## CALL FOR PREQUALIFICATION ACTED [Afghanistan]

## Instructions to Applicants

Date: [08/09/2024]

Prequalification N°: P/MULTI/MULTI/NATIONAL/0809024

Through this call for prequalification ACTED is requesting a company to provide written applications for the supply of the following services:

**Project Background**

Acted’s Monitoring, Evaluation, Accountability and Learning (MEAL) unit is responsible for monitoring and evaluation activities of Acted’s programming. As such, MEAL will be conducting at least 2 evaluations per year, either mid-term or final evaluations, for several ongoing projects funded by Norwegian Ministry of Foreign Affairs (NMOFA), EuropeAid, PATRIP and BHA, on multiple sectors of Shelter, WASH, protection, Agriculture, Livelihood, Economic development, emergency assistance, etc.

**Products description & overall technical specifications**

It is anticipated for 2024 to conduct 2 mid-term evaluations by end of December, and 4 endline evaluations for 2025, 1 evaluation by April 1 by October, and 2 by November.

Each evaluation will be accompanied by specific ToR detailing the dedicated objectives and requirements before the start of the evaluation. A separate service contract will be established for the specific purpose of the mid/final project evaluations to be requested.

At this stage, there is no offer form as no specifications. Please only provide the required documentation to be considered for pre-selection.

**Delivery timeline**

Delivery timeline for the evaluation of the projects will be fixed by Acted Office, Each of the Project should not take more time than the fixed deadline which will be set later on for each project.

**Potential Delivery location**

**Whole of Afghanistan**

The responses to this call for prequalification shall include the following elements:

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| --- | --- |
| 1 | The present **Instructions to Applicants (PRO-05.2)** signed & stamped by the Bidder |
| 2 | An original **Application Form (PRO-06.6)** dated, filled, signed & stamped by the Bidder **with all financial, human and technical elements required in annex** |
| 3 | The **Applicant’s Checklist (PRO-06.7)** dated, filled, signed & stamped by the Bidder |
| 4 | Business License, Owner ID, TIN |
| 5 | Resume / CV / Company Profile |
| 6 | List of staff and their specialisations |
| 7 | Evidence of similar experience with other NGO, institutions, privates’ companies, etc… |
| 8 | Any relevant document that will support the scoring system as detailed below |

**It is important to note that all documents must be filled, dated, signed & stamped by the Applicants in order to be considered as eligible. ACTED only accepts bids that have been filled in English**

**General conditions:**

1. The **closing date** of this prequalification is **22/09/2024 at** 5PMin ACTED officeat the following address: D#4 Turabaz khan squar, Qudrat center, Shahre naw, Kabul, Afghanistan. Phone: 0728677594
2. The submission of an application by an applicant to this call for prequalification may not result in the award of a contract.
3. The application must be submitted to ACTED Logistics department in a sealed envelope marked “Not to be opened before 22/09/2024 and the Prequalification reference number above.
4. Unsealed envelope and late applications will not be considered.
5. This tender will be valid for till 31/12/2025
6. To ensure that funds are used exclusively for humanitarian purposes and in accordance with donors’ compliance requirements, all applications are subject to the condition that contractors do not appear on anti-terrorism lists, in line with ACTED’s anti-terrorism policy. To this end, ACTED reserves the right to carry out anti-terrorism checks on any contractor, its board members, staff, volunteers, consultants, financial service providers and sub-contractors.
7. Collusive practices are prohibited and will lead to applications rejection.
8. **ACTED adopts a zero tolerance approach towards corruption and is committed to respecting the highest standards in terms of efficiency, responsibility and transparency in its activities. In particular, ACTED has adopted a participatory approach to promote and ensure transparency within the organization and set up a Transparency unit (supervised by the Director of Audit & Transparency) that can be reached through a dedicated phone number and e-mail address. As such, if you witness or suspect any unlawful, improper or unethical act or business practice (such as soliciting, accepting or attempting to provide or accept any kickback) during the prequalification process, please contact the following phone number +33 6 07 22 46 28 and/or send an e-mail to** [**transparency@acted.org**](mailto:transparency@acted.org)**.**

**Special conditions:**

1. Applications will need to score a minimum of 60 points to be considered for pre-selection:

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| **Requirement** | **Scoring** |
| Valid registration in Afghanistan | Required |
| The ability of the team members/ enumerators to speak Dari or Pashto | Required |
| 4-5 years' experience designing, planning, and conducting evaluations (including baseline, midline, endline and Impact) using mixed methods design approaches in the international development and humanitarian sectors | Required |
| Possess post-graduate qualifications in the fields of development, humanitarian studies, or a related field. | 10 pt |
| Excellent organizing, facilitating, presentation, and communication skills, including good report writing in English | 10 pt |
| Knowledge and skills in evaluation principles, methodology and best practice, mixed methods and evidence synthesis | 10 pt |
| Experience in multi-sector evaluation missions in the relevant sectors (Shelter, WASH, Protection, Agriculture, Education, Emergency Assistance, Cash, Livelihood, Economic Development, MSMEs, child and Youth) | 10 pt |
| Strong and proven experience in collecting and using both qualitative and quantitative data for evaluations | 10 pt |
| Excellent analytical skills and the ability to clearly synthesize and present findings both quantitative and qualitative findings | 10 pt |
| Previous experience doing evaluations for INGOs | 10 pt |
| Access to areas of intervention of Acted’s projects (Balkh, Samangan, Faryab, Jawzjan, Kunduz, Badakhshan, Herat, Nangarhar) amongst others. | 10 pt |
| Proven understanding of the Core Humanitarian Standards | 10 pt |
| Experience in using mobile data collection systems such as KoBo Collect | 5 pt |
| Specialized staff in Protection and Gender | 5 pt |

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Representative Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stamp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_