



## **Request for proposals**

### **Frame agreement –Third Party Monitoring of SCAs program interventions**

#### **ABOUT SCA**

Swedish Committee for Afghanistan (SCA) is a non-governmental, non-profit, membership based and value driven organization established in 1980 with the mission of empowering individuals, communities and local organizations, primarily in rural areas and with particular focus on women, girls, boys and vulnerable groups such as people with disabilities so that they may participate fully in society and influence their own development. SCA is presently implementing development programmes in Health, Education, Disability and Rural Development in 14 provinces with a total annual budget of roughly USD 40 million. The main contributors to SCA budget are Sida, World Bank, EU and increasingly, private contributions and donations. SCA has more than 5,500 staff and manages its operations through the Kabul Management Office (KMO), Stockholm Management Office, five Regional Management Offices and two Liaison Offices.

SCA strategic plan 2014-2017 focuses on rural communities, women, children and persons with disabilities. It built upon SCA's previous successes and competencies. Service delivery, capacity development, advocacy, gender mainstreaming and rights based approach are the key building blocks of the new organizational strategy. The Strategic plan 2014-2017 emphasizes working in close collaboration with the communities that SCA supports. Its programmatic activities are guided by respect for the context and the principle of local ownership. Emanating from a rights-based perspective, SCA supports the capacity development of rights holders in the form of civil society organizations. It continues to commit itself to strengthening the voice of women and enhancing the capacities of civil society organizations to engage women more meaningfully.

#### **OVERVIEW OF THE ASSIGNMENT**

Swedish Committee for Afghanistan requests proposals to conduct independent Third Party Monitoring of programmes primarily, also in insecure areas. The main objective of the request for proposal is to conduct an independent Third Party Monitoring (TPM) of SCA programmes implemented in insecure and remote areas. The findings of the monitoring will inform SCA on whether or not the projects supported are fully operational as well as to assess accountability for the funds spent in supporting those programmes.

SCA seeks to enter into a frame agreement for call-off agreements for Third Party Monitoring in selected geographical and programmatic areas for a period of one year. Subject to successful performance the contract can be prolonged.

#### **ADMINISTRATIVE CONDITIONS**

The procuring organisation is Swedish Committee for Afghanistan, identity number 802010-4850. Address: Malmgårdsvägen 63, 116 38 STOCKHOLM, SWEDEN. Phone +46 8 545 818 40. Fax +46 8 545 818 55. E-mail: [info@sak.se](mailto:info@sak.se) and web: [www.sak.se](http://www.sak.se)

## **Questions about the procurement/tender process**

Please direct question regarding this procurement process to Monitoring and evaluation manager Noorullah Nabizai; phone +39795146284, e-mail: [noorullah.nabizai@sca.org.af](mailto:noorullah.nabizai@sca.org.af).

## **Announcement**

The invitation to tender has been made public through announcement on our website [www.sak.se](http://www.sak.se) as well as through inquiry to known actors in the market and other relevant channels.

## **Procurement rules**

This procurement is made by closed bidding. Tenders shall be submitted to SAK by the 15<sup>th</sup>-March, 2017 at 16:00. Tender shall be submitted in a sealed envelope either by courier or by regular mail addressed to [evaluations@sca.org.af](mailto:evaluations@sca.org.af) with CC: to Email address: [m&e@sca.org.af](mailto:m&e@sca.org.af) Swedish Committee for Afghanistan, Jalalabad Main Road Paktia Kot Kabul Afghanistan, mark the envelope "Third party monitoring of SCA program interventions".

Please be aware that tenderer may not be allowed to any corrections or additions to the tender after the deadline for submission is passed. Although the tenderer may correct obvious misstatements or miscalculations. SCA may in certain cases ask that the tender is clarified even after the deadline of submission is passed if it may be done without any risk of special treatment.

The tenderer has no right for compensation for the tender or cost associated with the tender process.

