



## Request for Quotation (RFQ)

### **Reviewing and Modification of MHI Constitution and Safeguarding Policy**

Issue Date: Sept- 17- 2024

RFQ# RFQ-2024-MHI-22

Closing Date: Sept -24- 2024

#### **1. Introduction**

Muslim Hands International – MHI is an International Relief and Development NGO, established in the United Kingdom in 1993 with the objective of providing relief and emergency services and long-term sustainable development projects in a cultural, ethical, effective, efficient and transparent manner. Muslim Hands works both directly and with partners in over 50 countries worldwide carrying out short and long-term projects in Emergency Relief, Health, WASH, Education, Protection, Shelter, Safe Water, and TVET programming and a particular intervention of Advocacy and Peace in Afghanistan only. Muslim Hands International has been awarded Investor in People (2000, 2004 & 2007) and been accredited with Quality Management Systems Standard ISO 9001:2000. The organization is also a signatory to the International Federation of the Red Cross and Red Crescent Movement, and various NGOs in Disaster Relief and the main sources of funding of the organization are individual donors, trusts, institutions, and DFID.

Muslim Hands International obtained formal registration from the Ministry of Economy in Afghanistan with registration No. 141 in 2005 and is now firmly established with its Headquarters in Kabul and is fully engaged in relief and development activities in different parts of the country. The work of Muslim Hands in Afghanistan involves, improving the lives of poor and vulnerable through the provision of education, health, WASH, Protection, Livelihood, advocacy, Agriculture, and other specialized projects e.g., rehabilitation of the disabled, water purification and sanitation schemes, orphan sponsorship scheme, income generation activities and emergency aid / relief activities in Afghanistan. The Afghanistan head office operates in 21 provinces through head office in Kabul and regional and provincial offices in the respective regions and province of Afghanistan.

MUSLIM HANDS INTERNATIONAL wishes to commission the team member to render services in the aforementioned fields due to the knowledge and experience of the Project.

House #11-1, Street second, Qali Fatullah, District 10, Kabul AFG.PH +93 786 250 533

148, Gregory Boulevard, Nottingham, NG7 5JE (UK) PH# + 44 (0)115 911 7222

[www.muslimhands.org.uk](http://www.muslimhands.org.uk)



### 2. Terms of Reference

#### 1- Assignment No:1 (Modification and Improvement of MHI Constitution)

Consultancy for improving/modification of constitution according to Muslim Hands UK (MHUK) Policies and Afghanistan contextual legal NGOs framework and law

**Organization:** Muslim Hands International – Afghanistan

**Location:** Kabul, Afghanistan

**Duration:** 2 Months

#### **Assignment Summary:**

We are seeking a proficient consultancy service to support the enhancement, refinement and modification of the constitution of Muslim Hands International - Afghanistan. The consultant(s) will be responsible for evaluating the existing constitution, identifying areas for improvement, and proposing necessary modifications to align with the organization's current and future objectives. The preservation of the Charity's core objectives, particularly those related to the relief of poverty, advancement of education, and promotion of the Islamic faith, is essential.

#### **Key Responsibilities:**

- Conduct a thorough review and examination of the draft constitution of Muslim Hands International – Afghanistan and the enacted laws and regulations of the NGOs sector.
- Identify sections requiring enhancement or modification to bolster governance and operational effectiveness.
- Develop recommendations for amendments to align the constitution with legal standards and organizational objectives.
- Collaborate with MHUK governance team and stakeholders to gather feedback and insights on proposed changes.
- Draft a revised constitution document integrating suggested modifications.
- Present the revised constitution for review and approval by relevant organizational bodies.
- The consultancy should translate the constitution after approval from Governance team into local languages Dari & Pashto.

#### **Required qualifications and skill of consultant/incumbent:**

- A graduate degree from a recognized university in Law, policy development and any other relevant qualification.
- Extensive experience in constitutional law, governance frameworks, or related fields.
- Familiarity with non-profit organizational structures and governance principles.
- Strong analytical skills and meticulous attention to detail.
- Exceptional written and verbal communication skills.
- Ability to collaborate effectively with diverse stakeholders.

House #11-1, Street second, Qali Fatullah, District 10, Kabul AFG.PH +93 786 250 533

148, Gregory Boulevard, Nottingham, NG7 5JE (UK) PH# + 44 (0)115 911 7222

[www.muslimhands.org.uk](http://www.muslimhands.org.uk)



- Legal background or expertise in drafting legal documents is advantageous.

### **2- Assignment No: 2 (Safeguarding Policy modification and Improvement)**

#### **1. Background:**

In response to the need for updating Muslim Hands Afghanistan Safeguarding policy to align with the specific context of Afghanistan, this assignment seeks to review the existing policy and translate it into relevant local languages (Dari and Pashto). The updated policy will reflect Afghanistan's local laws, regulations, and cultural sensitivities, while ensuring adherence to international safeguarding standards.

#### **2. Objectives:**

The primary objectives for the consultancy to review and refine the Safeguarding Policy are:

- To review and improve the safeguarding policy, ensuring alignment with Afghan legal frameworks and international safeguarding standards.
- To translate the revised approved safeguarding policy accurately into the local languages (Dari and/or Pashto), ensuring accessibility and clarity for local stakeholders.

#### **3. Scope of assignment:**

The consultancy/consultants will undertake the following tasks:

- **Review and improve the safeguarding policy:** Analyze the Muslim Hands Safeguarding policy and ensure it complies with Afghanistan's legal and regulatory framework, including child protection laws, labor laws, and other relevant regulations.
- **Consultation:** Liaise with legal experts, local authorities, and organizational teams to ensure comprehensive understanding and accurate policy revision.
- **Recommendations:** Provide recommendations for any necessary adjustments to the policy to ensure local legal compliance and effectiveness.
- **Translation:** Translate the final approved version of safeguarding policy into Dari and/or Pashto, ensuring that legal terminology and cultural nuances are accurately captured.
- **Provision of revised:** Submit the final revised policy.

#### **4. Deliverables:**

- A reviewed safeguarding policy that aligns with Afghan laws and regulations.
- Accurate translations of the policy in Dari and/or Pashto.
- A brief report outlining key changes, local legal references, and recommendations.

House #11-1, Street second, Qali Fatullah, District 10, Kabul AFG.PH +93 786 250 533

148, Gregory Boulevard, Nottingham, NG7 5JE (UK) PH# + 44 (0)115 911 7222

[www.muslimhands.org.uk](http://www.muslimhands.org.uk)



## 5. Required qualifications and skill of consultant/incumbent:

- A graduate degree from a recognized university in **Law and Policy Development**.
- Demonstrated knowledge of Afghan legal systems, regulations, and local laws, especially in areas related to safeguarding, child protection, labor, and human rights.
- Fluency in both **Dari and Pashto** (written and spoken).
- Prior experience in translating legal documents and policy frameworks.
- Excellent attention to detail and the ability to convey complex legal terms in simple, clear language.



## Assignments

S. No	Description	Deliverables	Cost/AFN	Remark
1	<b>Assignment No:1</b> Modification and Improvement of MHI Constitution and translation of the final approved version both in Pashto and Dari	1		
2	<b>Assignment No: 2</b> Safeguarding Policy modification and Improvement and translation of the final approved version both in Pashto and Dari	1		
<b>Total cost AFN</b>				

### 3. Minimum Eligibility Requirements for Consultancies to be Considered for Further Consideration

1. It is mandatory for consultancies to attend the Pre-bid meetings on 22-September-2024 at MHI Main Office, starting at 10:00 AM. During this meeting, a briefing will be provided regarding the announced RFQ, including specifications, quality, services, and deliverables. Failure to attend the Pre-bid Meeting will result in the rejection of the consultancy's bids, and their bid will not be considered.
2. Submit their quotes as per deadline specified in RFQ.
3. Copy of business license along with TIN number or registration certificate from Authorized governmental agencies are needs to be submitted along with the quotation.
4. Accept all MHA terms and conditions, including payment and delivery terms.
5. If a public holiday is announced on the day of the bid opening, the bid opening will be rescheduled to the next working day.
6. To be eligible to apply for this bid, the consultancy must have five years of experience in same field.
7. Please note that bid submitted on our Request for Quotation (RFQ) must be filled out using our designated company format. Any bid submitted in a different format will be rejected.
8. Details CVs of the Consultant/incumbent to be attached with the bid.



No	Assignment No: 1	Proposed Consultant Name	Qualification Degree	Years of Experience in Similar Assignment
1				
No	Assignment No:2	Proposed Consultant Name	Qualification Degree	Years of Experience in Similar Assignment
2				

**3. Short listing and evaluation**

- In evaluating RFQ submitted, consideration will be given based on relevant experience and price.

**4. Conflict of Interest**

5. MHA requires **every prospective Supplier** to avoid and prevent conflicts of interest, by disclosing to MHA if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.
6. Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of MHI staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.
7. The eligibility of Supplier that are wholly or partly owned by the Government shall be subject to MHI's further evaluation and review of various factors such as being registered, operated, and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate, and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the RFQ.

**5. Form of proposal – information to be provided.**

To be considered, your proposal submission must include the following information. Failure to supply such information, in the requested format where specified, will result in your proposal not being considered.

**5.1. The RFQ will be evaluated using the following technical criteria. RFQ should address each question.**

1. Does the supplier have a valid license? If yes, please provide us with the scan copies.

House #11-1, Street second, Qali Fatullah, District 10, Kabul AFG.PH +93 786 250 533

148, Gregory Boulevard, Nottingham, NG7 5JE (UK) PH# + 44 (0)115 911 7222

[www.muslimhands.org.uk](http://www.muslimhands.org.uk)



## Muslim Hands Afghanistan

2. Does the supplier have quality control documents to help ensure adherence to high professional standards? N/A
3. Will the supplier be able to meet MHI's deadline? Does the number of days or the time indicated by the supplier to complete the related tasks?
4. Does the supplier have the same experience with other NGOs or institutions? If so, please list the NGOs/institutions and indicate if we may contact them.
5. Does the RFQ adequately describe in a clear concise, and understandable manner the work to be performed including **sampling** techniques and analytical procedures to be used?

### 5.2. Information about your company:

- a. A short profile of your company with emphasis on the different services. If the company is part of a group of companies, or is a subsidiary or parent company, please also give details of the group.

### 5.4. Costs:

- a. All cost shall be inclusive of all applicable taxes as per taxation law of the government of Afghanistan, [www.mof.af](http://www.mof.af), TA/DA.
- b. The quotation price must be given in AFN currency and will be valid for at least 90 days.

### 5.5. Payment:

- i. Payment will be made upon completion of the deliverables and MHI final approval.
- ii. Additionally, the payment will be processed to Partner Company's bank account not individual bank account.

### 6. Question and Clarification:

- A. The Interested supplier/bidder can direct their queries to the operation unit of MHA via [nawazsharif.safi@mhworldwide.org](mailto:nawazsharif.safi@mhworldwide.org)
- B. Contact No: +93 786 250 533

House #11-1, Street second, Qali Fatullah, District 10, Kabul AFG.PH +93 786 250 533

148, Gregory Boulevard, Nottingham, NG7 5JE (UK) PH# + 44 (0)115 911 7222

[www.muslimhands.org.uk](http://www.muslimhands.org.uk)



### 7. Submission Procedure

- a. The Interested consultancy should submit the hard sealed stamped RFQ through a official authorized representative in order to attend the bid opening event at MHA Office, House# 11-1, Street second of Qali Fatullah, Kabul, Afghanistan by **10:00 AM, 24 Sept 2024**.
- b. Bid Opening Time/Date & Venue: **10:10 AM, 24-Sept 2024, MHI Meeting Room**.
- c. The bids received after the RFQ closure will be rejected except if the delay is determined by MHI to have been due to a valid reason.

### 8. Disclaimer

MHA is not bound contractually or in any other way to any Proponent to this request for RFQ/bid. The organization is not liable for any costs or compensation in relation to the consideration of this Request for submission of proposal/bids by the Proponents whether the organization terminates, varies, or suspends the process or takes any other action permitted under this Request for RFQ/bids.

The organization may, at its absolute discretion, elect to abandon any part or whole of the process without giving prior notice to the Proponents or potential Proponents.





**9. SUPPLIER QUESTIONNAIRE**

The information provided in response to this questionnaire will be held confidential by MHI for use only in Consultancy Evaluation and not disclosed to any outside party without your prior written consent.

**Please provide the following information:**

1. Name of Consultancy	
2. Address of Consultancy	
3. Representative name	
4. Mobile number	
5. Email address	
6. Please attach Profile and registration documentation	
7. Please attached at least 3 similar contracts copies	

**Consultancy Relevant Experience:**

Projects		Project 1	Project 2	Project 3
No	Contract Description			
1	Contract Value			
2	Client Name			
3	Client Email/Phone			
4	Year			

It should be noted that the answers you provide to this questionnaire might influence your potential relationship with MHA. Following completion, signature, and submission of this questionnaire any subsequent changes must be submitted to MHA in writing immediately.