

Request for Proposal
RFP Reference no: RFP.AFKAB.24.Sep.001
Date: Sep 3, 2024

From: ActionAid

Subject: Request for Bids/quotations – **Consultancy for Situation Analysis**

Project location: Afghanistan

Deadline for Submission: 6:00 pm, Afghanistan times, September 10, 2024

Organization Address: ActionAid, House no. 11, Street no. 11, Old Tamani, District 10, Kabul, Afghanistan.

1. Background:

ActionAid, Afghanistan is non-governmental, non-profit and non-partisan organization working in Afghanistan since May 2002 with about Forty year's history in the fields of development cooperation, humanitarian and emergency response, rehabilitation, and reconstruction. ActionAid is present in over 40 countries across Asia, Africa and Latin America and part of a strong network of South Asia program and currently involved in community development activities in over 13 provinces of Afghanistan.

It is registered with the Ministry of Economy in Afghanistan, ActionAid is working in Kabul, Bamiyan, Balkh, Jawzjan, Nangarhar, Samangan, Paktika, Khost, Laghman, Farah, Ghor, Herat and Kunduz Provinces. ActionAid Afghanistan as part of its humanitarian work is calling for quotations from suppliers across the country for the following scope of work.

2. Introduction

ActionAid is a global movement of people working together to further human rights and defeat poverty for all. Our global strategy is to build international momentum for social, economic and environmental justice, driven by people living in poverty and exclusion. In practice, this means working closely with people living in poverty and exclusion, civil society organisations, social movements and supporters. Together, we deliver grassroots programmes, provide emergency relief and campaign for things such as women's economic rights, tax justice and climate justice. Our work falls into four broad areas: women, politics and economics, land and climate, and emergencies. We have a particular focus on women's rights; it's a thread that runs through all our work.

In Afghanistan, ActionAid has been active in supporting marginalized communities and advocating for gender equality, education, and sustainable livelihoods. Given the dynamic socio-political landscape and emerging challenges in Afghanistan, there is a need to develop a new strategy that aligns with ActionAid's global mission and the specific needs of the Afghan context.

3. Context and background

ActionAid commenced working in Afghanistan in 2002 with a fellowship program that initiated young people into social development, and support to women and children affected by war and conflict. In 2006, ActionAid, Afghanistan (AAA) became a full country program. Programming for long term development process through the child sponsorship initiative commenced. In 2008, ActionAid, Afghanistan developed its first country strategy called "A Road to Go Ahead". This strategic phase ended in 2011. An extensive evaluation of the country program was carried out and the new strategy developed titled "Empowering People to End Poverty: ActionAid Afghanistan Country Strategy 2012-2017". It developed and adopted its third *Country Strategy III 2018-2022: People's Power for Social Justice and Inclusive Economic Empowerment* in 2018. This country strategy was further extended for 2 more years owing to context change particularly change of power in August 2021 and also change in leadership in mid-2023. As part of CMR process in 2021, it was decided to close Child Sponsorship (CS) funding and LRPs (Local Rights Programmes) in the country. Currently, the country programme is fully depending on donor funding for its operation.

Over the years, the AAA programme has gone through significant transitions in the nature of its programming, starting from a humanitarian intervention and moving on to sectoral developmental interventions and then to, an area based integrated programme approach within the ambition of implementing human rights-based framework in a challenging environment. Currently, AAA is active in both humanitarian and developmental programming by adopting Humanitarian-Development-Peace (H-D-P triple) nexus approach and integrating risk reduction and resilience in all its work along with empowerment of participating community groups (notably, men and women affected by prolonged conflict and recurring natural and climate induced disasters and other vulnerable groups viz. IDPs, returnees, small holder farmers, women and children headed households, persons with disabilities and elderly populations).

ActionAid, Afghanistan has commenced the development of its new country strategy that will guide and govern its operation and programming in the country for next 5 years (2025-29). The first phase of this exercise is Revisit and Analysis and this includes:

- Context analysis
- Stakeholder analysis
- Review of progress against outgoing country strategy

4. Objective of the Consultancy

The primary objective of this consultancy is to conduct a thorough situation analysis that will inform the development of ActionAid Afghanistan's 2024-2029 strategic plan. The analysis should provide insights into the current socio-economic, political, and environmental context in Afghanistan, and identify key opportunities, challenges, and trends that will impact AAA's work over the next five years. The Specific Objectives of the consultancy are to:

- Analyze the current and emerging socio-political, economic, and environmental trends that could impact AAA strategic priorities in Afghanistan over the next five years.
- Identify opportunities and threats in the external environment that may influence strategic decision-making, identify potential risks and uncertainties that could affect the implementation of the new strategy, including security, political, economic, and environmental factors.
- Review the effectiveness of existing programs and initiatives, assessing their impact on the target communities and identify any gaps in current programming that need to be addressed in the new strategy.
- Determine key thematic areas and sectors where the organization should focus its efforts based on the analysis of the current situation and emerging needs and provide recommended potential strategic priorities that align with the organization's mission and vision.
- Stakeholder analysis – stakeholders critical to AAA's operation both at national and sub-national level. Identify these stakeholders critical to AAA, review of AAA's engagements with them so far and identify critical pointers towards future engagement with them.
- Review of AAA's organizational processes vis-à-vis organizational priorities outlined in the outgoing country strategy and suggest critical pointers for next strategy.