SCA will open the proposals, in the presence of the applicants' representatives who choose to attend at the in Kabul Management office 5<sup>th</sup> February 2017

## **ASSIGNMENT – THIRD PARTY MONITORING OF SCA PROGRAMME INTERVENTIONS**

### **Work Assignment**

The consulting firm will implement third party verification of SCA supported programmes in SCAs coverage areas depending on the needs of SCA. The third party monitoring will complement SCAs internal monitoring processes, to independently verify internal findings. Third party monitoring will take place in areas where SCA internal monitoring is not possible due to security or other factors, or in areas where management deems an independent monitoring necessary.

The Third Party Field Monitors will visit SCA programme areas, inspect and assess project sites, hold meetings implementing partners and government representatives; talk to key informants at service provision sites; and meet with target groups/beneficiaries. The main objective is to verify progress reports submitted by programmes, to assess the appropriateness of SCA interventions to the needs of the

target groups, assess the quality of services as per standards set by SCA and identify gaps in service delivery.

Decision on geographical and program areas to be monitored will be taken by SCA management (Board, Secretary General, Country Director Afghanistan) and communicated and agreed through call-off assignments from the overall contract.

## **Tasks**

The Contractor is expected to carry out the work assignment independently, based on criteria and templates agreed upon. The SCA Monitoring and Evaluation Unit will guide the consultancy firm regarding criteria and templates.

The following tasks shall be carried out under this contract:

- i. Carry out an independent monitoring and verification of the operational status of SCA interventions in select areas
- ii. Submit comprehensive monitoring/assessment reports in agreed templates which will include but not limited to:
  - Validate the facts and figures reported by SCA programmes in the field on key program activities implemented or undergoing implementation
  - Document and report achievements and gaps identified during field visits
  - Identify any issues/challenges pertaining to the implementation of SCA programmes

## **Monitoring in Insecure Environment**

The bidding firms are expected to have internal capacity and mechanisms to conduct monitoring visits in remote and insecure areas.

## **Approach**

The monitoring teams are to conduct third party monitoring in a way that relevant sources can be used, risks for staff and target groups are minimized and data integrity is maintained and quality data collected. Methods for achieving this is to be included in each report.

Tasking will be strictly confidential between parties in order to ensure the security of the personnel and to minimize distortion of results.

The Contractor will report the data collected, together with any relevant analytical findings, to SCA in an agreed template.

The consulting firms are encouraged to use innovative solutions such as use of mobile data collection system on tablets etc. as part of the proposal. These factors should be factored in the narrative and financial proposals and a narrative explanation provided.

## **Management and Scope**

Call-off assignments from the one-year contract can be given and signed by SCA Board, Secretary General and Country Director Afghanistan. Assignments will be agreed upon at least one month before commencing the third party monitoring. Reporting deadlines are to be agreed upon in the call-off agreement.

The contract will be valid for one year from contract is signed. Subject to satisfactory performance and evaluation of the mechanism by SCA may be renewed upon agreement by both parties. The consulting firm and all related members of the monitoring team shall not be SCA staff members. Nor should a staff



member of SCA have any commercial or other interest in the consulting firm, or any other influence over the Third Party Monitoring conducted.

The Consulting firm and all related staff are expected to adhere to the SCA code of conduct.

The consulting firm carries all responsibility (including security) for all related personnel and it is their responsibility to ensure appropriate systems and procedures are in place to address complaints and other human resource related issues that emerge.

## **General Conditions of Contract**

### **1 Representatives of the Parties and Contact Details**

SCA will notify the Consultant in writing the designation name(s) of the person(s) who will represent SCA and have the authority to act on behalf of SCA and the extent or limits to that authority.

The Consultant will inform SCA in writing the name(s) of the person(s) who will represent the Consultant and have the authority to act on behalf of the Consultant and the extent or limits to that authority.

Both parties will notify one another the postal addresses, telephone numbers and email addresses to be used for correspondence during the execution of the agreement.

#### **1.1 Instructions**

Instructions from SCA to the Consultant shall be in writing. If an instruction is given orally the Consultant shall act on it and the instruction should be confirmed by SCA in writing within four days.

The Consultant shall comply with any reasonable instruction given by SCA nominated representatives in order to carry out the work, provided that the instruction is given within the authority of the representative as notified to the Consultant by SCA.

