic Relief worldwide is registered in Afghanistan with ministry of economy under registration number 184.

## Request for Proposal (RFP)

Islamic Relief Worldwide invites your bid submission of a financial and technical proposal in order to provide services with the condition detailed in the attached documents (TOR) and in the below RFP. IRW seeks a services provider to conduct End Line Project Evaluation of “Women Entrepreneurship (WE)” in Afghanistan (Balkh, Bamiyan, Herat)

### The Request for Proposal (RFP) details are as follows:

- **Subject: End Line Project Evaluation of “Women Entrepreneurship (WE)”**
- **Tender Reference Number: PREQ00009816**
- **Publish Date: 23 July 2024**
- **Closing Date & Time: 6 Aug 2024 at 4:00 PM**
- **Minimum validity: 90 Days**

### This RFP (Request for Proposal) document contains the following:

- This Cover Letter
- Annex A IR Bid Form – Invitation to Bid No.
- Annex B TOR/ Scope of Work (Attached)

### Submission of Sealed Proposals:

Sealed proposals shall be addressed to the “Procurement Committee” with the “tender reference number” and should be dropped in the quotation box placed at the Islamic Relief main office according to the below address and Date.

- Address: HOUSE # 17, Street # 5, Qalai Fatullah, and Old Taimani, Kabul, Afghanistan
- Submission Date: latest by 4:00 p.m. on or before August 06, 2024.

Failure to meet the closing date/time may result in the tender being void. Returned bids must remain valid for consideration for a period of not less than 90 days from the closing date.

### Query on Tender Documents:

If you have any queries on the tender document, please write to [procurement.afg@islamic-relief.org.af](mailto:procurement.afg@islamic-relief.org.af) on or before the 5<sup>th</sup> of Aug 2024 by 4:00 p.m.

### Provisional Timetable:

Activity	Date
Issue Tender Notice and Invitation to Tender	23 <sup>rd</sup> July 2024
Last Date for submitting inquiries and clarification	5 <sup>th</sup> Aug 2024
Tender Closure/Submitting Date	6 <sup>th</sup> Aug 2024
Tender Review Committee	12 <sup>st</sup> – 15 <sup>th</sup> August 2024



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Bid clarifications if required / Inception meeting with shortlisted firms	18 <sup>th</sup> – 19 <sup>th</sup> August 2024
Documentation-Internal Approval Process and Award Contract	20 <sup>th</sup> – 21 <sup>st</sup> August 2024
"Go-Live" with Service provider	Upon approval of the contract

## **AWARD CRITERIA**

### **A) Qualification Criteria**

The list below documents must be provided with the bid (firms):

- A valid certificate of registration
- Company profile
- Client list (up to 3)
- A sample of previously conducted projects for similar exercises
- CV or outline of relevant skills and experience possessed by the consultant who will be carrying out the tasks and any other personnel who will work on the project
- Detailed cover letter/proposal outlining a methodology and approach briefing note.

### **B) Essential Criteria (Technical)**

Award of the contract will be evaluated and scored based on the following criteria:

The potential firms/consultants are expected to apply based on these Terms of Reference (ToR). The technical proposal will be evaluated based on the Quality Cost-Based Selection (QCBS) Criteria: The individual general reliability as well as experience and capacity in the carrying out the assignment (30%). The approach in responding to the ToR and detailed work plan (45%). The qualifications and competencies of the proposed personnel for the assignment (25%). Proposals obtaining more than 70% of the technical points will be considered technically suitable and qualify for financial assessment.

- Technical Proposal: 10 page Maximum
  - a) Presentation and profile of the applicant including technical references; Company profile(s) if it's a firm/ organization and documentation of legal status, and registration as a Company (Trade License, E-TIN, VAT Registration as consultancy firm).
  - a) Brief explanation of previous experience in this kind of work.
  - b) Methodological note with a proposition regarding: the organization of the study and proposed methodology including size and structure of the sample, sample questionnaire, identification of key informants and overall consultant's understanding of the assignment.
  - c) Tentative work plan with timeframes and deadlines for deliverables.
  - d) Structure of the research team including qualifications and experience.
  - e) Outline of the report.

### **c) Essential Criteria (Financial)**

- The consultancy total budget including breakdown.
- Prices must be quoted in AFN.