5. Scope of Work

The consultant is expected to assess the current socio-economic, political, and environmental landscape in Afghanistan, Identify key trends and changes that have occurred since the previous strategy was developed, analyze the impact of external factors such as conflict, climate change, natural disaster, economic instability and vulnerability of specific groups including women on the communities AAA serves.

Additionally, the AAA expect from consultant to Identify and assess key stakeholders, including government bodies, NGOs, donors, and community-based organizations and analyze their roles, interests, and influence of these stakeholders in relation to AAA's work.

Moreover, the consultant will review AAA's current programs and their alignment with the organizational mission and goals; organizational processes with respect to stated organizational priorities; assess the strengths, weaknesses, opportunities, and threats (SWOT) of AAA in the current context; and provide recommendations for areas of improvement and strategic focus.

Afterwards, AAA expects engagement of the consultant with communities to identify community needs, priorities, and challenges with specific focus on most marginalized/vulnerable groups (viz. women, IDPs, returnees, people affected by migration, displacement, disasters) and how AAA's can provide better respond to these needs in the upcoming strategic period.

6. Methodology

The consultancy is expected to employ a mix of qualitative and quantitative data collection methods, including literature review and secondary data analysis, key informant interviews with stakeholders, focus group discussions with community members, surveys to gather quantitative data where necessary and SWOT analysis workshops with AAA staff and partners. These activities are indicative not conclusive, consultant can propose a detailed methodology in the technical proposal.

7. Deliverables:

The consultancy will be required to deliver the following:

- 7.1 **Inception Report:** Outlining the context analysis methodology, work plan, tools and timeline.
- 7.2 **Draft Report:** A comprehensive draft report of the situation analysis, including findings related to policies, mechanisms, programs, methods, good practices and preliminary recommendations.
- 7.3 **Final Report:** Incorporating feedback from AAA, including detailed analysis, conclusions, and recommendations.
- 7.4 **Presentation:** Presentation of analysis, results and recommendations at a special post-analysis workshop to be attended by AAA Key staff.

8. Timeline

The consultancy is expected to commence on 15 September 2024 and will be for 1 month.

9. Budget and Payment

Fee and reimbursement costs: The Consultant shall submit a financial proposal and the details of the budget for reimbursables shall be indicative only. Revisions and re-allocations will be decided in a dialogue with AAA, along the course of work.

Invoicing and Payment Procedures: The first instalment of 30% of the total costs will be paid after the finalization of inception report and approval of the workplan. A second instalment of 30% will be paid after submission of draft report. The final instalment of remaining 40% will be paid once AAA has approved the Final Report. Each instalment will be paid upon submission of invoices by the consultant.

10. Consultant Qualifications

The situation analysis will be carried out by a national or international firm or Individual experts with specialized knowledge and research expertise in context and situation analysis, policies and laws in the development cooperation work. The consultant will have the following experience and qualifications:

- Proven experience in conducting situation analyses or similar assessments.
- Strong knowledge of the socio-economic and political context of Afghanistan.
- Expertise in strategic planning and organizational analysis.
- Practiced in the use of participatory methods for conducting research and planning.
- Ability to engage with diverse stakeholders, including marginalized communities.
- Excellent analytical and report-writing skills and ability.
- Considerable professional experience of working in Afghanistan at the community, village and district levels with a clear understanding of traditional forms of social organisation and systems of local governance, as well as official systems of local administration.

11. Vendor Selection Criteria:

- 11.1 The ActionAid's Internal Procurement Committee (IPC) will be in charge of evaluation of bids and selection of the winning proposal.
- 11.2 Preference will be given to the most competitive bid that meets the project requirements and the demonstrated capacity of the vendor / vendors in the area.

12. Eligibility of Applicants:

- 12.1 This RFP is for Situation Analysis for ActionAid Afghanistan's 5-Year Strategic Plan (2024-2029); therefore, we are encouraging national or international firm or Individual who have the capacity and expertise to apply for this package.
- 12.2 In case any firm is applying please attach a copy of valid and updated license from AISA or the Ministry of Commerce.
- 12.3 In case any individual is applying he/she must submit copy of his Tazkira and TIN along with his/her offer.
- 12.4 Companies or individuals with similar experience might be preferred.