#### **1.2 General Obligations**

##### **1.2.1 Working Relationship**

SCA and Consultant shall work together in a spirit of co-operation and goodwill with the aim of completing the work in a timely manner, to the appropriate standard and to the benefit of all parties involved.

##### **1.2.2 Consultants General Responsibilities**

The Consultant shall with due care and diligence carry out and complete the Third Party Monitoring in all districts in the Provinces assigned by SCA as per call-off agreement in accordance with the provisions of the Contract.

##### **1.2.3 Quality of the Consultant's Work**

The Consultant will carry out the work timely, report in English, communicate any delays and difficulties as soon as possible with SCA, without risking SCAs reputation in any area. SCA may reject and withhold payment for any work, which, in its opinion and beyond doubt, is not in accordance with normally acceptable standards.

##### **1.2.4 SCA's General Responsibilities**

The Client shall pay the Consultant the sum of money in accordance with the provisions of the Contract and each call-off agreement.

##### **1.2.5 Information supplied by the Client**

SCA will supply to the Consultant all information/documents available to SCA pertaining to the Programmes to be monitored in the areas in which the Third Party Monitoring is to take place. The



Consultant is responsible for his/her own interpretation of any information supplied. The information does not guarantee the exact conditions to be encountered at each site and the Consultant should take all reasonable measures to be adequately informed and prepared for any conditions, which are likely to be encountered.

### **1.3 Call of the agreement**

#### **1.3.1 Persons entitled to initiate a call off assignment**

Call-off assignments from the one-year contract can be given and signed by SCA Board, Secretary General and Country Director Afghanistan. Assignments will be agreed upon at least one month before third party monitoring is to start. Reporting deadlines are to be agreed upon in the call-off agreement.

#### **1.3.2 Negotiations of call of assignments**

For each call-off, a separate agreement will be negotiated and amended to the frame agreement. Before starting actual field work SCA and Consultant shall discuss the details of the call-off agreement and agree on each item of the Third Party Monitoring. All parties should sign the minutes of the said negotiations and attached as an addendum to the contract.

### **1.4 Time**

#### **1.4.1 Commencement of the Work**

SCA seeks consultant firms to have a call-off agreement to conduct Third Party Monitoring upon request. After signing of the contract, the Consultant shall commence the surveys within an agreed timeframe upon notification by SCA of the need for such monitoring.

SCA will give notice to the Consultant with details of districts and all necessary reports for the Consultant to start preparation for the Third Party Monitoring, at least one month before a third party monitoring is to start.

#### **1.4.2 Completion of the Work**

The parties should agree on end-date for delivery of Third Party Monitoring report when negotiating the separate call-off agreements.

#### **1.4.3 Late Completion**

For each day the Consultant is late in completing the Third Party Monitoring SCA shall be entitled to withhold payment and deduct from the final payment for each call-off agreement one hundred dollars per day (USD 100 per day).

### **1.5 Payment**

After a call-off agreement has been negotiated (see 1.3 above) a sum equivalent to 20% of the call-off agreement will be advanced. Subsequent payments will be divided into two instalments - 30% after progress report has been accepted by SCA (delivered at a date specified in the call-off agreement), and 40% after SCA has accepted the final Third Party Monitoring report (delivered at a date specified in the call-off agreement). The final bill shall be paid within two (2) weeks upon submitting to the client a completed Third Party Monitoring report in line with the request specified in the contract.

### **1.6 Unforeseen Events or Conditions**

Should any event or condition occur which could not have been foreseen by an experienced Consultant and is out of the control of the Consultant, but causes delay and/or additional expenditure and/or renders the work impossible, SCA and the Consultant will agree a suitable change to the assignment. If the security situation in an area prohibit third party monitoring, SCA should be able to terminate the assignment.



### **Variations to the Contract**

SCA may make variations in the quantity and/or quality of the Third Party Monitoring outcomes, as deemed necessary.

The effect of any such variations shall be discussed and agreed in writing by the parties, including any adjustments required to the time for completion and/or sums due to the Consultant and/or SCA.