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- Quoted prices for the above services shall be inclusive of all kinds of govt. taxes and duties as per prevailing Tax Laws of Govt. of Afghanistan, Transportation, and any other task or activity included in the course of completion.
  - Expenses policy of the tendering consultant. Incurred expenses will not be included but will be agreed upon in advance of any contract signed.
  - Payment shall be made through bank account transfer within 21 working days based on completion of deliverable.
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## 7. Supplier Code of Conduct

### 1 Islamic Relief Worldwide requires all firm to adhere to:

- 1.1 The Modern Slavery Act 2015
- 1.2 The International Labour Standards as defined by the ILO (International Labor Organization). This Code of Conduct developed by the Inter Agency Procurement Group (IAPG) is inspired by the International Labour Standards.

### 2 Corporate Social Responsibility (CSR)

This information is to advise you, our service provider of the Corporate Social Responsibility (CSR) element in our supplier relationships:

- 2.1 Goods and services purchased are produced and developed under conditions that do not involve the abuse or exploitation of any persons.
- 2.2 Goods/services produced and delivered by organizations subscribe to no exploitation of children
- 2.3 Goods/services produced and manufactured have the least impact on the environment
- 2.4 Goods and services are produced and delivered under conditions where:
  - 2.4.1 Employment is freely chosen
  - 2.4.2 The rights of staff to freedom of association and collective bargaining are respected.
  - 2.4.3 Living wages are paid
  - 2.4.4 There is no exploitation of children
  - 2.4.5 Working conditions are safe and hygienic
  - 2.4.6 Working hours are not excessive
  - 2.4.7 No discrimination is practiced
  - 2.4.8 Regular employment is provided
  - 2.4.9 No harsh or inhumane treatment of staff is allowed.
- 2.5 Environmental Standards:



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Service provider should as a minimum comply with all statutory and other legal requirements relating to environmental impacts of their business. Areas to be considered are:

- 2.5.1 Waste Management
- 2.5.2 Packaging and Paper
- 2.5.3 Conservation
- 2.5.4 Energy Use
- 2.5.5 Sustainability

### **3 Business Behaviour:**

Islamic Relief will seek alternative sources where the conduct of service provider demonstrably violates the Modern Slavery Act 2015, and there is no willingness to address the situation within a reasonable timeframe.

Islamic Relief will seek alternative sources where companies in the supply chain are involved in the manufacture of arms or the sale of arms to governments which systematically violate the human rights of their citizens.

### **Qualifications to the statement:**

Where speed of deployment is essential in saving lives, IAPG members will purchase necessary goods and services from the most appropriate available source

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## ANNEX A: IR BID FORM – Invitation To Tender No: PREQ00009807

### BUSINESS INFORMATION

Company Name: \_\_\_\_\_ Contact person: \_\_\_\_\_

Company Owner(s): \_\_\_\_\_ Company Owner(s) Date of Birth: \_\_\_\_\_

Registration Number: \_\_\_\_\_ TAX ID: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

\_\_\_\_\_ Facsimile No: \_\_\_\_\_

Email Address: \_\_\_\_\_

A duly authorized company representative. WWW Address: \_\_\_\_\_

Signed: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Describe Payment Terms & Conditions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### BUSINESS REFERENCES (Up to 3 )

Name of Organization	Contact Person	Email / Telephone	Comment



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## payment Terms and conditions

Payment will be made in accordance with the deliverables and deadlines as follows:

- 30% of the total amount – submission of the inception report and finalizing the evaluation/data collection
- 70% of the total amount – submission of the final report including all outputs and attachments mentioned above

We can be flexible with payment terms; invoices are normally paid on net payment terms of 28 days from the time of the invoice date.

## Appendix B

Please fill in the table below. It is essential all sections be completed and where relevant additional expenses be specified in detail. In case of questions about how to complete the table below, please contact [procurement.afg@islamic-relief.org.af](mailto:procurement.afg@islamic-relief.org.af)

Total cost for consultancy in AFG (inclusive of taxes and expenses	
Discount Amount in Numbers (if any)	
Total cost for consultancy in AFG (inclusive of taxes and expenses after discount in Numbers	
Total cost for consultancy in AFG (inclusive of taxes and expenses after discount in Writing	

### **Important Note:-**

- The applicant is expected to take responsibility for paying full taxes and social charges in his/her country of residence.
- The applicant must provide a comprehensive proposal in detail, including all associated expenses.