Request for Proposal (RFP)

Review, Update, and Development of Standard Policies and Procedures

Rural Rehabilitation Association for Afghanistan (RRAA)

# Overview

The Rural Rehabilitation Association for Afghanistan (RRAA) is committed to improving its operational efficiency and compliance by enhancing its policies and procedures. RRAA seeks a competent consultant to work closely with its team and conduct an in-person review of current policies and procedures at the RRAA office. The consultant will ensure that current practices are fully considered, and that updates or new developments are both practical and aligned with international standards, local regulations, and organizational needs.

# I. Introduction

The Rural Rehabilitation Association for Afghanistan (RRAA) is a national NGO delivering services across more than 16 provinces in Afghanistan. With operations spanning livelihood, WASH, local governance, and humanitarian emergency response, RRAA seeks to enhance its governance and operational efficiency by reviewing, updating, and developing its standard policies and procedures. This RFP invites qualified consulting firms to submit proposals for undertaking this assignment.

# II. Objectives

1. To review and assess the current policies and procedures.

2. To update policies and procedures in alignment with international standards, local legal requirements, and best practices.

3. To develop new policies where gaps are identified.

4. To enhance organizational compliance, accountability, and operational efficiency.

# III. Scope of Work

The selected consultant will undertake the following tasks:

1. Assessment: Conduct a comprehensive review of existing policies and procedures, identifying gaps and inconsistencies.

2. Consultation: Engage with RRAA leadership and relevant stakeholders to understand organizational needs.

3. Development: Draft, update, and standardize policies and procedures across key functional areas:

* Governance (Draft)
* Strategic Plan 2023-2027 (Draft)
* Sustainability Development Plan (Draft)
* Finance (Update)
* Administrative Policy (Draft)
* Human Resources (Update)
* Procurement (Update)
* Asset Management (Update)
* Program Management (Livelihood, WASH, Local Governance, and Humanitarian Emergency response) (Draft)
* Monitoring, Evaluation, Accountability, and Learning (MEAL) (Update)
* Compliance and Risk Management (Update)

4. Validation: Facilitate workshops or meetings to validate the drafts with RRAA stakeholders.

5. Training: Provide orientation sessions for staff on the updated policies and procedures.

# IV. Deliverables

1. Inception report, including work plan and methodology.

2. Comprehensive assessment report with recommendations.

3. Draft versions of updated and newly developed policies and procedures.

4. Finalized policies and procedures manual.

5. Training materials and orientation sessions.

6. Final report summarizing the process and outcomes.

# V. Timeline

The assignment is expected to be completed within 12 weeks from the signing of the contract. Below is a tentative schedule:

|  |  |
| --- | --- |
| Milestone | Timeline |
| Inception report | Week 1 |
| Assessment report | Week 3 |
| Draft policies and procedures | Week 8 |
| Validation workshops | Week 9 |
| Training sessions | Week 11 |
| Final Report | Week 12 |

# VI. Proposal Requirements

Qualified applicants are invited to submit proposals containing the following:

1. Technical Proposal:

* Understanding of the assignment.
* Methodology and approach.
* Detailed work plan and timeline.

2. Financial Proposal:

* Breakdown of costs (professional fees, travel, workshops, other expenses).

3. Organizational Profile/Resume:

* Relevant experience and expertise.
* References from at least three similar assignments.

4. Key Personnel:

* Names, roles, and CVs of the proposed team members.

VII. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

|  |  |
| --- | --- |
| Criteria  | Weight (%) |
| Understanding of the assignment  | 15% |
| Methodology and Approach  | 15% |
| Relevant experience  | 35% |
| Team qualifications  | 15% |
| Financial proposal  | 20% |

# VIII. Submission Details

Interested parties are requested to submit their proposals via email to hamed.wasil@rraa.org.af by 31-12-2024. Late submissions will not be considered. Please include “Proposal for RRAA Policies and Procedures” in the subject line.

# IX. Contact Information

For any queries or clarifications, please contact:

* Contact Person: Menhaj Arifi
* Email: menhaj@rraa.org.af
* Phone: +93 79 762 5128

# X. Financials

Below is a template for the financial proposal:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  Item  |  Unit  |  Quantity  |  Unit Cost USD | Total Cost USD |
|  Professional fees  |  Day  |  X  | X | X |
|  Travel expenses  |  Trip  | X | X | X |
|  Workshops/meetings  |  Session  | X | X | X |
|  Training sessions  |  Session  | X | X | X |
|  Miscellaneous (specify)  | X | X | X | X |
|  Total  |   |   |   |  |