### **1.7 Unethical Practice**

Should any unethical practice become apparent in the Third Party Monitoring process or a vivid claim on poor quality of the work, the Consultant shall correct the misconduct at his/her own expense within a period of one month after being notified about the misconduct by SCA. **Failure to that the client will terminate the contract at will.**

The consultant are expected to follow SCAs Code of Conduct.

The consulting firm and all relevant members of the monitoring team shall not be SCA members. Neither should SCA members have any commercial or other interest in the consulting firm, nor should SCA staff have any influence over the third party monitoring conducted.

### **1.8 Confidentiality**

The consultant will ensure that confidential information received by the consultant through the assignment is not shared with third parties, either during the contract period or afterwards. Confidential information referred to in this agreement is defined as, technical and/or commercial information in any form, except for; a) information that is commonly known or is made known outside the framework of this contract, b) information consultant can show is received before the signing of this agreement and c) the information that the consultant has received from an independent third party.

### **1.9 Intellectual Property Rights**

SCA shall have a non-time-limited, free and exclusive right to use, reproduce, modify and process the results, in processed and unprocessed form, of the ordered assignment. The ownership and copyright of the results and material compiled in connection with the performance of the assignment belongs unrestricted to SCA, regardless of the medium / channel. The same applies to the original and working materials that form the basis for the assignment.

Furthermore, the supplier guarantees that SCA by the use of the product does not infringe any intellectual property rights held exclusively by third-party.

SCA is entitled to submit original and working materials to another supplier for the processing and production. The contractor shall with subject to SCA rights under the Intellectual Property Rights make this a mandatory demand towards subcontractors (if applicable) and employees. The above still applies even if the agreement between SCA and the supplier has expired.

## **THE TENDER**

### ***a. Language***

All documents relating to this RFP shall be in English.

### ***b. Format***



Proposals must be submitted in hard copy.

**c. Page Setup**

The document should be written in 12-point font, single spaced, and with one-inch margins on A4 paper.

**d. Page Length**

The maximum page length for the proposal is 20 pages. The technical portion of the proposal may not exceed 10 pages. Suggested breakdown is as follows: cover page=1; organizational profile; institutional capacity=4; technical proposal=10; cost narrative=5. Spreadsheets associated with the cost estimates are not limited. Number of pages for the annexes is not limited.

**e. Annex Material**

Appropriate annex material should include organizational profile and curriculum vitae of key staff and letters of support. It may also include reports.

## 1.1 Proposal Contents

The applicant should address the following areas in its proposal:

**i. Institutional Capacity**

The applicant must present in narrative format a description of: (i) company profile (supplemental material could be placed in the annex), (ii) the organizational capacity to conduct the scope of work, including working in insecure areas (iii) previous experience in conducting similar work, including the different programmatic areas SCA is active within.

The applicant should leverage and verify their own networks to gain access to insecure and remote areas in SCAs coverage areas.

**ii. Technical Proposal**

The applicant should describe in the technical proposal their approach to the tasks outlined in the Scope of Work.

## 1.2 Cost Estimates

The applicant must present a detailed financial proposal. All costs shall be expressed in USD.

The cost estimates shall include, but are not limited to the cost elements outlined below:

- i. Cost for different categories of staff/hour: Includes personnel for technical assistance, data collection, data entry, cleaning, and analysis (e.g. staff, field monitors supervisors, drivers, etc.). Costs are to include insurance, salaries and all other costs related to staff in Afghanistan.
- ii. Per diem and Travel: Includes daily costs for lodging and meals and incidental expenses during training and during field work; mode of transportation; vehicle rental; fuel. The consultant is expected to organize all logistical arrangements connected to the assignments
- iii. All other costs associated with the agreement.

The applicant shall fill in the rates and prices for all items necessary to conduct the Third Party Monitoring. Items for which no rate or price is entered by the bidder shall not be paid for by SCA when executed, and shall be deemed covered by the other rates and prices as indicated in other cost items. The cost estimates should be valid for a period of one year

It should be noted that the cost estimates provided will provide a basis for SCA to do a comparative cost analysis of the bidders, and provide a basis for budgeting for the call-off agreements for Third Party Monitoring requested by SCA under this contract.

