



Women Activities and Social Service Association (WASSA)

Request for Quotation (RFQ) for capacity building training and policy improvement,
Announcement date 12. Aug.2024

Background

The Women's Activities and Social Services Association (WASSA) was established in 2002 as Afghanistan's first women's independent organization. WASSA aims to promote women's equal participation in socio-economic sectors of the country, is committed to seeking ways for women empowerment, and works directly with communities to bring change in the social attitude of the society in Afghanistan.

Our Vision: WASSA envisions Afghanistan as a co-existing society free of any form of violence and discrimination in which everyone has equal rights and access to basic needs, social justice, and dignity.

Our Mission: To facilitate humanitarian assistance, social empowerment, sustain durable solutions, and access to human rights in Afghanistan through the strategic goals and objectives of WASSA.

I. Description

WASSA requests for technical and financial proposal for capacity building training and policy improvement with the following context:

Overall Development Objective of the Assignment:

Is to "improve technical capacity and knowledge of the team on policy development as well as review and enrichment of the qualification of current policies of WASSA and to develop policies and processes for the sake of substantially development and organization grading. This will be achieved by enhancing participation the specific team members/managers in the capacity building trainings and policy making latest knowledge.

Overall objectives of the assignment:

The overall objective of consultancy services of an expert agency is to enhance internal capacity of WASSA staff and policy makers to cater upcoming capacity enhancement needs of WASSA projects team to emerge as policy makers who are engaged in promoting project documents and procedures based on the developed update policies and improve the knowledge of comprehensive policy and process development. Moreover, the current policies of WASSA to be review and updated with the latest versions of professional requirements.

Specific objectives of the assignment:

The objectives of the consultancy services for utilizing services of an expert agency for capacity building of the team, policy review and updating, conducting training on policy development to the team and development of comprehensive data privacy policy and Whistleblower policy.

General scope of the assignment:

1. The 'Consulting firm' will be responsible to the Senior Management of WASSA and will report to WASSA program accordingly. The consulting firm is required to work on capacity building to improve effectiveness and efficiency of staff for sustainable knowledge development as well as policy making and policies updating.
2. The scope of services will be not more than 3 weeks. The assignment will be commenced from Sept 1st and completed in Sept 21.

Brief description of areas identified for capacity strengthening:

It requires capacity assessment, include Partner capacity building activities such as: face-to-face training for all Partner personnel; dissemination of awareness raising tools; support for establishing policy and implementation of reporting procedures; policy guidance, etc. as well as planned field monitoring visits for higher-risk program activities, and further adjusted for Partners with low capacity as identified as part of selection.

Outputs and Activities:

Output 1- Comprehensive policy and process development

Activity 1.1 -Develop comprehensive data privacy policy and Whistleblower policy.

- Develop and implement a data privacy policy and whistleblower policy. Conduct training sessions for staff on data protection principles and compliance requirements.

Activity 1.2 Policy Improvement Workshops

- Organize workshops to review and improve the finance policy. Provide training on International Financial Reporting Standards (IFRS) and International Accounting Standards (IAS) for the presentation of Financial Statements. Additionally, provide training focusing on payroll preparation and procurement document procedures

Required Qualification and Experiences:

3. WASSA seeks an expert and experienced consultancy who have managed and provided similar services in the field of capacity building of individuals and entities in terms of conducting advanced trainings with update and latest training materials and developed such policies and procedures.
4. The consulting firm should have following qualifications and experiences:
 - (i) The consulting firm should have minimum five (5) years of experiences of Capacity building training for different tiers (Higher Management, Middle Management and Field Staff, Community Activists, Trainers, Master Trainers, Community Institutions) in Management and Policy Development for different target groups particularly including Staff and supervisors.
 - (ii) The consultant should have 3 years of experience regarding capacity building in managing projects and organizations development in specific area of policy improvement and strategic growth of the organizations.

- **Deliverables:**

Sl. No.	Deliverables	Descriptions	Timeframe	Remarks
01	Application and action plan submission	With detail activity planning, timeframe and responsibilities	Within a couple of days from commencement of the assignment	Describe in detail all the

				work activities and timelines
02	Technical and Financial proposal	With details of costs and financial needs	By before commence of the assignment	Clear budget/financial plan

2. Offer Submission:

Interested companies shall submit their best offers **by Sep 07, 2024, 4:00 PM local time**. The submission can be **hard copy to WASSA Main Office**: (Panj Rah-e-Aab Bakhsh Badmorghan(Ghulha St),Next to Ferdowsi 70,House #17-19 , Herat ,AFG.).

