



The Asia Foundation

Request for Proposal (RFP)

Date: March 16, 2009

Dear Sir/Madam,

Ref: Training for Department of Women's Affairs in Advocacy and Public Resource Monitoring:

You are requested to submit a proposal for consultancy services as per enclosed term of reference.

To enable you submit a proposal, attached are:

- I. Instruction to Offerors
- II. Term of Reference
- III. Proposal Submission Form
- IV. Price Schedule

Your offer comprising of technical and financial proposal, in separate sealed envelopes, should reach the following address no later than April 12, 2009 on or before 12:00 am.

Ministry of Women' Affairs Initiative to
Strengthen Policy and Advocacy (MISPA)
Shahr-e- Naw, Haji Yaqob Square
Near to Emergency Hospital
Ministry of Women's Affairs

Tel: + 93 700635901

Email: nshinwari@asiafound.org

You are requested to acknowledge receipt of this letter and to indicate whether or not you intent to submit a proposal.

Yours sincerely

Mohammad Naeem Shinwari

Organizational Development and
Training Manager, Asia Foundation
Ministry of Women's Affairs Initiative to
Strengthen Policy and Advocacy (MISPA)

Instruction to Offerors

A. Introduction

1. General

The purpose of this RFP is to train 34 Department of women's Affairs Directors and Deputies in Advocacy and Public Resource Monitoring to enable them to effectively advocate for the pressing needs of women within governmental and non governmental sectors and to monitor public resources directed to the development women's situation in Afghanistan.

2. Cost of Proposal

The offeror shall bear all costs associated with the preparation and submission of the proposal. The Asia Foundation will in no case be responsible or reliable for those costs, regardless of the conduct or outcome of the solicitation.

B. Solicitation Documents

3. Contents of Solicitation Documents

Proposals must offer services for the total requirement. Proposal offering only part of the requirement will be rejected. The offeror is expected to examine all corresponding instructions, forms, terms and specifications contained in the solicitation documents. Failure to comply with these documents will be at the offeror's risks and may affect the evaluation of the proposal.

4. Clarification of Solicitation Documents

Prospective offerors requiring any clarification of the solicitation document may notify the MISPA project at nshinwari@asiafound.org in writing. The MISPA team will respond by email to any request for clarification of the solicitation documents that it receive earlier than four days before the dateline for submission of the proposals.

5. Amendment of Solicitation Documents

At any time prior to the deadline for submission of proposals, The MISPA team may for any reason, whether its own initiative or in response to a clarification requested by offerors, modify the solicitation documents. All prospective offerors that have received the solicitation documents will be notified in writing of all amendment to solicitation document. In order to afford prospective offerors reasonable time in which to take the amendment into account in preparing their offers, the MISPA project may, at its discretion, extend the submission of the proposals.

C. Preparation of Proposal

6. Language

The proposals prepared by the offerors and all correspondence and documents relating to the proposal exchanged by the offerors and MISPA project shall be written in English language. Any printed literature furnished by the offerors may be written in another language so long as accompanied by an English translation of its pertinent passages in which case, for purpose of interpretation, the English one shall govern.

7. Documents Comprising the Proposal

The proposal shall comprise the following documents:

- (a) Proposal Submission form;
- (b) Operational and technical part of the proposal, including documentation to demonstrate the offeror meets all requirements;
- (c) Price Schedule, completed in accordance with clauses 8 and 9;

8. Proposal Form

The offeror shall structure the operational and technical parts of its proposal as follows;

(a) Management Plan

This section should provide corporate orientation to include the year and state/ country of incorporation and brief description of the offeror present activities. It should focus on services related to the proposal.

This section should also describe the organizational unit (s) that will become responsible for the contract and the original management approach towards a project of this kind. The offeror should comment on its experience in similar projects.

(b) Resource Plan

This should fully explain the offeror resources in terms of personnel and facilities necessary for the performance of this requirement. It should describe the offeror's current capabilities/ facilities and any plan for their expansion.

(c) Proposed Methodology

This section should demonstrate the offeror's responsiveness to the specification by identifying the specific components proposed, addressing the requirements as specified point by point; providing a detailed description of the essential performance characteristics and demonstrate how the proposed methodology meets or exceeds the specifications.

9. Proposal Prices

The offeror shall indicate on an appropriate price schedule, an example of which is attached to this solicitation documents, the price of services it proposed to supply under this RFP.

10. Proposal Currencies

All prices shall be quoted in US dollars or any other convertible currency.

11. Format and Signing of Proposal

The offeror shall prepare two copies of the proposal, clearly marking each “original proposal” and “copy of proposal” as appropriate. In the event of any discrepancy between them, the original shall govern.

A proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct error made by the offeror, in which case such correction shall be initiated by the person or persons signing the proposal.

D. Opening and evaluation of Proposals

12. Opening of proposals

The MISPA Project will open the proposals in the presence of a committee formed by the organizational Development and Training Manager.

13. Clarification of Proposals

To assist in the examination, evaluation and comparison of proposals, the MISPA may at its discretion, ask the offeror for clarification of its proposal. The request for clarification and the response shall be in writing and no change in price or substance of the proposal shall be sought, offered or permitted.

14. Preliminary Examination

MISPA will examine the proposal to determine whether they are complete , whether any computational error have been made, whether the documents have been properly sign and whether the proposal are generally in order.

15. Evaluation and Comparison of Proposals

A two – staged procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The price proposal of the proposals will be opened only for submissions that passed the minimum technical scores of 70% of the obtainable score of 100 points in the evaluation of technical proposal.

The technical proposal is evaluated on the basis of its responsiveness to the term of reference.

The overall weight given to each of the price section is described as follows:

The lowest evaluated priced proposal will be awarded 100 points and other prices proposals will be awarded points in accordance with following formula:

$$\text{Price Proposal score} = \frac{\text{Lowest price}}{\text{Price}} \times 100$$

The technical and price scores of offerors will be combined using a weighting of 70% technical and 30% price. The contract will be awarded to the offeror achieving the highest combined technical / price scores.

Technical Evaluation Criteria

Summery of technical proposal evaluation forms	Score weight	Point Obtainable	Org/Other Entities				
Expertise of Org submitting proposal	30%	30	A	B	C	D	E
Proposed work plan and methodology	50%	50					
Personnel	20%	20					

Evaluation forms for technical proposals follow on the next two pages. The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process. The technical proposal evaluation forms are;

Form 1: Expertise of Firm/ organization submitting proposal

Form 2: Proposed Work Plan and Approach

Form 3: Personnel

Summery of technical proposal evaluation forms 1	Point Obtainable	Org/Other Entities				
		A	B	C	D	E
Firm expertise including a solid knowledge of Advocacy and public resource monitoring capacities development	10					
Solid track record in public advocacy training (with particular emphasis on gender dimension) and public resource monitoring capacity development	5					
Relevance experience in gender advocacy and public resource monitoring capacities development; - Specialized knowledge - Experience on similar program/ projects - Experience in gender situation, mainstreaming and sub-national decisional and resource allocation mechanisms						
	30					

Summery of technical proposal evaluation forms 2	Point Obtainable	Org/Other Entities				
		A	B	C	D	E
Proposed work plan and Approach						
To what degree does the offeror understand the task?	10					
Have the important aspects of the task been addressed in sufficient details?	10					
Is the scope of task well defined and does it correspond to the ToR?	10					
Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation of the project?	20					
	50					

Personnel

Personnel Expert						
General Qualification						
Suitability for the project						
Training Experience	5					
Professional Experience in the area of Specialization	5					

Experience in the related field	5					
Language Qualifications	5					
	20					

Term of Reference

Training for Departments of Women's Affairs on Advocacy and Public Resource Monitoring

Location: Kabul

Beneficiaries: **Direct:** Training 34 DoWA staff (Director and Deputies) in one batch and 34 in Second batches. **Indirect:** 476 DoWAs Core staff which will be trained through their directors and deputies.

Duration of Project: 6 days (three days Advocacy training and 3 days Public Resource monitoring)

Introduction:

The Asia Foundation is implementing a project entitled "Ministry of Women Affairs Initiative to Strengthen Policy and Advocacy through Communication and Institutional Building (MISPA) with the funding from the United States Agency for International Development (USAID). This project focuses on enhancing the capacities of the Ministry of Women's Affairs to be a credible, visible and effective advocate within government and civil society to enhance women status.

Background:

In order to further increase the capacities of MoWA, MISPA has developed the initiative to enhance the capacities of provincial DoWAs to achieve its mandate on efficient and effective manner. In consideration of this, MISPA has conducted training in the areas of stakeholder's analysis and identification, problem analysis and the role of provincial stakeholders for 34 DoWA till now. To develop the capacities yet further, MISPA has the mandate to support provincial DoWAs to be:

- A real and sustainable referral and resource center for women at the provincial level. In this it should refer both individual and collective needs of women to other concerned institutions and advocate to ensure that needs delivered are addressed in proper manner.
- Have a capacity to be an effective and efficient advocate for the collective and individual needs of women at the provincial level. DoWA should influence decisions taken at the provincial level, build awareness of women's issues and develop effective partnership and networking with other governmental and non-governmental organizations to enhance women status.
- Capable to monitor public resources directed or devoted to the needs of women at the provincial level.

Equipping the DoWA staff with these skills to enhance women's status will lead to the increase visibility of DoWA at the provincial levels, influence decisions taken at the provincial level, direct as much resources as possible to women's pressing needs and monitor resources allocated to women's needs to ensure that gender dimension and mainstreaming procedures are addressed in the planning and budgeting of other institutions at the provincial levels.

Deliverables and Results

Activity 1: Conduct three days training on overall gender advocacy mechanisms

- Conduct three days training in advocacy in line with DoWA's role and mandate at the provincial level as well as in line with the sub-national governance and service delivery structure. The training should cover all the necessary approaches to ensure that gender based advocacy is fully integrated in the training designed. The Training content should cover, but not limited to: overall advocacy , networking , partnership, lobbying etc
- Prepared appropriate handouts, operational manuals, notes etc.
- Develop appropriate training implementation methodologies, workgroups, role play, case studies, presentations, behavior modeling etc.
- Conduct evaluation of the each session and as well final evaluation of the training.

Result 1: DoWAs Directors and Deputies are enabled to exercise appropriate advocacy activities at the provincial level to enhance women's situation.

Activity 2: Training DoWA Directors and Deputies in over all Public Resource Monitoring.

- Conduct three days training on Public Resources monitoring with particular reference to monitoring resources directed for women issues.
- Develop a guideline on public resource monitoring along with the index of gender sensitive indicators for measuring progress. The guide book should be in Dari and Pashtu and should be distributed at the final day of the training.
- Provide practical recommendations during the training on how to establish a platform at provincial levels regarding measuring progress public resource indicators developed during the training.
- Conduct final evaluation and deliver an evaluation report.

Result 2: DoWAs Directors and Deputies are enabled to monitor public resources devoted to women's development and know how to advocate and mainstream women related issues in sectoral planning and budgeting.

Qualification and Experience

- At least 5 year significant experience in advocacy and public resource monitoring mechanisms
- Experience in gender related issues and familiarity with the role and mandate of Departments of Women's Affairs.
- Excellent pedagogic communication skills
- Resourcefulness and strong networking skills

Competencies:

- Substantive experience working with CSO and media in transparency, advocacy, public resource monitoring and gender budgeting.
- Experience in local governance issues
- Ability to conduct training both in Dari and Pashtu
- Sound experience in partnership building
- Openness to change and ability to manage complexity

Annex IV

Proposal Submission Form:

Dear Sir/ Madam,

Having examined the solicitation documents, the receipt of which is hereby duly acknowledge, we, the undersigned offer to provide professional consulting services (profession/ activities for project/ program/office) for the sum as may be ascertained in accordance with the price schedule attached herewith and mad part of this proposal.

We undertake, if our proposal is accepted, to commence and complete delivery of all services specific in contract within the time frame stipulated.

We understand, that you are not bound to accept any proposal you may receive.

You're sincerely

Date Day/ Month/ year

Name and Signature

ANNEX V

Price Schedule

The price schedule must provide a detailed cost break down. Provide separate figures for each functional grouping or category.

In case of an equipment component to service provided, the price schedule should include the cost of rent or lease options.

You may include additional lines (personnel cost or other related expenses) coming from your proposal needs.

The offeror is requested to provide the costs and pricing for the delivery of the service and stationary required. The costs of venue, per diems and accommodations for the participants will be paid directly by the Foundation.

The format below should be used in preparing the price schedule.

No	Description of Activity	Number of staff	G. Daily rate	Total amount
1	Remuneration			
1.1	Trainer salary			
2	Out of pocket Expenses			
2.1	Stationary			
2.2	Photocopying			
2.3	Reproduction and Report			
2.4	Communication			
2.5	Equipment and others			
	Total:			