



# Swedish Committee for Afghanistan

Date: 25 October 2022  
To: Interested Qualified Bidders  
From: Swedish Committee for Afghanistan, Kabul Management Office  
No. of Pages: Ten (10) with three sections (Sections 1-3)  
Subject: Outcome Harvesting and The Most Significant Change Approach Training  
RFP #: KMO-RFP-2022-14

Dear Sir/Madam:

The Swedish Committee for Afghanistan, Kabul Management Office (hereinafter called “the SCA”) invites you to submit your technical and financial proposal for Training of Swedish Committee for Afghanistan (SCA) PMER Staff and programs in Outcome Harvesting and The Most Significant Change Approach Training (hereinafter called “the Service”) as specified in the Request for Proposal and attachments hereto (hereinafter called “the RFP Documents”).

## **Tender Instructions**

1. You must submit your technical and financial proposal in separate sealed envelope in case of hard submission. And in separate file in case of online submission for all service in respect to this RFP.
2. Your quotation shall be addressed and submitted at the below specified address or email address no later than 07 November 2022:

Swedish Committee for Afghanistan  
Jalalabad Main Road, Paktia Kot  
PO Box 5017  
Kabul Afghanistan

Email for Electronic submissions: [bids@sca.org.af](mailto:bids@sca.org.af)

3. Any quotation received by the SCA after the deadline will be rejected.
4. All questions will be responded through [tenders@sca.org.af](mailto:tenders@sca.org.af) from October 25, to 31.
5. Your quotation and all correspondence should be made in the English language.
6. Your quotation shall be according to these instructions:
  - 6.1 It shall contain the completed forms in Sections 2 and 3. Failure to complete these forms may result to rejection of your quotation
  - 6.2 All prices quoted shall be made on the terms specified in the RFP documents
  - 6.3 All prices should be quoted in USD.
  - 6.4 All prices should be quoted including taxes reference to Article 72 of Afghanistan Tax Law. International companies 7%
  - 6.5 Your quotation shall be valid for a period of 90 days past deadline for receipt of quotation
  - 6.6 Your quotation shall bear the RFP Reference Number and Title indicated above.
7. SCA will examine the received quotations to determine its completeness and whether there are computational or arithmetical errors, whether documents are properly signed, & whether the quotations are general in order. Arithmetical errors will be rectified as follows:

- 7.1 If there is a discrepancy between the unit price and the line-item total, the unit price shall prevail and the line item total shall be corrected, unless there is an obvious misplacement of the decimal point in the unit price, in which case, the line item total as quoted shall govern and the unit price shall be corrected.
- 7.2 If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotal shall prevail, and the total shall be corrected.
8. Prior to the price evaluation, SCA will determine the substantial responsiveness of each quotation. A substantially responsive quotation is one, which conforms to all the terms and conditions of the RFP documents without material deviations. Deviations from, or objections or reservations to critical provisions will be deemed to be material deviation. The SCA may waive any minor informality, or irregularity in a quotation, which does not constitute a material deviation, reservation, or omission.
9. During evaluation of the quotations, the SCA, at its discretion, may ask you for a clarification of your quotation. The request for clarification and the response shall be in writing, and no change in the prices or substance of the quotation shall be sought, offered, or permitted. Failure to respond timely to a request for clarification may result in the rejection of your quotation.
10. If a quotation is not substantially responsive, it will be rejected by the SCA and may not subsequently be made responsive by correction of the nonconformity.
11. The SCA shall compare all substantially responsive quotations to determine the quotation containing the best Quality and Cost.
12. Award will be made to the company whose quotation is determined substantially responsive to the requirements of the SCA and whose quotation contains the best-evaluated price, based on Quality and Cost Selection.
13. The SCA reserves the right to accept or reject any quotation, and to annul, in whole or in part or to suspend the process and reject all quotations at any time prior to the award, without thereby incurring any liability to the affected company or companies or any obligation to inform the affected company or companies of the reasons for the SCA's action.
14. Nothing in or relating to this RFP shall be deemed a waiver, expressed or implied, of any of the privileges and immunities of the SCA.
15. Please note that the SCA will notify unsuccessful companies.

### **Requirements of the Company**

The firm must provide evidence for the following criteria and submit it along with the technical and financial proposal.

1. Valid Certificate of Registration (For example: From AISA or Ministry of Commerce)
2. Bank Account in the name of the company. Individual/personal bank accounts will not be accepted.
3. Local firms must have Tax Identification Number (TIN).
4. **Bid Security:** all interested bidders are required to submit a bid security of (AFN. 50,000) Bidder must deposit the amount from their company bank account to the designated SCA Bank account, which is attached, and **a copy of deposit receipt must be attached with their offer while submitting, bids which not accompanied with bid security, will not be accepted.**

SCA has the right to not refund the bid security, if the bidder:

1. Provide fake documents/information.
2. Do not accept correction of any arithmetic error.
3. Do not submit required performance guarantee or do not agree to sign the contract
4. Modifies or withdraw its offer after the deadline for bid submission.

Firms who do not submit evidence for the above-mentioned requirements will be disqualified.

*Note: International Companies are exempted from bid security*



## Terms of Reference

### OUTCOME HARVESTING AND THE MOST SIGNIFICANT CHANGE APPROACH TRAINING

#### Background of SCA

Swedish Committee for Afghanistan (SCA) has been working in Afghanistan since 1982. Currently, SCA operates in 18 out of 34 provinces in Afghanistan. SCA's presence in Afghanistan consists of the Kabul Management Office (KMO), five Regional Management Offices (RMO) and three Liaison Offices. SCA receives funds from various international and private donors, mainly from the Swedish International Development Agency (Sida). With over 7,000 Afghan employees it is one of the largest foreign NGOs in the country.

SCA utilizes the Rights Based Approach in its programming. SCA supports education, health, rural development, and disability as a cross cutting program. As a right based development organisation, SCA puts more emphasis on capacity development of individuals and organizations, including civil society organizations, with the aim of enhancing their capacity to advocate for their rights. SCA also supports empowerment and rights of women throughout its programmes.

#### Vision:

The vision of SCA is *'An Afghanistan free from poverty, violence and discrimination, where human rights are respected and all live in dignity, enjoy equal opportunity and social justice.'*

#### Mission:

The mission of SCA is *'To empower 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'.*

#### The goal of SCA in conducting training in outcome harvesting and the most significant change approach:

The purpose of the consultancy is to train SCA (RMO and KMO) staffs on Outcome Harvesting and the Most Significant Change approach. The aim of the training is to enhance the understanding and the skills of the staff in outcome harvesting and the Most Significant Change Approach to identify, describe, verify, and analyze outcomes. This training blends theoretical with practical experience in outcome harvesting and most significant change through which staff will acquire skills to design and collect evidence of change (the 'outcomes') and then work backwards to assess whether or how SCA programme or projects contribute to that change."

The course aims to provide participants with a complete set of competencies, techniques, approaches, tools and good practices for outcome harvesting: its meaning, terminologies, importance, when it can be applicable, how it works, design of outcome harvest, data collection and analysis, reporting, utilization of reports, its strengthening and weakness.

Scope of the training: This training has both theoretical and practical learning where the staffs will actively participate and share their experience and knowledge among themselves. However, the following will be the focus of the training.

#### 1. Course Objectives

By the end of the workshop, participants will be able to:

- a) Understand what is 'outcome harvesting' and the most significant change, and its uses. Understanding of the key concepts, steps, and principles of Outcome Harvesting and the Most Significant Change Approach.
- b) Describe the relation between M&E and outcome harvesting/Most Significant Change. What is outcome harvesting/most significant change in M&E?

Define outcome harvesting steps. Understand how to guide or follow outcome harvesting steps.

- c) Define the Most Significant steps. Understand how to guide or follow the Most Significant Change steps.
- d) Consolidate learning through practical exercises, group work and trainer feedback.
- e) Appreciate that Outcome Harvesting always needs to be adapted.
- f) Identify ways in which they can use Outcome Harvesting in their work to enhance learning and accountability through monitoring and evaluation.

## 2. Key tasks/activities

Proposed activities include (but not limited to)

- a) Pre training assessment of SCA training organizers in advance of the training. The trainer will design a pre training assessment question and administer it via skype discussion.
- b) Preparation of the training course –to be informed from the results of pre-training assessment and TOR: Based on the results of the discussion, the trainer will tailor and prepare training package for the Outcome Harvesting trainees.
- c) Development of Outcome Harvesting and Most Significant Change Training Manual
- d) Develop pre-and post-test before starting the real training
- e) Skills training – seminar presentations, case studies, demonstration sessions, team building exercises and group activities, etc.: The Outcome Harvesting course to be conducted in Kabul over a period of 5 days.
- f) Post training evaluation – immediately at the end of the training: An evaluation to measure immediate learning retention will be conducted for participants. Participants will also be required to develop individual Action plans on how they wish to apply the knowledge and skills gained.
- g) Award of certificates to trainees: A Certificate of Participation shall be awarded to participants who will have successfully attended the training.
- h) Submission and acceptance of Final Training report.

## 3. Expected Outputs

The consultant is expected to deliver the following outputs at the end of the training

- a) Training inception report (training courses, approaches, methodologies and timetable)
- b) Course material including detailed course content, participant workbooks, and learning aids
- c) Proceedings of the training- This report will detail the topics presented, the staff discussions, issues and challenges and recommendations from the participants

## 4. SCA Responsibilities

- a) Will facilitate the training process, organize the training halls, stationeries, avail trainees, etc.
- b) Manage traveling and accommodation (visas, air ticket, and hotel accommodation **only if the winner of this project will be international companies**)
- c) Will provide list of the trainees to the consultant, keep monitoring the progress of the training, provide venue and refreshment for the participants of the training. SCA will assign knowledgeable officer/specialist to work with the consultant who shall provide feedback to the consultant on any issue that may need his/her attention.
- d) In addition to the professional fees, SCA will be responsible for the transportation in-country within training location/city. Payment will be done according to the financial procedures of SCA as contractual agreement.

## 5. Duration

The actual training activity is estimated to last 5 working days, excluding preparation, reporting and travel days. The proposed dates for training are 16th to 20th October 2022 in Kabul, – Afghanistan. Two weeks of preparation 2nd to 13th of October 2022.

## 6. Qualification Requirements

The consultant/team of consultants must have preferably both practical and academic (Master’s degree and/ or equivalent qualification in Social Sciences Especially Development Studies, Project Management, Business and Administration, Economics, or similar qualification). Proof of hands-on experience in Andragogy, and trainings on outcome harvesting, the most significant change approach, result based management, monitoring and evaluation, project cycle management, community driven development approach, non-profit organizations, and knowledge of Afghanistan. Preference is for offers which demonstrate practical oriented training techniques and course content rather than theory and hypothesis.

## 7. Terms and Conditions

The consultant will be required to follow SCA Country procedures and contractual obligations.

## 8. Deliverables and Timelines

The deliverables for this training as mentioned above in section 4 includes:

- Training inception report (training courses, approaches, methodologies, and timetable)
- Course material including detailed course content, participant workbooks, and learning aids
- Provide training based on the agreed inception report and the TOR.
- Proceedings of the training- This report will detail the topics presented, the staff discussions, issues and challenges and recommendations from the participants

The training will take around 20 working days including travelling to Afghanistan to facilitate training

Tasks/ deliverable	Estimated duration	Payment
<b>Inception report</b> Training inception report (training courses, approaches, methodologies, and timetable)	<b>3 days</b>	<b>25%</b>
<b>Preparing Training Modules</b> Course material including detailed course content, participant workbooks, and learning aids.	<b>8 days</b>	
<b>Travel to Afghanistan</b>	<b>2 days</b>	-
<b>Provide Training</b> The consulting firm provide training as per the agreement and the payment will be effect after the training is provided.	<b>4 days</b>	<b>75%</b>
<b>Proceedings of the training</b> This report will detail the topics presented, the staff discussions, issues and challenges and recommendations from the participants	<b>1 day</b>	
Back up day	<b>2 days</b>	-
<b>Total</b>	<b>20 days</b>	<b>100%</b>

**Mode of payment:** *Payments will be made upon submission and approval by SCA of deliverables as mentioned above, and, Invoice and payment would be in USD currency. Payment will be made through bank cheque or bank transfer to the company bank account.*

## **9. Application Process**

Applications are invited from reputable Training Firms or Team of Consultants from all countries to conduct training in Outcome Harvesting and the Most Significant Change Approach which is a monitoring and evaluation methodology used to identify, describe, verify, and analyze the changes brought about through a development intervention to SCA staff (20-25 in number) in Afghanistan.

Interested applicants who meet the required conditions are invited to submit an expression of interest including financial and technical proposal outlining training methodology, training content and work plan. In the financial proposal the applicants are expected to include consultancy service fee. CV and supporting documents such as certificate of similar activities accomplished of the applicants should also be submitted along with the proposal.

## **Confidentiality**

All information in the contract between the two parties shall be considered as confidential and not be shared with anyone unless legally obliged to do so.

## **Evaluation of the bid:**

The evaluation of the bid is quality and cost-based selection, 70% for quality and 30% for the cost. SCA will provide the contract to one consultancy firm.

## **Quality Evaluation (Technical)**

### **Technical and Quality evaluation plus oral interview (100 points)**

#### **1. Institutional Capacity credentials (*Maximum 30 points*)**

- d) Institutional Capacity/Institutional Credentials and Personal Capacity (25points),
- e) Demonstrated experience of the firm related to the topic and the technical team (20Points)
- f) Technical Proposal Comprehensiveness – demonstrates a complete understanding of the TOR and all aspects of the technical design (25points)
- g) Oral Interview (30 points)

#### **Note:**

Only consultancy firm who score a minimum of 45/70 in the Institutional Capacity credentials and in the Technical and Quality Proposal Evaluation, which includes scores, qualify and will be invite for oral interview.

#### **Important Note:**

Only consultancy firm who score a minimum of 75/100 in the Technical and Quality Evaluation, which includes oral interview scores, qualify for a financial evaluation.

#### **2. Financial evaluation (*Maximum 100 points*)**

Based on all the price quotations, the lowest quoted price will be given the maximum financial score of 100. The financial scores of other qualified quotations will be computed as follows:

Financial score =  $100 \times \text{Lowest price} / \text{price of relevant quotation}$ .

## **Final evaluation score**

The quotations will be ranked according to the combined Technical and Quality Evaluation plus oral interview, and Financial Evaluation scores using the following weights: T = Technical and Quality evaluation weight, 70%; F = Financial evaluation weight, 30%

Final score =  $0.7 * T$  (Technical score) +  $0.3 * F$  (Financial score)

## **Award of contract**

Award will be made to the consultancy firm whose quotation achieved the highest combined technical and financial score. If the final score is equal between two-consultancy firms, the score of quality will prevail.



# Swedish Committee for Afghanistan

## **Section 2 – Quotation Forms**

(Complete and sign the Quotation Forms and Section 2 Additional Requirements)

### **Section 2 – A**

#### **QUOTATION SUBMISSION FORM**

Date: (Bidder to insert the date)

RFP No. KMO-RFP-2022-14

#### **Outcome Harvesting and The Most Significant Change Approach Training**

To: Swedish Committee for Afghanistan  
Kabul Management Office

Dear Sir/Madam:

We acknowledge receiving your RFP Documents and its accompanying attachments. We, the undersigned, have examined the same and offer to provide Training on Outcome Harvesting and The Most Significant Change Approach Training to Staff of Swedish Committee for Afghanistan (SCA) that conforms with your RFP No. KMO-RFP-2022-14

We agree to abide by this quotation for a period of 90 calendar days past the deadline for the receipt of quotation as specified in RFP. Our quotation shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept the lowest or any quotation that you may receive.

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(Bidder to insert name and signature of duly authorized representative)



**Section 2 – B**

**QUALIFICATION INFORMATION FORM**

General Information

1. Name of Bidder:
2. Street Address: Postal Code:
3. P.O. Box and Mailing Address:
4. Telephone Number:
5. Fax Number:
6. E-mail address:
7. www Address:
- 8a. Contact Name:
- 8b. Contact Title:
9. Type of Business:
10. Year Established:
11. Registration or License Number:
12. Tax Identification Number (TIN):
13. Number of staff employed:



# Swedish Committee for Afghanistan

## Section 3

## CONSULTANCY COST/PRICE SHEET

Items	Unit	Qty	Unit Price (USD)	Sub-total (USD)
Consultancy Fees	Person	20-25		
Total Amount (USD)				
Comments				

Note: SCA will deduct applicable tax as per Afghan government tax law while making payments.



Swedish Committee  
for Afghanistan

Kabul Management Office (KMO)  
Kabul, Afghanistan



عزیزی بانک

Azizi Bank

MAIN BRANCH



Name : S.C.A GENERAL FUND RESI  
Account No : 000101101831122  
Customer ID : 483184  
Type of Account : CA. AFN 01130

Corres Bank: COMMERZ BANK AG. FRANKFURT

Account No: 4008701062 00 USD

Correspondent Bank SWIFT: COBA DE FF



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