Note: Quotations related to this offer can be addressed to WASSA Main office on seal Package only.

Note 2: Only short-listed vendor will be contact for the next step.

3. Selection Criteria:

Award will be made to the company whose offer achieved the highest combined administrative, technical and financial score. If the final score is equal between two companies, the score of quality will prevail.

Priority will be given for the companies that are actively present in western region. Other eligibility criteria are:

- Incomplete bids will not be considered for evaluation
- Hold a valid license/registration with Ministry of Commerce/Ministry of Economy
- Certify that proposed unit prices shall be fixed for the duration of the agreement

I. Requirement for submission:

Following documents must be duly completed/signed/stamped by authorized person of the company:

I. Administrative:

1. Company License
2. Factsheet/Profile
3. Financial Clearance documents (tax clearance proof)
4. Copy of Tazkara - President and Vice President of company.
5. Exact address of Company.

II. Technical:

- I. As per required technical specification (Annex A)

III. Financial:

- I. Budget proposal (Annex B)

Currency: Budget/financial proposal should be submitted in AFN by supplier.

Note: WASSA reserves the right to accept all or part of your proposal, whichever is in its best financial interest.

Tax:

Supplier shall be liable for all tax payments occurring relevant this purchase. All such taxes shall be reflected in Budget/Financial proposal. In case supplier is exempted from Tax payments, proof of such exemption shall be included with the bid documents.

Payment

Payment shall be made through bank transfer without restricted access to cash in **AFA**.
 Payment will do after service.
 Payments shall be made in AFA by bank transfer or cheque to the following account:

Account Number:
Name of bank:
Address of bank:
Account name:
Swift Code:

Disclaimers and Protection Clauses

- WASSA may cancel solicitation and not award
- WASSA may reject any or all responses received
- WASSA confirms that issuance of solicitation does not constitute award commitment
- WASSA reserves the right to disqualify any offer based on offer or failure to follow solicitation instructions
- WASSA will not compensate offers for responses to solicitation
- WASSA reserves the right to issue award based on initial evaluation of offers without further discussion.
- WASSA may choose to award only part of the activities in the solicitation, or issue multiple awards based on the solicitation activities
- WASSA reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition

Scoring:

S/N	Descriptions	Score
1	Company License (Jawaz Update , Tazkara ,and TIN #)	5
2	Fact sheet (Company Profile)	5
3	Tax Clearance	5
4	Work Experience	10
5	Financial	75
Total score		100

Supplier's LETTER (in Letterhead)

Dear Sirs/Madams:

We, the undersigned, offer to undertake **RFP-WASSA-013-2024**, in accordance with your Request for Proposal dated / / and our proposal in the sum of AFN (in words) _____ (in figures) _____.

Our proposal shall be valid for two months from the submission date.

Our proposed prices will be valid for up to two months (the end of 2024) upon contract execution.

Our proposed prices include local taxes.

Our proposed is predicated upon all the terms and conditions of the RFP.

Our company is ready to carry out the provision in WASSA and shall provide services within _____ calendar days after receipt of confirmation of contract.

By submitting this proposal, we grant WASSA and the authorized representative(s) the right to examine, at any time before award, those records, which include documents, accounting procedures and practices, and other data, regardless of type and form or whether such supporting information is specifically referenced or included in the proposal as the basis for pricing, that will permit an adequate evaluation of the proposed price and validity of the offer.

We understand you are not bound to accept any proposal you receive.

Sincerely yours,

Name of Company: _____

Name and Title of Authorized Signatory: _____

Phone Number: _____

Email Address: _____

Address: _____

Authorized Signature/Stamp and Date: _____

Note: Please print this page in letter of company.

Annex A: Technical Specification Deliverables:

No	Description of Capacity building training and policy improvement for training	Description	Remarks /Compliance
I			

Annex B: Financial/Budget Proposal

Below is the sample for budget/financial proposal submission. Please keep the main headings as in below table.

Note: Price and currency to be inserted by supplier.

No	Description	Offered Specification	Unit	Quantity	Currency AFN	Budget Narration
					Unit Cost (AFN)	
1						
Delivery point: DDP WASSA Main Office – Panj Rah-e-Aab Bakhsh Badmorghan(Ghulha St),Next to Ferdowsi 70,House #17-19 , Herat ,AFG.					Total price AFN:	