Applicants cannot apply for this proposal if they:

- 12.5 Are bankrupt or in the process of going bankrupt.
- 12.6 Have been convicted for an offense concerning professional conduct.
- 12.7 have been guilty of grave professional misconduct (proven by any means which the contracting authorities can justify)
- 12.8 Are guilty of serious misinterpretation in supplying information.
- 12.9 Are in situations of conflict of interest (with prior relationship to project or family or business relationship to parties on Commission.
- 12.10 Were declared at the serious fault of implementation owing to a breach of their contractual obligations.

13. Prices:

- 13.1 Applications must provide the most competitive price in Afghani currency any bid in a currency other than Afghani will be disqualified. There is no compromise on the quality of materials, work, and or services at any stage.
- 13.2 All quotations must abide the Government of Afghanistan Tax regulations. Offered prices must be inclusive of all relevant taxes and duties and other clearance costs. ActionAid will deduct taxes from the contracted price as per the existing tax regulations of the Government of Afghanistan.
- 13.3 Prices for the quoted items should be valid for 90 days and the prices cannot be changed during the contract period. Please clearly indicate price validity in your offer. In case of validity is not specified, prices are considered valid for 90 days.
- 13.4 This will be a fixed price project and no changes in price will be acceptable once both parties have signed the contract.

14. Tax

- 14.1 The prices should be inclusive of taxes, 2% or 7% (based on nature of registration) tax will be withheld from the total price at source as per law of the land. There is no negotiation on this at any stage.

15. Conflict of Interest / Non-Collusion:

We assume the bidder agrees to the following terms; otherwise, they must inform ActionAid management in writing:

- 15.1 That none of the directors or senior managers of the company are related to any of the directors and staff of Action Aid Afghanistan which may affect the outcome of the selection process. If there are such connections the bidder is required to disclose all the details along with the bid document.
- 15.2 That it has not communicated to anyone other than Action Aid Afghanistan the amount or approximate amount of the tender.
- 15.3 That it has not and will not offer to pay or give any sum of money commission, gift, inducement, or another financial benefit directly or indirectly to any person for doing or omitting to do any act about the tender process. Any such attempt will result in the company being blacklisted by ActionAid Afghanistan.

16. Force Majeure:

Force majeure is defined as a natural disaster, earthquake, landslide, flood, war, armed conflict, and pandemic. In the event of force majeure, the vendor shall inform the client within 24 hours. Action Aid Afghanistan and the vendor shall amicably decide further action after force majeure. Force majeure shall have an official declaration by the government.

17. Termination of Contract:

The client may terminate the Contract in whole or in part at any time and for any reason whatsoever by giving the Vendor at least 5 days written notice.

The client may terminate the Contract with immediate effect by giving written notice to the Vendor, and claim any losses (including all associated costs, liabilities, and expenses including legal costs) back from the Vendor at any time if the Vendor:

A. becomes insolvent, goes into liquidation, makes any voluntary arrangement with its creditors, or becomes subject to an administration order; or

In the event of termination, all existing purchase orders must be completed.

18. Late Tenders:

Tenders received after the closing date and time will not be considered.

In case ActionAid does not receive an adequate number of tenders for a competitive bid, it reserves the right to re-announce the tender or select the winner from the potential received offers/bids.

19. Application Procedure

The consultant is expected to submit a technical proposal and a financial proposal as part of their application to procurement.kabul@actionaid.org not later than **10th September 2024, 6:00 pm Afghanistan time** with subject line as **RFP.AFKAB.24.Sep.001: Consultancy for Situation Analysis – Name of the applicant/firm.**

The technical proposal should contain:

- The approach, methodology, and tools to be adopted.
- Details of activities or exercises to be done.
- Detailed workplan with tentative timeline
- Relevant experience and background matching to the requirements of the assignment with CVs of key staff
- Two studies/reports similar to the assessment
- At least two references of previous similar assignment.

Financial proposal should contain:

- Detailed calculation of the fee per working day including all taxes and social costs.
- Detailed costing of other costs including anticipated reimbursable costs.

Period of validity: The application shall be valid for a period of minimum 90 days, starting from the submission date.

Data protection & other aspects: By applying for this consultancy, you agree that you will comply in full with Data Protection Laws, and will provide ActionAid, Afghanistan with reasonable assistance and co-operation to allow it to comply with all applicable requirements under the Data Protection Laws.

It is a condition of the award of the consultancy that all entities and personnel engaged in providing the services will be subject to pre-award screening to ensure compliance with our obligations under aid diversion, counter terrorism, and money laundering "laws".

Please ensure that all the documents related to your application are sent as attachments to the email provided above and that all files attached clearly mention the name of the applicant. Only shortlisted applicants will be invited to an interview.

Contact: please contact following in case you need any further information and clarification:
Mohammad Adil Mansoor at Adil.Mansoor@actionaid.org

Only shortlisted vendors will be contacted for further negotiation, and any bidder who has not been awarded a contract will not be notified.

Note: Please sign and stamp all pages.

Vendor details:

Name:

Name of signatory:

Title:

Contact Number (s):

Email Address(s):

Date:

Sign and stamp: