**OHW: Request for Proposal (RFP-OHW-DRA-AJJR-01)**

Open Tender No. RFP-OHW-DRA-AFJR-RFP-24-01

Issue Date: 01-Dec-2024

Deadline for Receipt: 15-Dec-2024

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**Request for Invitation to Bid**

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| **1. ITB No.** | RFP-OHW-DRA-AFJR-24-01 |
| **2. Issue Date** | 01-Dec-2024 |
| **3. Services**  | Organization’s Capacity development and strengthening services  |
| **4. Project Number** | DRA-AFJR |
| **5. Issuing Office & Physical Address for Submission of ITB’s** | Bid should submit to OHW Kabul Project office before the closing date. The address is as follows:**OHW-Kabul main Office:** House # 08 ,street #07 ,Taimani , Kabul Afghanistan **Contact Email:** For any kind of information.**Email Address:** **logistics.kbl@ohw.org.af****Phone:** 0728530111 |
| **5.** **ESSENTIAL CRITERIA** | Consultancy firms are required to complete all sections of the below table.

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| --- | --- | --- |
| S/N | Question | Consultancy firms Response |
| 1 | Service provider accepts OHW Terms and Conditions of contract. | Yes / No | Comments / Attachments |
| Yes |  |
| 2 | **Sexual Exploitation (PSEA).**  The Consultancy firms shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favours or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle OHW to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind. | Yes/No | Comments / Attachments |
|  |  |
| 3 | The Consultancy firms and its staff (and any sub-contractors used) agree to comply with OHW and the IAPG’s policies and code of conducts listed below.1) Child Safeguarding Policy2) Anti-Bribery & Corruption Policy3) Human Trafficking & Modern Slavery Policy4) Protection from Sexual Exploitation and Abuse Policy5) Anti-Harassment, Intimidation & Bullying Policy6) IAPG Code of Conduct7) Conditions of Tendering. | Yes / No | Comments |
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| 4 | - Business registration License/certificate in Afghanistan- Tax Identification Number- Bank account details by the name of company | Yes / No | Comments |
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| **6.** CAPABILITY & SUSTAINABILITY QUESTIONS | Instructions – Consultancy firms are required to complete all sections of the below table.

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| S/N | Score | Question | Consultancy firms Response |
| 1 | 15 | **Relevant experiences** Ensure 2 contracts copies provided which shows working in the similar/relevant area with NGO/INGOs for the last three years.Each Contract will get 7.5 marks |   |
| 2 | 20 | Key professional staff competencies (qualification, skills, and experience)  |  |
| 3 | 10 | **Work plan (time schedule)** : Provide a comprehensive wok plan / time schedule for implementation of the intended **project .**  |  |
| 4 | 5 | **Financial Check**Tax clearance certificates for the last 3 years and bank statement turn over for the last 3 years should be USD-20,000.Each document 2.5 Marks |  |
| 5 | 10 | Technical proposal  |  |

