

Supply Request No	AFG/TQN/11/24/678		
Procurement Title - عنوان تدارکات	RFP for Consultancy Services درخواست مطالبه پیشنهادات برای خدمات مشورتی		
Supplier Name نام تهیه کننده			
Date تاریخ			
Phone Number نمبر تلفون			
Address آدرس			

Deadline for submission of Offer	Sunday 22-Dec-2024, 04:00 PM
ضرب الاجل تسليمی آفرها	روز یکشنبه ۲ ماه جدی ۱۴۰۳ ساعت ۴:۰۰ عصر

For Information Call برای معلومات بیشتر به این شماره به تماس شوید

No.	Services خدمات	Quantity تعداد	Unit واحد	Specification مشخصات	Total lumpsum cost قیمت مجموعی
1	Consultancy Services for End-Term Evaluation of EC-AWARE Project خدمات مشورتی برای ارزیابی ختم پروژه (EC-AWARE)	1	Evaluation ارزیابی	Hiring a qualified Individual Consultant or consultancy firm to carry out end term evaluation of EC-AWARE Project from 2021-2025 Please refer to the attached TOR for information about the project, scope of work, evaluation and selection criteria استخدام یک یک مشاور انفرادی یا شرکت مشورتی بخاطر اجرای ارزیابی پروژه (EC-AWARE) از سال ۲۰۲۱ الی ۲۰۲۵ بخاطر معلومات در ارتباط با ماهیت پروژه، ساحه کاری، معیارات ارزیابی و انتخاب به لایحه وظائف ضمیمه شده، مراجعه نمایید	

Total Lumpsum Price including applicable tax
نرخ مجموعی بشمول مالیات قابل تطبیق

شرایط و معیارات آفردهی:
مشاورین (اشخاص انفرادی و شرکت های مشورتی) واجد شرایط که تجربه و ظرفیت لازم را برای اجرای خدمات مشورتی جهت ارزیابی نهایی ختم پروژه EC-AWARE در پنج ولایت شمالی داشته باشند، می توانند آفر سر بسته خویش را به دفتر کنسرن واقع سرک ۵ خانه نمبر ۶ قلعه فتح الله و شهر تالقان تسلیم واقع سرک وکیل نظر محمد تسلیم نمایند.
مشاورین ضمن ارائه سند ابراز علاقمندی جهت اجرای پروژه، باید پروپوزل یا پیشنهادات تکنیکی و مالی خویش را مطابق لایحه وظائف تهیه و تسلیم نمایند که پروسه تدارکاتی در یک مرحله ارزیابی و نهایی می گردد.
کاپی جواز فعالیت، هرگاه داشته باشند، که تاریخ اعتبار آن از دوماه کمتر نباشد همراهی کاپی تذکره ضمیمه آفر تسلیم نمایند.
نرخ به اسعار داخلی (افغانی) ارائه گردد و پرداخت نیز به افغانی صورت می گیرد.
مدت اعتبار نرخ کمتر از یک ماه نباشد و در زیر این فورم باید همراه با مدت تکمیل پروژه تذکر داده شود.
داوطلبان مکلف اند تا بخش تضاد منافع را خانه پری، امضا و مهر نمایند و در غیر آن آفر شان مورد ارزیابی قرار نمی گیرد.
همچنان از داوطلبان تقاضا می گردد تا در پشت پاکت نمبر SR، عنوان خریداری و اسم خویش را جهت تشخیص بگونه واضح تحریر نمایند.
لایحه وظائف جهت معلومات و ارائه پیشنهادات ضمیمه می باشد.

پول مشاورین در دو قسط (مطابق صراحت لایحه وظائف) یک ماه بعد از تکمیل کار، ارائه اسناد لازم و قبولی آن توسط هیئت تکنیکی و نیز دریافت بل پرداخت میشود
داوطلبانیکه جواز معتبر همراهی نمبر تشخیصیه مالییه دهی (TIN) دارند ۲ فیصد مالییه و در غیر آن 7 فیصد مالییه اخذ میگردد.

Delivery Time تاریخ پیشنهادی تکمیل خدمات	
Validaty of Price مدت پیشنهادی اعتبار نرخ	

Note: Any discrepancy such as, alteration, wrong calculation, noticed in the quotes, that is not admitted and signed by supplier prior to submission, It will be counted as disqualified Quotation.
نوت: اشتباه محاسباتی، قلم خوردگی و تصحیح بدون امضا، منجر به رد آفر میگردد

Conflict Of Interest Part

بخش اظهار تضاد منافع

آیا کدام دوست (شخصی و یا هم مسلک) و اقارب (خویشاوند نسبی/خونی و سببی/ازدواجی) شما در موسسه کنسرن (فقط کارمندان برحال باشد) کار می کند؟ اگر جواب بلی باشد، لطف نموده قرابت وی را در جدول ذیل توضیح دهید: بلی یا نخیر؟ _____

شماره	اسم	موقف	قرابت
1			
2			

در صورت نخیر، من اظهار میدارم اینکه در این پروسه تدارکاتی هیچ نوع تضاد منافع واقعی، بالقوه و آشکار ندارم.

من همچنان اظهار میدارم اینکه (نام تجاری کمپنی خویش را بنویسید _____) شامل لیست سیاه هیچ نهاد دولتی یا موسسات ملی و بین المللی از اثر اجراءات غیر قانونی و فریبکارانه، نمی باشد.

من صلاحیت امضای این فورم اظهار تضاد منافع و اجرای سند درخواست نرخ گیری (RFQ) را دارم. من تمام شرایط و مقررات مندرج سند درخواست خریداری را با دقت کامل مطالعه نمودم و بدینوسیله اذعان میدارم که آن را قبول دارم.

امضا و تاپه Signature and Stamp

Quote prepared and submitted by:

تهیه و تسلیمی آفر توسط:

نام: Name

امضا و تاپه/Sign & Stamp

Terms of Reference for AWARE Final Evaluation

1. About Concern Worldwide

Concern Worldwide is an international humanitarian and development organization, headquartered in the Republic of Ireland. Concern Worldwide commenced its operations in Afghanistan in 1998 in response to a major earthquake. Since then, Concern Worldwide has focused its efforts primarily in the Northeast Region, addressing critical needs through various sectors including DRR, WASH, Nutrition, Health, Livelihoods, Education, and Emergency response. With an in-depth understanding of the local context and the challenges faced by communities in Afghanistan, Concern Worldwide has tailored its interventions to foster resilience and improve the well-being of vulnerable populations. The organization operates through a well-established presence, with its head office located in Taloqan, Takhar province, supported by a coordination office in Kabul and three field offices in different locations across the northeast region of the country.

2. Programme Overview

The Advancing Women-led Agribusinesses to Reach economic Empowerment (AWARE) programme is a four-year 6.25m EUR programme funded by the European Commission which started on 1st April 2021. It is implemented by a consortium of partners comprising Concern Worldwide, Save the Children, and New Way Social and Development Organisation (NSDO), in five provinces of Northern Afghanistan – Badakhshan, Takhar, Kunduz, Balkh and Jawzjan.

The AWARE programme seeks to contribute to the economic empowerment of Afghan women and maximise their contribution to growth, poverty reduction, and socio-economic recovery. The programme aims to support the development or expansion of sustainable women-led agro businesses and foster an enabling environment for women's economic empowerment in urban and rural areas of Northern Afghanistan, thus contributing to COVID-19 socio-economic response and recovery by jointly addressing economic and behavioural barriers.

The programme is working to achieve three main outcomes:

- O.1.** Increased access to opportunities, services, and assets for Afghan women to sustainably develop and execute their agro business ideas and/or expand their existing businesses;
- O.2.** Strengthened capacity and confidence of Afghan women to act on business opportunities and influence decision-making; and
- O.3.** An improved enabling environment for women's economic development.

These outcomes are achieved through the promotion of agribusiness development in five value chains – Dairy, Fruit, Vegetables, Almonds, and Saffron. The programme supports the formation of new Women-led Agro-Business Collectives (WABCs) and the expansion of existing women-led agribusinesses through the provision of agricultural training, assets and financial assistance, and the development of market linkages. Programme participants are also supported to form Women's Self-Help Groups (WSHGs), which have been provided with financial literacy, numeracy and life skills training to increase the capacity and confidence of women to engage in agribusiness. The programme is also working with community religious leaders to create a more permissive space for women to engage in economic activities.

AWARE is directly supporting 3,502 women, 6,880 men and boys, and 216 religious leaders by:

1. Establishing 237 market-driven Women's Agro Business Collectives (WABCs) and supporting 1,041 women working in pre-existing women-led agribusinesses along the selected five value chains – Each being supported with a tailored package of agricultural and business technical, asset and financial support to increase their productivity, ownership of resources, and control over income;
2. Establishing 159 female Self Help Groups (SHGs), with a functional community-based savings and loan mechanism in place, and equipping them with financial literacy, numeracy and life skills to increase their capacity to engage in economic activities; and,
3. Working with 216 religious leaders, and 6,880 men and boys to create a more permissive and supportive environment for women to engage in business in the community.

3. Evaluation purpose and objectives

The purpose of the evaluation is to:

- Assess the programme design, its relevance to the needs of Afghan women, and its coherence with other actions;
- Review the implementation progress, efficiency, and its likelihood of achieving its outcomes and impact;
- Identify the impact of the programme to date on the Afghan women participating and on the wider communities' gender attitudes, norms and behaviours;
- Review the sustainability of the programme design and make recommendations to enhance its sustainability and the exit strategy;
- Capture learnings for other programming and future programme design.

The evaluation report will be shared with the European Commission, as donor, as well as with the wider Concern Afghanistan programme management team for lessons learnt.

4. Evaluation scope

The evaluation will include a systematic review of the project, its design, implementation, results and assumptions made at the beginning of the project development process. It will also assess whether the project implementation strategy has been optimum and recommend areas for improvement and learning for the similar future projects. Target groups interviewed should include:

- Female programme participants (WABC members and existing businesswomen);
- Religious leaders trained and engaged by the programme;
- Male programme participants (male relatives of the women supported by the programme);
- Local Steering Committee (LSC) members;
- Provincial DfA representatives;
- Members of the AWARE programme team.

5. Evaluation questions

The evaluation questions are based on the DAC criteria of Relevance, Coherence, Efficiency, Effectiveness, Impact and Sustainability.

Relevance

- How appropriate were the interventions and programme design to the situation and needs of the primary target group (Afghan women)? Were the programme objectives and intended outcomes relevant to their needs?

Coherence

- What added or complementary value did the programme bring to the target area/groups compared to other existing programmes and donor funds available for Afghanistan?

Efficiency

- Did the programme achieve outputs, outcomes, and impacts at an acceptable cost and within the intended timeframe or within a timeframe reasonably adjusted to meet the evolving context? What factors affected achievement of outputs, outcomes and impacts in the originally planned cost and timeframe?

Effectiveness

- Did the programme make satisfactory progress toward achieving its outputs and intended outcomes? (WEAI scores, average monthly incomes, women's involvement in household decision-making, sales, decision-making power over income, men's gender roles attitudes, and women's ability to acquire, use, and maintain economic resources).
- What challenges did the programme team encounter in achieving outputs and outcomes, and to what extent did these challenges influence the programme results?
- What lessons can be learnt for future programme design on women's economic empowerment in Afghanistan?

Impact

- What has been the programme's impact on its primary beneficiaries, specifically the women who participated? (including both positive and negative outcomes).
- To what extent has the programme been successful in economically empowering Afghan women (supporting their access to and control over economic resources and their benefits)? To what extent has the programme increased their access to opportunities, services, and assets to develop agribusinesses, and strengthened their capacity and confidence to act on business opportunities and influence decision-making?
- What impact has the programme had on household roles and responsibilities, gender attitudes, norms and behaviours?
- What impact has the programme had on gender attitudes, norms, and behaviours within the broader communities where it was implemented? Is there observable evidence of changes in gender attitudes and behaviours, particularly among individuals outside the programme, male relatives of the participating women, or at a broader community level? To what extent has the programme helped to foster an enabling environment for women's economic empowerment?

Sustainability

- Are the results likely to be sustainable? Will the outputs and outcomes lead to benefits beyond the life of the programme?

6. Methodology

The evaluation will employ a mixed method approach, using both quantitative and qualitative methods. For the quantitative method, the evaluators will be able to refer outcome survey data which will be collected by the consortium team in December 2024 including comparison against the baseline data for the logical framework indicators. Additional surveys may be conducted as required and recommended by the consultant. For qualitative data, the evaluators should conduct field visits, Focus Group Discussions (FGD), and Key Informant Interviews (KII) with the primary beneficiaries (female programme participants – WABC and existing business members), male programme participants (relatives of the primary beneficiaries), religious leaders, LSC members, provincial representatives of the DfA, and AWARE programme team members across the five aforementioned provinces.

The consultancy should implement an evaluation methodology aligned with the project's participatory approach. The consultant(s) are expected to conduct a participatory evaluation that ensures meaningful involvement of the project partner, beneficiaries, and other relevant stakeholders. The evaluation should focus not only on quantifiable results but also on the processes and dynamics generated by the project, assessing their scope (in terms of people and actors involved) and sustainability.

Field data collection should be completed over three weeks between 9th to 27th February 2025 across five provinces – Badakhshan, Takhar, Kunduz, Balkh, and Jawzjan. (Indicative timeline).

7. Expected products

1. A written inception report, in English language, should be provided to the Consortium Manager, including a detailed implementation plan for conducting the evaluation, proposed methodology and sampling, by 21st January 2025.
2. Tools to be used in the evaluation should be sent for review and refinement.
3. The evaluation report will be written in English including:

Considering the DAC criteria and cross-cutting issues and providing an appraisal of how well the project has proceeded against each using the following grading scale, where: 5 – Outstanding Performance; 4: Very good overall performance with few shortcomings; 3 - Good overall performance but with some minor shortcomings; 2: Generally acceptable performance but with some major shortcomings; 1: Barely acceptable performance with many major shortcomings; 0: Totally unacceptable performance or insufficient data to make an assessment.

The report should be structured as follows:

- An Executive Summary
- Methodology
- Findings

- Recommendations and Lessons Learnt
- Annexes

The first draft of the written evaluation report should be provided to the Consortium Manager by 10th of March 2025.

8. Reporting lines

The consultancy will report to the Consortium Manager. The Consortium Manager will be responsible for arranging of travel within the provinces for the evaluators including with partner organisations as required in liaison with other relevant departments and colleagues in Concern Afghanistan. The draft reports will be reviewed by the Consortium Manager on the specified due date.

9. Composition, skills and experience of the Evaluation team

The evaluation is open for application to both international and national consultancies, both individuals or as a company.

Evaluators are required to possess:

- Expertise and experience of gender-based programming, women's economic empowerment, livelihoods programming, agribusiness programming, and value chain development.
- Familiarity with the unique operating context and gender context in Afghanistan, including experience of programming in the country.
- Extensive experience of conducting end of programme evaluations and report writing.
- Excellent written and spoken English language skills.

Concern Afghanistan may be able to support the facilitation of visas for international individuals to travel to the project sites in Afghanistan, upon timely provision of the required supporting documentation by the consultancy. This would require the travellers to meet visa requirements, including undergoing medical tests before their travel. Such medical costs may be included in the proposed budget from the consultancy. International flights may be included within the budget also. Please note in your proposal if visa support would be required.

Fluency in Dari and Uzbek languages would be advantageous. Otherwise, interpreting can be provided by Concern Afghanistan between English and Dari/Uzbek. Please note in your proposal if this will be required.

10. Plan for Evaluation implementation (including timelines)

Anticipated (draft) timelines:

Start date of consultancy – 12th January 2025.

Inception phase 12th to 21st January 2025.

Submission of inception report – 21st January 2025.

Desk and data reviews – 22nd January to 5th February 2025.

Field visits – 9th to 27th February 2025.

Report writing – 28th February to 21st March 2025.

Presentation to programme team on key findings – 9th March 2025.

Submission of draft evaluation report – 21st March 2025.

Revisions – 21st March to 3rd April 2025.

11. Safeguarding / Code of Conduct

All consultants engaged in the delivery of services will be required to sign Concern's Code of Conduct and associated policies (namely the Programme Participant Protection Policy, Child Safeguarding Policy, Anti-Trafficking in Persons Policy).

Consultants must be accompanied at all times during field travel by a member of the AWARE consortium team (staff member from either Concern Worldwide, NSDO or Save the Children). Unsupervised lone working in the field for this assignment is not permitted.

When travelling in the provinces in relation to this assignment, consultants will be required to adhere to the security management policies of the consortium organisations (Concern Worldwide, NSDO, Save the Children) in their respective provinces of implementation.

12. Logistics

If required, consultants will be responsible for arrangement of their own international flights. Costs for international flights may be included in the proposed budget.

If required, Concern is able to arrange domestic flights between Kabul and the provinces of implementation for consultants. These do not need to be budgeted as part of the proposed budget.

The consortium organisations will provide road transport from provincial capitals to project sites for the consultants. This does not need to be included in the proposed budget.

13. Terms of payment

The consultants will be paid according to the following schedule:

Deliverable	Percentage to be paid from total
Acceptance of Inception Report	10%
Acceptance of Final Evaluation Report	90%

Each payment will follow a payment request (invoice) from the consultant and upon acceptance of the stated deliverables by the Consortium Manager.

Proposed budgets should be inclusive of 2% tax for businesses with valid registrations in Afghanistan, and 7% for businesses without valid registrations in Afghanistan.

All related costs should be included in proposed budgets. No further costs will be considered than those stated in the proposed budgets.

14. How to apply

Interested applicants are requested to submit a hard copy of their expression of interest/proposal in English language including the below documents by midnight Kabul time on 21st December 2024:

- Cover Letter
- Technical Proposal (maximum 9 pages A4):
 - Interpretation and understanding of the terms of reference
 - Capability statement including the Table of Past Performance (Appendix B)
 - Methodology and approaches
 - Gantt chart with a fixed delivery time and disbursements
 - Organization chart of the proposed team
 - CVs of the proposed team
- Financial Proposal (maximum 2 pages A4):
 - Breakdown of the proposed fee, in Afghan local currency
 - Budget narrative
- Copy of the valid business license
- Proposal must have at least 30 days validity

15. Submission guideline:

- Closing date for bid submission midnight Kabul time on 21st December 2024.
- The proposal must be prepared in local currency and submitted in sealed envelopes to the following address:

For any queries regarding the procedure, please email afg.info@concern.net with the subject line AWARE Final Evaluation for Consortium Manager.

16. Proposal Evaluation

Applications/proposals evaluation involves reviewing its methodological soundness, alignment with the consortium's objectives, technical competency, and budget feasibility. Following are guidelines for conducting the proposals review:

- Evaluation Design and Methodology: Assess if the design (qualitative, quantitative, or mixed) suits the program, is methodologically sound, and adaptable to potential challenges. (25%).
- Consultancy Team Expertise and Experience: Review the team's qualifications, relevant experience, and cultural knowledge, especially regarding the programme's context. (25%).
- Work Plan and Timeline: Confirm a feasible timeline with clear milestones and contingency planning for risks. (10%).
- Budget and Financial Feasibility: Evaluate if the budget is reasonable, transparent, and focused on data collection and analysis. (25%).
- Data Management and Ethics: Ensure plans are in place for confidentiality, ethical compliance, and adherence to professional standards. (15%).

17. Procurement Cancellation

Concern worldwide in Afghanistan reserve the right to terminate or cancel this procurement process for many reasons but not limited only to project cancellation, not receiving enough bids, dramatic change in the service/materials required and or costs exceeding the limit of the project.

18. Annexes

Appendix A – Cover Letter

<Insert date of submission>

To: Concern Worldwide, For the attention of the AWARE Consortium Manager

We, the undersigned, provide the attached technical and cost proposals in accordance with the Terms of Reference for the provision of baseline consultancy services to the EC-AWARE project in Badakhshan, Takhar, Kunduz, Balkh and Jawzjan.

1. We have examined and accept in full the content of the terms of reference for this procurement (Including Concern's Programme Participant Protection Policy). We hereby accept its provisions in their entirety, without reservation or restriction.
2. We offer to deliver, in accordance with the terms of reference and the conditions and time limits laid down, without reserve or restriction.
3. The price of our proposal excluding spare parts and consumables etc, if applicable is:
4. This proposal is valid for a period of 30 days from the final date for submission of proposals.
5. We will inform Concern immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognise and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts of the contracting authority.
6. We note that Concern is not bound to proceed with this procurement and that it reserves the right to award only part of the contract.
7. We agree to adhere to all of the terms and conditions of the contracting authority as provided in the terms of reference.
8. We confirm that we are not engaged in any corrupt, fraudulent, collusive or coercive practices and acknowledge that if evidence contrary to this exists, Concern reserves the right to terminate the contract with immediate effect.
9. We are not bankrupt or being wound up, are having our affairs administered by the courts, have not entered into an arrangement with creditors, have not suspended business activities, are not the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
10. We have not been convicted of an offence concerning professional conduct by a judgment which has the force of res judicata.

11. We have not been guilty of grave professional misconduct proven by any means which the contracting authority can justify.
12. We have fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which we are established or with those of the country of the contracting authority or those of the country where the contract is to be performed.
13. We have not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the European Communities financial interests.
14. We are not currently subject to an administrative penalty referred to in Article 96(1) of the European Commission Financial Regulation.
15. We are not subject to a conflict of interest in accordance with Article 94(a) of the European Commission Financial Regulation.
16. We confirm that we have read and understand the Concern Code of Conduct and associated policies (Programme Participant Protection Policy, Child Safeguarding Policy and Anti-Trafficking in Persons Policy) and agree to abide by the terms of these policies in all of our activities under any Concern supply, service or works contract.

Additionally we commit to abide by the points listed below;

- Employment is freely chosen.
- The rights of staff to freedom of association and to collective bargaining are respected.
- Working conditions are safe and hygienic.
- No exploitation of children is tolerated.
- Wages paid are adequate to cover the cost of a reasonable living.
- Working hours are not excessive.
- No discrimination is practiced.
- Regular employment is provided.
- No harsh or inhumane treatment of staff is tolerated.
- Local labour laws are complied with.
- Social rights are respected
- Additionally, we confirm that we have read and understand the Concern Code of Conduct and associated policies (Programme Participant Protection Policy, Child Safeguarding Policy and Anti-Trafficking in Persons Policy) and agree to abide by the terms of these policies in all of their activities under a Concern supply or service contract

19a Environmental Standards

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

- Waste Management.
- Packaging and Paper
- Conservation
- Energy Use
- Sustainability

Name and function:

Date:

Signature:

Yours faithfully

Name and first name: <[.....]>

Title: <.....>

Duly authorised to sign this proposal on behalf of:

<.....>

Place and date: <.....>]

Appendix B – Table of Past Performance

Project Title	Description of Activities	Location	Client Name/ Tel No	Cost (USD)	Start-End Dates