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| **7-Financial proposal price**  | **COMMERIAL CRITERIA (40)**Criteria are used to evaluate the commercial competitiveness of a bid. Bids will be evaluated against the same pre-agreed Criteria. |
| **8. Anticipated Award Type** |  Firm Fixed Price, Contract and favorable for OHW rules, regulation and budget availability. |
| **9. Basis for Award** | An award will be made to the deserved Consultancy firms whose quote meets the terms & conditions of the RFPs and is most favorable to OHW, considering price or/and other factors included in the RFP . |
| **10. General Instructions to**Consultancy firms | * Final Proposal due by 04:00 PM local time Kabul on 15-Dec-2024.
* Include a statement that the services provider fully understands that their quote must be valid for a period of Fifty (50) days.
* Consultancy firms shall sign, stamp and date their Technical and Financial proposals.
* Consultancy firms must be a registered Audit Firm with the government of Afghanistan and its update license must be attached with the bid for submission.
* Consultancy firms shall submit Technical and Financial proposals along with their updated projects profile.
* The payment will be made upon the acknowledgement of Management Letter by OHW.
* OHW will make payment to the bank account indicated by the consultant in its invoice, provided that the bank account is in the consultant's name and located in its country of residence. Any request for payment to a bank account other than that of the contractor or a bank other than one located in the consultant's country of residence must be specified and justified.
* The consultancy firms must ensure that the audit event is accomplished within 20 working days including documents physical verification, ML review, and finalization of the report.
* Organization of Human Welfare (OHW) reserves the rights to cancel or
* Terminate the Purchase Order if the firm is not able to provide the satisfactory services.
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| **11 .Background** | Organization of Human Welfare is committed to improving operational systems by reviewing and updating policies across key departments, including Finance, Logistics, Internal control, Protection and Human resources (HR). Based on a recent audit report and organizational priorities, this consultancy will focus on addressing identified gaps, refining workflows, and ensuring policies align with international standards and contextual needs.Additionally, the development of new policies, such as a Protection Policy, Shared Cost Policy forManagement Staff and Administrative Expenses of the Organization, Top-Up Allowances Policy, and Transportation Policy, will form a core component of this consultancy to enhance transparency, efficiency, and accountability. |
| **12 .Objective** | The objective of this term of reference (ToR) is to:1. Conduct a comprehensive review of existing policies and practices across key departments based on the current context and practices of Afghanistan.
2. Bring required revisions on the existing and develop new policies and SoPs based on the Organization’s operations and needs.
3. Provide orientation sessions on the developed and revised policies and SoPs to OHW management.
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| **13. Scope of Work** | The consultant will be responsible for the following tasks, incorporating the special conditions outlined below:1. **Initial Planning and Engagement**
	* Prepare and share an initial comprehensive action plan, including steps, timeline, and methodology, with OHW management.
	* Conduct an initial meeting with the project team to explain the consultancy's context, challenges, scope of work, and expected outcomes.
	* Hold consultations with various stakeholders including country authorities to understand current practices, needs, and priorities that may inform policy recommendations.
2. **Policy Review and Assessment**
	* Assess existing policies and procedures in finance, procurement, MEAL, Program, internal control, and HR departments, identifying gaps and areas for improvement.
	* Engage with senior OHW staff to understand current policies, procedures, and implementation challenges.
	* Conduct field visits to evaluate how current policies and regulations are implemented at country and community levels.
	* Analyze the organization’s physical layout (floor plan) and procedural allocation within the Kabul office to recommend efficient procedures.
3. **Development of New Policies**
	* **Shared Cost Policy for Management Staff and Administrative Expenses**: Define shared cost structures, allocation methods, and implementation procedures.
	* **Top-Up Allowances Policy**: Establish guidelines for providing top-up allowances, ensuring consistency and compliance with organizational and donor requirements.
	* **Transportation Policy**: Develop clear guidelines for vehicle management.
	* **Internal Control framework**: Develop integrated internal control framework.
	* **Email use policy:** Develop clear guidelines for email use.
	* **Governance policies:** Develop clear procedures and manuals for Governance.
	* **Employee reporting and investigation policy:** Develop clear guidelines/ SoPs for employee reporting and investigation.
	* **Data and Record keeping policy:** Develop clear guidelines and policy for Data and record keeping.
	* **Anti-Terrorism policy:** Develop clear policy for Anti-terrorism.
	* **Partnership policy:** Develop clear Policy for partnership.
	* **Travel policy:** Develop clear guidelines/ SoPs for Travel.
	* **Health and Safety policy:** Develop clear policy for health and safety.
	* **Branding Guidelines:** Develop clear guidelines for branding.
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| **14. recommendations for System Enhancements** | * + Assess organizational systems and recommend improvements to enhance cost-effectiveness and operational efficiency.
	+ Evaluate and recommend updates to align policies with modern standards, addressing long-term sustainability and reliability.
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| **15.Feedback and Validation** | Facilitate a participatory feedback session with the project team and stakeholders to share findings and validate recommendations before drafting the policy review report. |
| **16.Documentation and Reporting** | * + Develop a detailed work plan for the review process, specifying tasks, responsibilities, timelines, and resources required.
	+ Submit an interim report highlighting strengths, weaknesses, and recommended improvements.
	+ Deliver a final technical review report, including updated policies and an implementation plan.
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| **17.Deliverables** | The consultant will provide the following:1. **Initial Action Plan** – Detailed steps, timeline, and methodology shared with OHW management.
2. **Interim Report** – Findings on existing policies, including identified strengths, weaknesses, and areas for improvement.
3. **Updated Departmental Policies** – Revised policies for finance, Procurement, MEAL, Program, and HR departments.
4. **New Policies**: based on article No.3 of Scope of work.
5. **Feedback Session Report** – Summary of key findings and stakeholder validation outcomes.
6. **Final Technical Review Report** – Comprehensive report with recommendations and a phased implementation plan.
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| **18.Expected outcomes and deliverables:** |

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| **SN.** | **Deliverables/ Outputs** | **Estimated duration to complete** | **Review and approvals required** |
| 1 | Inception plan/ Work plan and Methodology with clearly defined, timelines, and outputs, presented to the working group. | 5 working days | OHW |
| 2 | Consultations with various stakeholders including country authorities to understand current practices, needs, and priorities that may inform policy recommendations. | 8 working days | OHW |
| 3 | Policy review and assessment; assess the existing policies and procedures, engage with OHW management to understand the current needs and challenges, analyze the organization’s physical layout (floor plan) | 15 working days | OHW |
| 4 | Conduct field visits to evaluate how current policies and regulations are implemented at country and community levels. | 6 Working days | OHW |
| 5 | Development of new policies; Shared Cost Policy for Management Staff and Administrative Expenses, Top-Up Allowances Policy, Transportation Policy, Internal Control framework, Email use policy, Governance policies, Employee reporting and investigation policy, Data and Record keeping policy, Anti-Terrorism policy, Partnership policy, Travel policy, Advocacy policy, Health and Safety policy, Branding Guidelines. | 20 working days | OHW |
| 6 | Recommendations for System Enhancements;Assess organizational systems and recommend improvements to enhance cost-effectiveness and operational efficiency. Evaluate and recommend updates to align policies with modern standards, addressing long-term sustainability and reliability. | 5 working days | OHW |
| 7 | Feedback and Validation;Facilitate a participatory feedback session with the project team and stakeholders to share findings and validate recommendations before drafting the policy review report. | 4 Working days | OHW |
| 8 | Documentation and Reporting;Develop a detailed work plan for the review process, specifying tasks, responsibilities, timelines, and resources required, submit an interim report highlighting strengths, weaknesses, and recommended improvements, deliver a final technical review report, including updated policies and an implementation plan. | 6 working days | OHW |

 The consultancy is expected to last 10-11 weeks, with specific deliverables completed within agreed timelines. |
| **19.Special Conditions** | The consultancy firm will also:* Conduct consultations with stakeholders, including country authorities, OHW senior staff, and project teams.
* Observe policy implementation through field visits at both country and community levels.
* Ensure new policies are practical, context-specific, and aligned with organizational and donor standards.
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| **20.Reporting and Supervision** | The consultancy firm will report to the Country Director of OHW and provide regular updates on progress, challenges, and adjustments to the scope of work. |
| **21.Consultancy Firm Qualifications** | The consultancy firm should have:* Proven experience in policy development for non-profits or similar sectors.
* Expertise in developing of the above listed policies.
* Strong knowledge of organizational assessments and workflow analysis.
* Familiarity with current context of Afghanistan and international compliance standards and best practices.
* Excellent facilitation, writing, and reporting skills.
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**Attachment A: Cover Letter**

To: Organization of Human Welfare

From:

Subject: Cover Letter for the Announce RFP-OHW-DRA-AFJR-24-01

We, the undersigned, provide the attached quote in accordance to the RFP-OHW-DRA-AFJR-24-01 specification.

I certify a validity period of ninety (50) days for the prices provided in the attached Price Schedule/Bill of Quantities. Our quote shall be binding upon us subject to the modifications. We confirm the availability of required services, and that unit prices are inclusive of final service delivery to OHW. We further agree to payment terms upon submission and acceptance of an invoice by monthly.

We, the undersigned, offer to deliver goods and supporting services in conformity with the said Invitation to Bid for the total amount of (**Please insert your financial proposal price of services in AFN** ) as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Bid.

We understand that OHW is not bound to accept any quotes it receives.

**Authorized Signature**:

**Name and Title of Signatory:**

**Name of Firm:**

**Address:**

**Telephone:**

**Email**

**Attachment C: Price Schedule**

Consultancy firms shall provide all-inclusive prices for implementing the organization's Capacity development and strengthening services project . All costs must be realistic and reflect current market price . consultancy firms must include the following information in this section :

The quoted prices must be valid for 50 days from the date of the proposal

Don’t include lump sum costs

Provide a breakdown of all costs

Consultancy firms are required to provide the budget in AFN only